

EMS Specialist



DIVISION:	INTEGRATED OPERATIONS
DEPARTMENT:	EMERGENCY MEDICAL SERVICES
SUPERVISOR:	DIVISION CHIEF, EMS
SUPERVISION EXERCISED:	NONE
SALARY/WAGE STATUS:	GRADE 5
CIVIL SERVICE STATUS:	NO
PERS STATUS:	GENERAL SERVICE
BARGAINING UNIT:	NO
REVISION DATE:	11/2013

PRIMARY PURPOSE

The primary duty of the EMS Specialist is to extract Emergency Medical Service (EMS) data from the District's Records Management System (RMS) and prepare a variety of complex reports relating to the District's emergency medical and mobile healthcare services. Also tracks and reports child and/or elder care abuse or neglect to appropriate authorities. Provides limited administrative support to the EMS staff.

ESSENTIAL FUNCTIONS

The essential functions of the EMS Specialist include, but are not limited to, the following duties and responsibilities:

1. Performs data extraction, analysis, correction, and reporting with advanced complexity using SQL Server Management Studio, SQL Reporting Services, Access, Excel, and other software as needed, often within a short timeframe. Reviews and confirms data validity; compares and verifies data sets. Assures the integrity and accuracy of all such reports and information.
2. Designs and maintains Access databases and Excel spreadsheets (graphs, pivot tables, etc.) Conducts ad hoc analyses, including forecasting and trending, to support the strategic and tactical data needs of managers and department heads. Prepares appropriate presentation of resulting information for end-users. Creates secondary or freestanding databases where necessary.
3. Designs, builds and maintains reports tailored to the user-defined data analysis needs of the individual divisions of the District. Where appropriate, makes reports directly accessible ("on demand") to end users.

4. Creates software tools to streamline processes and reduce costs (i.e. tracking databases, automating functions where applicable, SharePoint sites and documents to collaborate on data).
5. Supports EMS Division Chief, EMS Battalion Chief, EMS Officer, Medical Directors, Mobile Health Coordinator, and QI Committee with ad hoc and regularly scheduled reports and some administrative functions when necessary.
6. Schedules EMS Division meetings, and takes and transcribes meeting minutes.
7. Arranges travel requests for EMS-related conferences. Tracks and reimburses EMS-related tuition requests and costs.
8. Maintains confidential patient records. Ensures compliance with state and federal laws including HIPPA, public records disclosure or other statutory requirements.
9. Compiles and reports mandated elder and child abuse and neglect from multiple sources of information. Gathers information and creates concise, confidential reports to county organizations.
10. Reconciles and reports on station controlled drug logs. Orders medications as necessary to refill stock.

SECONDARY FUNCTIONS

1. Categorizes and posts confidential Risk Management documentation (SERs).
2. Tracks District use of DEA controlled medications. Orders controlled medications as needed.
3. Designs, edits and distributes EMS-related publications (Excellence in EMS Newsletter, EMS Year in Review, graphical reports, brochures, patient care documentation.)
4. Performs Quality Improvement functions for EMS-related incidents. Collaborates with chart authors, station captains and crew members to take necessary steps to correct documentation errors. Maintains the Chart Review Process (assigning appropriate charts, managing outstanding items in the queue.)
5. Designs and maintains external website for EMS Division Chief (Oregon Fire Chiefs Association EMS Section).
6. Must be prepared to report/remain at work during major emergencies, disasters, and some large emergency exercises with little or no notice. Must be able to meet this

requirement without substantial delay by taking appropriate steps for individual and family preparedness.

7. May receive assignments well outside of job description or normal chain of command during major emergencies, disasters and some emergency exercises.

JOB SCOPE

Works independently with minimal supervision while also contributing to a team environment. Involves regular contact with others both inside and outside the District. Performs a wide variety of duties that require substantial judgment abilities, a high degree of organizational skills and close attention to detail. May impact the District's reputation due to the extent of contact with persons outside the District. As the duties and responsibilities for this position are performed indoors, there is little risk of exposure to hazards such as fumes and chemicals or to inclement environmental conditions.

JOB QUALIFICATIONS

- A minimum of a bachelor's degree is strongly desired; an Associate's Degree with equivalent course work at a technical or vocational school and supplemental training in use of analytical software, statistics, and database software, or some combination of education and applicable work experience will be considered in lieu of a bachelor's degree.
- Two (2) years experience in SQL report writing and database manipulation and management required, utilizing medical terminology and emergency medical experience preferred.
- Demonstrated ability to develop and execute complex, multi-table T-SQL queries against data created in multiple databases.
- Demonstrated ability to produce detailed reports, charts and graphs utilizing word processing, spreadsheet, database management, statistical analysis, graphics and presentation management software.
- Solid knowledge of and ability to operate a personal computer and standard office software applications (Microsoft Office Suite, particularly Outlook, Word, Excel, and Access) in addition to any specialized software necessary for the performance of job duties.
- Ability to use a keyboard to quickly and accurately enter, edit and query data.
- Demonstrated office organizational skills and ability to multi-task.
- Ability to perform those physical activities required for the essential functions of the job including, but are not limited to: continual ability to be mobile; occasional reaching,

grasping and lifting; frequent talking and hearing both in person and over the phone; continual seeing; and all other physical activities as are required to perform the essential functions.

- Knowledge of standard office procedures, business etiquette and departmental policies and regulations.
- Ability to read and understand, and communicate effectively in English, both orally and in writing.
- Ability to remain calm in emergency situations.
- Ability to work independently.
- Ability to establish and maintain courteous working relationships with others both inside and outside the Fire District.
- Requires the ability to travel throughout the District to various work site locations in order to fulfill the essential functions of the position. Must possess a current, valid driver's license and maintain a driving record insurable by the District's insurer in order to drive a District vehicle.