

Job Description: Escambia County Public Safety Bureau Relief Medical Director Position

THE POSITION

The incumbent agrees to perform the duties of the Relief Medical Director's position of the Escambia County Bureau of Public Safety (hereinafter referred to as "Public Safety") under the provisions of Section 401.265, Florida Statutes. The parties hereto recognize that the incumbent is now employed as a physician in private practice and nothing herein shall limit or restrict that right to continue such employment consistent with this position.

EXAMPLES OF DUTIES

The Relief Medical Director shall perform all medical services of the Escambia County Public Safety Bureau. Relief Medical Director's position required pursuant to Chapter 401.265, Florida Statutes, including all current rules and regulations of any governmental agency implementing said Chapter, along with other established department duties. The Relief Medical Director shall also perform any future duties established for the position of Relief Medical Director upon the receipt of written notice from the County or the State of Florida, Department of Health, Bureau of Emergency Medical Services, when such additional duties shall be required. The Relief Medical Director shall be responsible for complying with the Board of County Commissioners' ordinances, rules, policies, and procedures governing Public Safety operations.

The Relief Medical Director shall supervise the medical performance of the emergency medical technicians and paramedics employed by Public Safety. In addition, the Relief Medical Director shall over-site the performance of the certified emergency medical dispatchers (EMD) and call takers employed by the County working in the Public Safety Communications Center.

The Relief Medical Director shall supervise the medical performance of the emergency medical technicians and paramedics employed by any non-Escambia County ambulance service, provider or other services under contract to the County when providing emergency medical services within the County. Such medical direction will be done in cooperation with and under an agreement with the other service's designated Medical Director.

The Relief Medical Director shall be responsible for the clinical performance of the City of Pensacola Fire Department (PFD) basic life support medical first response personnel through the promulgation of operating protocols and establishment of a quality assurance program. The Relief Medical Director shall also be responsible for the medical oversight of the PFD's semi-automatic external defibrillation (SAED) program.

The Relief Medical Director shall be responsible for the clinical performance of the Escambia County Volunteer Firefighters (ECVF) basic life support medical first response personnel through the promulgation of operating protocols and the establishment of a quality assurance program. The Relief Medical Director shall also be responsible for medical oversight of the ECVF and SAED programs.

The Relief Medical Director shall assist with approval, revision, and development of policies, procedures, and protocols for every portion of the County's Public Safety system, which affects patient care. The Relief Medical Director shall assist with an annual comprehensive review of all protocols for the system, including those for pre-arrival instructions, priority dispatch, disaster and triage treatment, transport mode, destination, and hospital bypass activities and on scene medical authority. In assisting with the review, the Relief Medical Director shall take into consideration the results of medical audits, review of current medical literature, and input from Public Safety field personnel and other interested persons.

The Relief Medical Director shall assist with development and updating an inspection checklist and documentation forms to be used by the County's Public Safety system in inspecting the on-board medical equipment of all Public Safety Emergency Medical Services and first response agency vehicles under his direction. The Relief Medical Director shall also assist with making an annual comprehensive review of all such medical equipment used in the Public Safety system.

The Relief Medical Director shall make himself / herself available on a twenty-four hour basis either personally or through established protocol or standing orders to advise County emergency medical technicians and paramedics. The Relief Medical Director shall advise the County of all his current telephone numbers, and any future changes thereto, through which he may be reached on a twenty-four hour basis for consultation and direction.

The Relief Medical Director shall assist with establishing procedures for routine auditing of Public Safety's performance including, but not limited to, prompt run reviews, direct observations, and comparison of performance standards for drugs, equipment, system protocols, and procedures. A case chart review shall be undertaken which shall include, at a minimum, a review of all cardiac arrests, trauma alerts, deaths after arrival, cancellations on scene, and a general overall review of ten percent of all other case charts. The Relief Medical Director may also assist with conducting such special audits as are deemed necessary in response to feedback from patients, families, the general public, or at the request of the Public Safety Director. The Relief Medical Director may assist with conduct an audit when, in the Relief Medical Director's judgment, such audit is in order and also may conduct or cause to be conducted such other clinical audits of system performance as requested.

The Relief Medical Director shall assist with substantially performing and documenting in a semi-annual report to the Department Director evidence of a functional quality assurance program for the county's Public Safety Department. The Relief Medical Director shall assist with establishing a quality assurance committee, pursuant to the provisions of Chapter 401.265, Florida Statutes, to provide quality assurance review of all emergency medical technicians and paramedic employees.

The Relief Medical Director shall participate and ride with ambulance and fire crews as necessary to meet State and system requirements. These "ride-alongs" will be properly documented and a report provided to the EMS Manager on a routine basis.

The Relief Medical Director shall assist with developing other such medical standards as may be necessary to ensure reliable quality emergency patient care. The Relief Medical Director shall assist with continuously monitoring and updating the department's policies and protocols and shall assist with conducting a complete medical protocol review and revision when warranted, but not less than once a year. In addition, the Relief Medical Director shall assist with developing in a timely manner, medical protocols for enhancements of the department's procedures or treatment and shall actively participate in the planning, development, and implementation of new and innovative programs to enhance and expand current Public Safety services.

