

S.O.P. #: 600-04

SUBJECT: EMS DISTRICT OFFICER

DIVISION: EMERGENCY MEDICAL SERVICES

Objective: To outline the duties and responsibilities of The Emergency Medical Services EMS District Officer.

Section 1: General Duties and Responsibilities

- A. Knowledge and comprehension of all applicable SOPs, Rules, Regulations, and policies governing the Baltimore County Fire Department and the State of Maryland MIEMSS ALS and BLS protocols.
- B. Insuring the appropriate performance of subordinate personnel engaged in EMS operations through, but not limited, to the following:
 - 1. Supervising subordinate providers during incidents involving critically ill or injured patients.
 - 2. Responding to calls within your EMS district that you are not originally assigned, to observe interaction of medic crews involved in the treatment of non-critical patients to assure quality customer service.
- C. Investigation and document occurrences that are in violation of Baltimore County Fire Department SOPs Departmental Rules and Regulations, and Maryland State EMS protocols.
- D. Initiation of corrective counseling or disciplinary action.
- E. Insure maintenance and readiness of all EMS vehicles, equipment and supplies under your command.
- F. Along with station officers complete annual performance evaluations of all EMS personnel within your assigned EMS district and assist station officers with the evaluations of personnel who are not permanently assigned to a medic unit.
- G. Serve as a role model and resource for subordinate personnel within the Baltimore County Fire Department.
- H. Shall be ready to serve in the next higher rank as governed by the Rules, Regulations and Standard Operating Procedures for that rank.
- I. Investigate and document all complaints regarding EMS personnel.
- J. Conduct Skill Evaluation for all ALS/BLS providers within your assigned EMS district

Section 2: Incident Response and Resource Management

- A. Respond to and be prepared to assume control of all EMS incidents in which they are dispatched.
- B. Maintain awareness of the EMS resources within your assigned district.
 - 1. Request through dispatch (ADO) and in coordination with the Field Division/Battalion Chiefs, transfers of medic units to provide adequate medical coverage within your assigned district.
 - 2. Respond to the hospitals within assigned district to evaluate the overcrowding of the Emergency Department.

S.O.P. #: 600-04

SUBJECT: EMS DISTRICT OFFICER

3. Participate in company tours and be familiar with the High Risk or serious life hazard locations within your assigned EMS district.

Section 3: Quality Management and Training

- A. Perform or schedule EMS training for all personnel within your assigned EMS district to include:
 1. Training objectives as outlined by the Fire Rescue Academy or EMS Staff.
 2. Facilitate/conduct case reviews. Provide, at a minimum one case review per quarter for the personnel within assigned EMS district, both career and volunteer.
 3. Perform remedial training as needed or identified by skills competencies or as recommended by the Quality Management Officer.
- B. Perform Quality Assurance measures as necessary. Review and audit all EMS Incident reports and patient care documentation for your respective shift to include the following:
 1. Adherence to the Baltimore County Fire Department Post Run Documentation Guidelines.
 2. Maryland BLS/ALS protocol compliance.
 3. Following EMS Incident reporting guidelines.
 4. Baltimore County Fire Department EMS SOP compliance.
 5. Legibility and completeness of all documentation.
- C. Perform regular inspections of Transport Units, EMS equipment and supplies as outlined in SOP 600-11.
- D. Perform regular inspection of required documentation of CDS Logs and Maintenance tasks as outlined in SOP 600-11.

Section 4: Specific Duties

- A. Interface daily with the medic crews and station officers within your assigned EMS district. Collect EMS Incident reports and required paperwork.
- B. Coordinate with respective Division/Battalion Chief and/or station Captain training schedules and special assignment of medic units within your EMS district.
- C. Assist station officers within your EMS district with inventory control and equipment readiness of non-transport ALS units.
- D. Maintain a neat and orderly office and assure security of record storage within the office.
- E. Make visitation to first due hospital(s) and interface with Emergency Department personnel.
- F. Make visitation to the volunteer companies within your district.
 1. Collect EMS Incident Reports and supply requisitions as needed.
 2. Meet with volunteer EMS officer(s).
 3. Provide assistance with EMS training to volunteer stations within your assigned EMS district.
 4. Inspect CDS Logs– as specified in SOP 600-20.
- G. Respond to and investigate all accidents involving EMS vehicles and complete all appropriate paperwork.
- H. Investigate and complete all notifications and paperwork for line of duty injuries to EMS personnel when they are not on station property.

S.O.P. #: 600-04

SUBJECT: EMS DISTRICT OFFICER

- I. Respond, as needed, to any hospital within your EMS district where fire department personnel have been taken as a result of injury or illness.
- J. Assure the notification and proper paperwork are completed and forwarded to the Department's Infection Control Officer for all communicable or infectious disease exposures.
- K. Facilitate a wellness program for the field personnel to include but not limited to vaccinations, inoculations, and record keeping.