

TITLE: Regional Medical Director

Associate Medical Director

DEPARTMENT: EMS Council

REPORTS TO: Board of Directors

EMPLOYMENT STATUS: Independent Contractor

Summary: The Regional Medical Director(s) will provide clinical leadership, medical guidance, support development of pre-hospital treatment and transport protocols, Performance Improvement programs, and serve as a liaison to the EMS Council Board of Directors, Bureau of EMS, and affiliated entities for services that support the regional mission to provide emergency medical care to the sick and injured and related public-safety or public-health services.

Essential Duties: Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Represent the regional EMS Council in meetings with local public service agencies, emergency care providers, local, regional, and commonwealth recognized Medical Advisory Committees, working groups, and advisory panels.
- Actively coordinate and oversee continuous quality improvement programs based on evidence-supported practices and outcomes, so as to critically appraise and advance the quality of clinical performance in an EMS system.
- Maintain an integral part of pre-hospital research, for any EMS purpose with the end goal of enhancing the quality of care provided by the EMS system.
- The regional Medical director(s) shall chair the regional Medical Advisory Committee.
- Monitor program compliance to ensure quality delivery of prehospital and definitive patient care throughout the Eastern PA EMS Region.
- Maintain high public awareness of the need to upgrade emergency medical care delivery and the Councils role/responsibility to accomplish system development and maintenance.
- Provide coordination and understanding between such diverse entities as government officials, business leaders, technology vendors, medical specialists, tele-communications specialist, volunteer and professional providers of prehospital care, police, and others involved in system development.
- Maintain knowledge of relevant EMS regulations, protocols, and standards, providing assistance in the review of regulatory investigations.
- Provide exemplary customer service to our regional constituents and partners.
- Maintain a high degree of confidentiality specific to protected health information, Council data, finances, and records.
- Supporting the implementation of training and continuous education of EMTs and paramedics, often directly supervising clinical activities to ensure adherence to best practices and regulations.

Oversight Responsibilities: The Board of Directors has oversight responsibility for the Regional Medical Director(s).

Qualifications: To perform this job successfully, the individual(s) in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

Essential Qualifications:

- License to practice medicine (M.D. or D.O.).
- Familiarity with the design and operation of EMS systems, particularly the system or systems in which the director will be working.
- Education or experience in out-of-hospital emergency care.
- Education or experience in mass casualty or disaster medicine.
- Education or experience in medical direction of EMS systems.
- Active participation in the emergency management of acutely ill and injured patients.
- Education or experience in EMS education and methodology.
- Knowledge of EMS laws and regulations.
- Knowledge of EMS dispatch and communications.

Desirable Qualifications:

- Board certification in emergency medicine.
- Fellowship training in EMS.
- Education or experience in EMS quality improvement.
- Involvement with national emergency medicine or EMS organizations.

Language Skills:

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conforms to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards of directors.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Acknowledgement:

I understand that this position description is not an exhaustive list of all functions that you may be required to perform, and you may be required to perform additional functions. Additionally, the company reserves the right to revise the position description at any time.

A performance review will be conducted within 30 days prior to the expiration of the independent contractor agreement. The evaluation will be presented to the Council's Board of Director's for approval and subsequent re-affirmation of the Medical Director's contractor agreement. This does not preclude additional performance reviews as required at the discretion of the Board of Directors.

Conflict of Interest - It is Eastern PA EMS Council's policy that all contractor's avoid any conflict between their personal interests and those of the Council. The reason for this is to ensure that the Council's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no associate should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of the Council.

Contractors of the EMS Council, in accordance with our defined grant funding requirements, shall file, annually, and or, upon a change in employment or volunteer status, a required Conflict of Interest form. The Regional Medical Directors serve in an advisory, educational and leadership capacity. Said directors do not have Board meeting voting privileges.

I acknowledge this position description was reviewed with me and a copy was provided to me. I agree with and accept the terms and conditions and acknowledge this does not represent a contract of employment, and that employment at Eastern PA EMS Council is employment at-will, which may be terminated at the will of either the company or myself. I understand the responsibilities of the regional Medical Director(s) requires interactions across a broad spectrum of the healthcare community and, if applicable, will present no bias or conflict of interest with my primary employer and contractual obligations of such.

Contractor Signature

Date

EMS Council Representative

Date