

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Emergency Medical Specialist

Class Code: 50550

Pay Grade: GH

A. Purpose:

Coordinates and monitors emergency medical services activity within the state to include training, testing and certification, inspection, and providing technical assistance to ensure the availability of high quality pre-hospital emergency care.

B. Distinguishing Feature:

The Emergency Medical Specialist provides emergency medical services training, inspects and certifies ambulance services, monitors procedures and adherence to protocol and tests and certifies emergency response personnel, researches and facilitates trauma systems development, and serves as the technical expert to communities and emergency response operations.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Coordinates the development and organization of emergency medical services within the state to ensure adequate training and services are provided to the public.
 - a. Develops and revises procedural guidelines and booklets for the coordination and instruction of basic and advanced emergency medical technician (EMT) courses.
 - b. Ensures uniformity and quality of presentations and instruction provided to the public.
 - c. Develops and revises study guides for basic, advanced, and first responder courses.
 - d. Provides technical assistance to students.
 - e. Directs class coordinators in the organization and implementation of courses.
 - f. Provides direction in course content, class schedules, instructors, procedures, and regulations to other agencies.
 - g. Administers testing for basic and advanced level EMT courses organizing locations, equipment, and personnel.
 - h. Conducts training for basic life support, basic trauma life support, emergency vehicle operations, and other continuing education courses.
2. Provides technical assistance to agencies, instructors, and the public to improve emergency medical services within the state.
 - a. Collects, analyzes, interprets, and disseminates data related to program effectiveness.
 - b. Provides technical expertise to EMT's, medical directors, local governments, and advisory boards on emergency medical services issues, rules, and regulations.
3. Plans and evaluates services to ensure quality care across the state.
 - a. Monitors contracts with test team members, class coordinators, and instructors.
 - b. Monitors program activity through on-site visits.
 - c. Monitors and recommends continuing education for all level EMT's.
 - d. Inspects ambulance services for compliance with equipment requirements, rules, and regulations.
 - e. Develops, revises, and implements approved policies, procedures, rules and regulations

resulting from strategic planning sessions, task force, and board meetings.

4. Promotes emergency medical services programs to provide the necessary information to the public, agencies, and emergency medical services personnel.
 - a. Facilitates planning meetings with EMT coordinators, local government, hospitals, and the public.
 - b. Provides information on upcoming events and educational opportunities.
 - c. Represents the department and program at conferences and meetings.
5. Distributes and loans emergency medical services equipment and supplies and maintains an inventory system to provide field staff and other groups or individuals with the necessary materials and equipment.
6. Performs other work as assigned.

D. Reporting Relationships:

The incumbent provides work direction to instructors on contract with the department.

E. Challenges and Problems:

Informing county and local governments and medical directors of the importance of ambulance advisory boards, quality assurance programs, and uniformity of the emergency medical services system. This needs to be done to ensure consistent quality care is provided across the state. Further challenged to ensure that national requirements and changes in regulations and scope of practice for EMS personnel are effectively incorporated into the state's curriculum.

Typical problems include motivating volunteers to continue complying with state regulations and serving on local ambulances, ensuring ambulance service operators and EMT's understand the importance of continuing education and quality assurance, and assisting small communities in keeping their ambulance services in operation.

F. Decision-making Authority:

Whether EMT students pass required testing, if an ambulance service passes an inspection, how state equipment and materials will be distributed or loaned out, whether individuals are qualified to be certified or recertified for basic and advanced level EMT, and approval of classes for basic and advanced courses.

Decisions referred to a superior include final decision on students passing the National Registry for EMT, enforcement of rules, disciplinary actions due to an ambulance failing an inspection, the suspension or termination of basic and advanced level EMT certification, budget, and exceptions to policies and procedures.

G. Contact with Others:

Daily contact with the public to give and receive information and with emergency medical services personnel to deal with problems, provide information, and interpret rules and regulations; and weekly contact with community medical directors on rules and regulations, protocol, policies, and procedures.

H. Working Conditions:

The incumbent works in a typical office environment, however the majority of the training sessions are held at night and involves lifting and carrying training equipment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- the principles, practices, and equipment of emergency medical services care and operations;
- operation and care of ambulances and their equipment;
- the state laws and regulations for ambulance services and EMS training;
- the equipment and technical procedures involved in providing ambulance services and training EMTs.

Ability to:

- deal effectively with others;
- Inspect ambulance services and EMS training programs and detect violations;
- present information in a classroom setting;
- assess whether students have a full understanding of information presented in training.