

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2021-102**

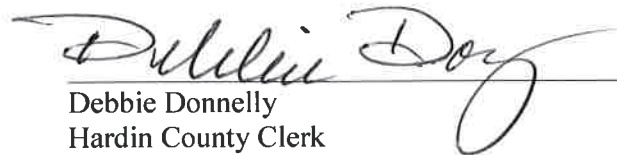
BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resource and Community Support Committee, to approve the following job description within the EMS Department:

1. Quality Assurance Coordinator

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 22 June 2021.


Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Debbie Donnelly
Hardin County Clerk

Hardin County Government

Job Description

Hazardous

Quality Assurance Coordinator

Pay Grade 21

STATUS	
Date: June 22, 2021	Department: EMS
FLSA Status: Exempt	Reporting Authority: EMS Director
Supervisory Responsibility:	

Job Summary

Assures all medical care provided by HCEMS staff adheres to current protocols and complies with national EMS Standards of Care. Assists with the coordination of internal and external training programs. Acts as the American Heart Association training coordinator. Administers advanced life support care to sick and injured persons in the pre-hospital setting as authorized and directed by the reporting authority. Acts as HCEMS Medical Compliance representative.

Major Essential Duties

- Reviews all patient care reports to assure compliance with protocols and current Standards of Care.
- Responds to a sampling of EMS calls to assure compliance with protocols and current Standards of Care.
- Develops, manages, and as assigned, implements special projects related to EMS quality assurance and quality improvement.
- Works with the Training Coordinator to develop internal and external training programs to include the development of long range training plans, pediatric education, and annual refresher training.
- Assist with the orientation of new employees
- Responds to emergency incidents as a paramedic in times of high call volume
- Work with Medical Compliance Services to maintain agencies compliance program
- Act as the agencies AHA coordinator.

Minor Essential Duties

- Develops and conducts educational and training programs for department personnel and area public safety agencies
- Assists in data collection activities
- Assists in the development of departmental long-term planning

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent
- A minimum of an Associate's Degree in the medical or management field and 5 years clinical field experience as a paramedic OR
- Possess seven (7) years EMS field experience with five (5) as a paramedic

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications, and governmental regulations, financial reports, and legal documents
- Ability to respond to sensitive inquiries and complaints from regulatory agencies, business community members, and suppliers of goods and services
- Ability to write reports, bid proposals, contracts, business correspondence, and policy and procedure documents
- Ability to make presentations on complex topics to employees, business committee members, elected officials or other members of government
- Ability to display strong oral, written and listening skills
- Ability to write speeches, articles and publications when necessary
- Ability to handle sensitive issues

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals
- Ability to compute ratio and percent, and to draw and interpret graphs
- Ability to apply concepts of algebra and statistics as needed

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables
- Interprets an extensive variety of complex technical and instructional material
- Makes reasonable and logical conclusions from information which may be conflicting or disjointed
- Makes decisions in the best interest of the patient
- Makes decisions which serve the county's best interest and impact the areas over which authority is exerted

Certificates, Licenses, Registrations

- Must possess and maintain licensure as a Paramedic by the Kentucky Board of EMS
- Must possess and maintain a valid Kentucky Driver's License
- Must obtain and maintain other certifications and credentials as required by the EMS Department

- Must maintain training and certifications as required by KY OSHA
- Must possess instructor credentials in one of the following categories: EMS Level III instructor, CPR, ACLS, or PALS.
- Must maintain training and certifications as required by the Federal Emergency Management Agency (FEMA)
- Must obtain and maintain certification in Hazardous Materials (Operational Level) within one (1) year following placement
- National Registry certification preferred

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees
- Possess the following necessary knowledge, skills, and abilities to:
 - Operate basic and advanced life support and rescue equipment
 - Operate complex communications equipment
 - Operate computers

Physical Demands

The physical demands described represent those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

The employee must maintain physical ability to perform the job as required or determined by a periodic physical exam. This policy will not infringe on rights provided by the Americans with Disabilities Act (ADA)

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit
Talk or hear
Use hands to type, handle paper, etc.
Reach with hands and arms
Lift and carry a minimum of 25 pounds
Squat and bend

Occasionally (under 1/3 of regular work day)

Stand or walk
See list in work environment section below
Drive an emergency vehicle
Walk over rugged, uneven terrain

Vision requirements include close, distance, color, and peripheral vision; depth perception and the ability to adjust focus. This allows the individual the ability to differentiate skin colors and tones, and the color of liquids and smoke

Work Environment

The work environments described in the preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is moderate to high.

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position which may place the individual at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness include but are not limited to:

- Driving an emergency vehicle using lights and sirens
- Exposure to hostile or combative patients and other individuals
- Response to violent crime scenes
- Response to accidents involving hazardous chemical spills
- Exposure to communicable diseases
- Danger from moving traffic at highway/roadway accidents
- Response to environments including those involving chemical, radiological, biological, or explosive hazards
- Exposure to dirty needle sticks and medical waste
- Performance of certain high-risk procedures in the delivery of advanced life support
- Temperature level will vary from extreme cold to extreme heat

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules, Regulations, Protocols, and Standard Operating Guidelines; the Personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must maintain confidentiality
- Must have personal integrity and remain free of felony convictions
- Must be neat in appearance
- Must have completed the initial probationary period with Hardin County Government
- Must be 21 years or older

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements or responsibilities.

Date Approved: June 22, 2021
Status Box Change:

Harry L. Berry
Hardin County Judge/Executive