The Relief Medical Director shall assist with ensuring and certifying that all controlled substances, medications, and fluids are properly secured in compliance with Chapters 499 and 893, Florida Statutes, and Chapter 64E-2, Florida Administrative Code. The Relief Medical Director shall assist with creating, authorizing, and ensuring adherence to Public Safety procedures regarding the handling of such medications, fluids, and controlled substances.

The Relief Medical Director shall assist with advising the State Department of Health, Bureau of Emergency Medical Services, whenever telemetry is not used during an emergency response and when there is any substitution of any required equipment or medication by department personnel. The Relief Medical Director shall be actively involved, by assist with revising, developing and drafting any changes to the trauma transport protocols when necessary for submission to the state.

The Relief Medical Director shall assist with ensuring certification of Public Safety emergency medical technicians and paramedics through the coordination of in-service training and other professional education programs. The Relief Medical Director shall also assist with ensuring the quality of the continuing medical training provided to Escambia County Public Safety including: Evaluation of the educational effectiveness of the instruction, courses, and programs in consultation with the Quality Assurance Coordinator. Remaining vigilant and actively involved in the planning, development, and presentation of continuing education. The Relief Medical Director shall participate routinely with department sponsored continuing education programs each year, which shall include a portion dedicated to “run reviews” or critiques. Recommending qualified individuals to function as Field Training Officers and assist with the training program. Contacting the Department Director and the Quality Assurance Coordinator any time it is believed that the quality of the training program is in jeopardy. Working with continuing medical education providers to establish procedures to evaluate the clinical impact and effectiveness of said program as part of its role in quality assurance for Public Safety. Functioning as course director or faculty at core or remedial continuing medical education programs. Being available to evaluate the performance of Public Safety paramedics and emergency technicians at skills evaluation training sessions. Developing and reviewing procedures designed to regularly evaluate the educational effectiveness of the instruction, courses, and programs offered.

The Relief Medical Director will assist in initiating a health and fitness awareness program for all Public Safety employees, to include, but not be limited to, emergency medical technicians, paramedics, dispatchers and firefighters.

The Relief Medical Director shall act as a liaison between Public Safety, other medical directors, hospitals, and other EMS providers. The Relief Medical Director shall not restrict any joint ventures between Public Safety and any other hospital, EMS provider, or other health care entity, unless such joint venture negatively impacts the provision of patient care.

The Relief Medical Director shall adhere to the rules regarding employee disciplinary action and shall work in a cooperative manner with the department director concerning employee disciplinary actions, which involve patient care issues.

The Relief Medical Director shall assist with making recommendations on department administrative and budget decisions. All non-medical policy decisions will be made at the discretion of the department director.

TYPICAL QUALIFICATIONS

The Relief Medical Director shall at all times remain a physician (M.D. or D.O.) with duly unencumbered licenses to practice medicine in the State of Florida.

The Relief Medical Director shall be from a broad based medical specialty with demonstrated experience in pre-hospital care. The Relief Medical Director shall remain board certified /eligible in one of the following specialties: Emergency Medicine by the American Board of Emergency Medicine, Internal Medicine by the American Board of Internal Medicine, Family Practice by the American Board of Family Practice, or Surgery by the American Board of Surgery and be licensed to practice medicine in the State of Florida. Board certification must be obtained within two attempts.

The Relief Medical Director shall possess and retain a current American Heart Association Advanced Cardiac Life Support provider card, and within six months, the Relief Medical Director shall also possess and retain a current American Heart Association ACLS instructor or affiliate faculty card.

Administrative Requirements

The Relief Medical Director shall complete a minimum of ten (10) hours per year of continuing medical education related to pre-hospital care or teaching or a combination of both.

As a relief employee of Escambia County and the Relief Medical Director for Public Safety, the incumbent will be required to establish a schedule that supports the twenty-four hour a day, seven days a week operation. This will involve working a core period during established normal business hours, attending and participating in evening training sessions and employee meetings, remaining in an on-call status twenty-four hours a day, seven days a week, and periodically riding with daytime/nighttime crews to evaluate their pre-hospital care skills and performance as need by the bureau. The Relief Medical Director will may also be assigned to the Emergency Operations Center during an activation or exercise. The varying demands and responsibilities of the Relief Medical Director will require periodic coordination with the Public Safety Director to ensure all contract and EMS requirements are fully met.

The parties shall instruct their employees to hold as confidential any patient information acquired as a result of this Agreement before any release or disclosure of medical records occur, consent and authorization to release shall be obtained for the legal representative of the patient, in accordance with applicable state and federal laws pertaining to the confidentiality of medical records. Any and all disclosure of patient information must be made in accordance with Sections 394.4615 and 395.3025, Florida Statutes, and in accordance with any other applicable state and federal law, including the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). The Relief Medical Director acknowledges that, as a result of providing professional services pursuant to his position, agrees he will have access to, and or obtain, confidential and Protected Health Information (PHI) in written and electronic format, including but not limited to medical records of patients. The Relief Medical Director in the performance of his job, except as otherwise required by state or federal law, agrees (1) to maintain all PHI in a secure and confidential fashion, (2) to ensure that its directors, officers, employees and agents will maintain all PHI in a secure and confidential fashion, and (3) not to disclose such information to any third party, except as set forth herein.