

## Attachment 1: Job Descriptions for KCM1 Paramedic and Administrative Positions

1. **MSA.** The responsibilities of this classification include managing a 24-hour, 7-day per week Advanced Life Support (ALS or paramedic) program. This includes supervision and scheduling of seven paramedic units (70 paramedic personnel), assisting in the planning, development and implementation of policies and procedures, and coordinating the delivery of paramedic services with local medical directors, fire department paramedic programs, hospitals and appropriate agencies. He or she may respond to designated medical and fire emergencies as appropriate for the delivery of pre-hospital care. He or she also acts as a liaison to other agencies such as fire departments, dispatch agencies, and hospitals.
  
2. **MSO Operations:** Responsible for the daily operational needs of the organization. Supervises MSO1 (daily shift supervisor). He or she is responsible for coordinating the activities of the support staff related to:
  - King County Medic One vehicle fleet
  - Facilities
  - Radios and telecommunication
  - Liaison for fire departments
  - Special operations
  - Departmental budget
  - Purchasing
  - Disposable/non-disposable inventory
  - Small equipment

He or she may respond to designated medical and fire emergencies as appropriate for the delivery of pre-hospital care. He or she also acts as a liaison to other agencies such as fire departments, dispatch agencies, and hospitals.

3. **Shift MSO:** The King County Medic One Medical Services Officer (MSO1) is responsible for serving and supporting the needs of our individual paramedics and our daily field operations. He or she may respond to designated medical and fire emergencies as appropriate for the delivery of pre-hospital care as well as supervising the daily work of 14 or more paramedics. He or she also acts as a liaison to other agencies: Fire Departments, Dispatch agencies, Hospitals, etc. This position works with other Paramedic Supervisors to address day to day operational needs. MSO1 must operate within the Standard Operating Procedures of King County Medic One.

Assist with field operations when necessary. Must monitor and be easily accessible by radio, pager and cell phone during duty hours. Responds to predetermined types of emergencies where field supervision or paramedic services are required and when requested by field units using the radio designator "MSO1". MSO1 responds when medic units are unavailable or when MSO1 is significantly closer to a response and can begin patient care prior to the medic unit arrival.

4. **MSO Training:** Responsible for coordinating all activities related to paramedic training and safety. This individual must possess a high degree of skill in teaching, team building, and organization as well as verbal and written communication. He or she may respond to designated medical and fire emergencies, as appropriate, for the delivery of pre-hospital care. He or she also acts as a liaison to other agencies such as fire departments, dispatch agencies, and hospitals. Areas of responsibility include, but are not limited to, supervision and support of training activities related to:
- Continuing education
  - Operations
  - Case review meetings
  - Paramedic re-certification
  - Paramedic re-entry
  - Paramedic student
  - Probationary paramedic orientation
  - Field Training Officer (FTO) program
  - Safety training
  - Quality improvement

This position is responsible for supervision and support of all personnel who perform training related duties including, but not limited to:

- Field Training Officers (FTOs)
- Shift trainers
- Assigned administrative staff

5. **MSO Emergency Management:**

- Essential Duties Common to all MSO Positions: Respond to predetermined types of emergencies, where field supervision or paramedic services are required. Respond, when needed, as special operations, rehabilitation, back up, etc. Perform special projects at the direction of the Operations Manager. Monitor and assess individual performance and conduct performance evaluations of probationary employees as needed. Assist with policy development and implementation.
- Multiple Casualty Incident (MCI): Provide operational support to regional MCIs as needed.
- Emergency Management: Develops Weapons of Mass Destruction response plan for King County Medic One. Develops King County Medic One disaster plan, including maintenance of employee directions, contacts and call-back contingencies.
- Dispatch/Communications Liaison: Provides liaison with Valley Communications Center, POS dispatch and Enumclaw dispatch.
- Public Information: Acts as Public Information Officer for King County Medic One. Provides public media interviews on breaking news stories in conjunction with Communications Section of Public Health – Seattle & King County.

- Employee Health & Safety: Develops King County Medic One Airborne and Blood-borne Pathogens policies in conjunction with the King County Medic One Accident Prevention Plan. Assures prompt, direct response to employee pathogens exposure incidents.
6. **Administrator I** (proposed): Supervise administration, review budget and aid in expenditure forecasts, facilitator of procurement of goods and services, aid in communication of county policy and processes, aid in facilitation and review of contracts with grantors. Supervise office clerical support and MedDesk programmer to develop program enhancements or changes. Backup timekeeper for payroll services. Process invoices and vouchers for payment. PC liaison for 9 satellite facilities.
  7. **Administrative Specialist II**: Maintain MIRFs by doing data entry, filing and archiving. Retrieve MIRFs for Risk Management. Handle incoming subpoenas. One of two timekeepers for 65 paramedics and 5 office staff. Data entry of all paramedic training classes and skills into MedDesk. Process incoming donations. Handle the distribution of pagers. Order all office supplies. Support the office staff by helping with various projects.
  8. **Admin Temp**: A part-time position, with a primary duty of helping everyone with administrative overflow. Helps all office staff with various projects and is a back up on the telephones. We plan to make this a full time position in 2004, as a result of audit findings and to balance the supervisory (paramedic) workload.
  9. **Systems and Program Developer (MedDesk)**: Responsibilities include:
    - Develop, build, and maintain (perform bi-weekly back-ups of the database) the MedDesk sequel server database for KCM1.
    - Ensure the program is operating soundly and resolve any issues related to database administration.
    - Work cooperatively with MIS on security compliance, database housing and logistical issues.
    - Work with timekeeper to resolve bugs in system when processing payroll.
    - Work with shift supervisors who are having scheduling issues “after hours”.
    - Work with designated supervisor to create year in advance scheduling for 65 paramedics according to the Local 2595 IAFF Union Contract
    - Complete special projects/enhancements as requested.
  10. **Technical Services**: Primary duties include diagnose and repair electronic and electrical issues on Medic One apparatus. This includes installations of radios, emergency lights, cell phones, sirens, and mobile data computers. It also includes repair of charging systems and minor repair of small medical equipment used on Medic One apparatus. This position also replaces electronic strobe lighting as well as LED lighting and electronic relay. This position also assists with coordinating fleet maintenance, which can't be repaired in-house. Some electronic system design, installation and maintenance for electric station alerting systems and other minor facility maintenance are also required.

**11. Medical Director:**

- Implement, participate, and supervise research.
- Provide medical control and direction of Emergency Medical Services/Trauma Care (EMS/TC) to certified personnel in their medical duties by oral or written communication.
- Establish protocols for storing, dispensing, and administering controlled substances, in accordance with state and federal regulations and guidelines.
- Supervise training of all EMS/TC certified personnel and develop protocols for special training.
- Periodically audit the medical care performance of EMS/TC certified personnel. Delegate duties relating to training, evaluation, or examination of certified EMS/TC personnel to qualified non-physicians.

**12. Audio/ Visual:** A part time position working with training to produce video and computer training media.