

## **Job Descriptions**

**Position:** Director

**Responsible to:** Sullivan County Commissioners

**Status:** Full Time Employee

**Statement purpose:**

The Director's primary responsibility is to manage the daily operations of the SCAS. The Director shall provide a responsible, well-trained staff of professionals who provide quality pre-hospital care to the sick and injured. Responsibility also lies with Director to insure quality, safe transportation to these patients.

**Duties:**

- Act as liaison with the Sullivan County BOC, the Medical Director, Medical Staff, EMS Coordinator at SCCH and the community as a whole.
- Shall attest to the competency of the staff
- Maintains, monitors, and evaluates daily operations
- Prepares annual budget keeps monthly budget figures
- Maintains documentation that satisfies State EMS
- Figures payroll
- Motivates, enthuses and evaluates staff
- Develops short and long range goals for the individual staff members as well as for the service as a whole
- Oversee Stats

**Qualifications:**

- High School Education
- Paramedic
- Full Time Employee

**Experience:**

- Supervisory background helpful but not necessary

- Infection Control at Sullivan County Community Hospital shall be notified ASAP.
- Employee confidentiality shall be maintained.

As a final note concerning the Exposure Control Plan, using universal Precautions for infection control, the employee who fails to comply shall result in counseling, education, restraining, and if necessary appropriate disciplinary action.

#### **Procedure 9 - New Employees**

- The Director/Assistant Director will notify the Sullivan County Community Hospital EMS Coordinator of the intent to hire a new employee.
- Employee will receive copy of credentialing application form and EMS Protocols.
- New employee will give completed credentialing application form, copy of all certifications to SCCH EMS Coordinator who will then arrange a skills proficiency check off.
- Once the new employee has passed the above, his/her application shall be forwarded to the CCH credentialing department. This department will take the application before the SCCH Medical Staff for approval.
- The Ambulance Service and the Indiana State EMS shall be notified by the SCCH EMS coordinator when privileges are granted. In Hospital observation hours will be coordinated by SCCH EMS Coordinator. (Refer to Sullivan County Protocols Page 15 for details.)
- Completion of this orientation process is the responsibility of the Ambulance Service. A copy of the completed orientation check list shall be given to the SCCH EMS Coordinator who will keep on file.
- New employees are required to be cleared by full-time staff. Paramedics clearing are to have at least one clearing shift with each full-time paramedic. The clearing phase is to be determined on each individual new employee.
- All new employees will be on probation for a period of at least six (6) months.

#### **Procedure 10 – Audit & Review**

Audit and Review meeting with the EMS coordinator and Medical Director is held the 4<sup>th</sup> Wednesday of every other month at 07:30. