Jurisdictional Medical Director

Grade: AE

FLSA: Exempt Date: 1/22

Job Summary

The County's Emergency Medical Services Operational Program (EMSOP) is comprised of the St. Mary’s County Department of Emergency Services – Emergency Medical Services Division, the St. Mary’s County Rescue Squad Association, the St. Mary’s County Fireboard Association, and the Jurisdictional Medical Director. These field providers deliver emergency medical services from six (6) Rescue Squads and one (1) combined Fire/EMS station, located throughout the county. In addition, the Department of Emergency Services career personnel provide Emergency Medical Dispatch (EMD) services from the County's public safety answering point (PSAP), the St. Mary’s County 911 Communications Center. The Commissioners of St. Mary’s County requires the services of a Maryland licensed physician (an individual, not a practice) to serve in the capacity of a part-time Jurisdictional Medical Director (JMD). The JMD shall be responsible for overseeing the quality of patient care provided by the EMSOP. The physician shall participate in and provide medical expertise in all aspects of the service that have an impact on medical care including but not limited to, planning, development, and operations (both field and emergency medical dispatch). The JMD shall report directly to the Director of Emergency Services. All EMS providers (inclusive of EMR's, EMT's, CRT's, Paramedics and EMD's) of the EMSOP shall be medically accountable for their actions to the JMD. The Office of the Jurisdictional Medical Director and his/her program shall function in compliance with the guidelines established by the Maryland Institute for Emergency Medical Services Systems (MIEMSS) and the codified authorities of Maryland COMAR Title 30.

Essential Functions:

The JMD is expected to be responsible for, and perform the following mission critical tasks and assignments:

1. Be responsible for establishing the policies and procedures that define and measure the quality of pre-hospital patient care provided throughout the EMS system at the ALS, BLS and Emergency Medical Dispatcher (EMD) levels.
2. Monitor all aspects of the delivery of pre-hospital care provided by the EMSOP through a comprehensive Quality Assurance/Quality Improvement Program.
3. Make recommendations to leadership regarding the clinical scope and depth of EMS operations. Assist in the development of Department of Emergency Services General Orders that pertain specifically to patient care.
4. Interact and professionally represent the EMSOP with the following:
	* Partner public service agencies and departments,
	* Partner government agencies and departments;
	* Local hospital emergency departments and regional specialty care centers.
	* MIEMSS Office of The State Medical Director
	* Other JMDs in MIEMSS Region Five
5. Serve as advocate and ombudsman for the EMSOP when dealing with the medical community
6. Review the Maryland Medical Protocols for EMS Providers annually and provide a written summary report to the Director of Emergency Services after each annual review.
7. Routinely work with the EMSOP's leadership to interpret and implement best patient care practices, which may include:
	* Implement optional supplemental protocols;
	* Develop and implement pilot protocols;
	* And other programs as needed (local and statewide).
8. Assist with the development and implementation of system wide performance measurements,
9. Conduct EMS patient care case reviews of significant incidents as a vital part of the Quality Assurance process.
10. Review protocol violations and make recommendations to the Director of Emergency Services and the EMS Division Chief.
11. As needed, respond to emergency incidents to observe the care being provided and if necessary, provide pre-hospital care.
12. As necessary, ride along with EMS units to observe and gain familiarity with operations and assigned personnel.
13. Develop a Quality Assurance Plan in accordance with Maryland COMAR and monitor and oversee the Quality Assurance program to improve the quality of patient care being delivered by EMS personnel.
14. Attend and participate in Paramedic Skills Program events.
15. Authorize purchases of Rx EMS supplies for the Department of Emergency Services and Volunteer EMS Squads.
16. Provide medical oversight of controlled substance storage distribution and use in compliance with DEA Federal Regulations. Assist in the development of policies overseeing this function.
17. Monitor the EMSOP's Infection Control Program.
18. Consistent with COMAR30 the JMD will credential all EMS providers who are affiliated with the EMSOP.
19. Monitor and oversee the EMSOP's Quality Assurance/Quality Improvement Program (QA Program) to improve the quality of QAQI delivery:
20. Conduct case reviews of significant incidents as a vital part of the Quality Assurance process.
21. Coordinate these reviews with Quality Assurance team and as necessary The Medical Review Committee.
22. As necessary, review individual ALS and BLS provider competency as part of the QA Program.
23. Develop remediation strategies as needed.
24. Review protocol variations and make recommendations for appropriate actions to the respective Chief of the various Volunteer Departments, and to the Department of Emergency Services.
25. Make recommendations to the EMSOP regarding corrective actions and/or education/training.
26. Make recommendations regarding data collection needs to the EMSOP.
27. At the request the Emergency Services Director during disaster operations, respond to emergency incidents to observe the care being provided and if necessary, directly provide pre-hospital care.
28. Oversee the medical competency screening process for Advanced Life Support providers,
29. When necessary, as a part of the QA process, suspend, disaffiliate, or otherwise limit provider credentials; making notification to the Director of Emergency Services when the provider is an employee of the St. Mary’s County Government.
30. In collaboration with ALS Training Officer(s), will attest to competency for The National Registry of EMTs (NREMT). NREMT certification is required for licensure as an ALS provider in Maryland, and it is presently renewed every 2 years.
31. In collaboration with ALS Training Officer(s), provide medical oversight of skills practical’s for NREMT competencies.
32. As necessary and prudent, conduct clinical training, curriculum review and content approval for EMS related training and continuing education.
33. As necessary, advise, support, guide and present training and education programs.
34. Consistent with COMAR30, approve the devices, equipment and supplies utilized by EMS providers.
35. As necessary, conduct audits of EMS field reports to determine compliance with protocols and accepted medical practice and standards. Monitor community outreach and CPR programs and make recommendations to the EMSOP with regards to performance and improvements as needed.
36. In addition to the standard field operations, the JMD will provide medical oversight for the following special operations programs:
	* St. Mary’s County Tactical EMS Team in collaboration with The Sheriff’s Office. Consistent with The Maryland Medical Protocols for EMS Providers, a Tactical EMS Team requires a memorandum of agreement with a law enforcement agency. Accordingly, the JMD will be instrumental in this agreement and will act as a tactical physician or delegate that role to another appropriately qualified physician.
37. Participate in the following meetings as required and or as needed:
	* EMSOP presentations to the St. Mary’s County Board of Commissioners,
	* Annual MIEMSS Medical Director's Symposium;
	* Bi-monthly MIEMSS Region 5 Advisory Council Meetings (as needed);
	* Monthly Fire and EMS Leadership Meetings (as needed)
38. Conduct and hold the following meetings:
	* QA meetings,
	* Medical Review Board Meetings (as needed or desired).
39. As required, provide expert medical opinion in litigation issues that affect St. Mary’s County.
40. Other duties required for the improvement and enhancement to the public's safety.

Required Knowledge, Skills, and Abilities:

The EMSOP Jurisdictional Medical Director should be able to perform the following: Knowledge of:

* + Maryland EMS System, including:
	+ Applicable laws and regulations,
	+ ALS and BLS Protocols;
	+ Disaster and mass casualty plans and operations;
	+ Organization and structure;
	+ Medical quality assurance processes inclusive of both pre-hospital field operations and 911 communications center emergency medical call taking and dispatch;
	+ Emergency medical dispatch protocols.

Specialized training in Out-of-hospital Emergency Medicine, examples of which may include:

* + Preparation coursework for subspecialty certification in EMS by The American Board of Emergency Medicine.
	+ MIEMSS Quality Assurance Officer Course.
	+ MIEMSS Base Station Provider Course and instructor status via the MIEMSS Office of The Medical Director.
	+ Basic & Advanced Disaster Life Support.
	+ Counter Narcotics & Terrorism Operational Medical Support (CONTOMS) for medical directors and tactical EMTs.
	+ Use of hospital services and medical systems, including St. Mary’s County and surrounding jurisdictions.
	+ Quality Management for public safety systems.
	+ Techniques of rescue and how patient care is performed in austere environments.
	+ Specialized skills, techniques, tools, and practices required to deliver emergency medical care during special operations (Tactical EMS, Advanced Hazmat Life Support, WMD/CBRNE incidents & Wilderness Medicine).
	+ Importance and integration of a Critical Incident Stress Management (CISM) Program.

Ability to:

* + Develop and maintain a professional working relationship with volunteer and career leadership.
	+ Develop a professional mentoring relationship with volunteer and career EMS providers in the EMSOP.
	+ Develop a professional working relationship with MIEMSS, the Region V Medical Director, the State Medical Director, and the Executive Director.
	+ Establish a positive working relationship with local hospital administrators and staff that accept patients delivered by the EMSOP.
	+ Assist the EMSOP in the research, development, and implementation of modern, forward focused optional local protocols.
	+ Chair and direct EMSOP Quality Assurance Meetings and Medical Review Board Meetings.
	+ Conduct meetings and briefings to elected officials in an organized, clear, and concise manner.
	+ Hold active Maryland Controlled Dangerous Substance and Federal Drug Enforcement Agency certificates unique to the EMSOP.

Education and Experience:

* + Medical degree and active license with The Maryland Board of Physicians:
	+ Certification with The American Board of Emergency Medicine or The American Board of Osteopathic Emergency Medicine is preferred though not required by COMAR30.
	+ Also preferred is subspecialty certification in EMS by The American Board of Emergency Medicine via fellowship or practice pathways.
	+ Seven years or more of related professional experience, or additional education in a specialized areas pertinent to out-of-hospital emergency medicine;
	+ Experience as a EMSOP medical director preferred; or equivalent technical training, education, and/or experience.

Supervision:

* + Supervisor: Report to the Director of Emergency Services
	+ Physical and Environmental Conditions:
	+ Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 60%/+ of the time.
	+ Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g., safe use office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Director of Emergency Services Date

Your signature below indicates that you have received a copy of this position description.

Employee’s Signature Date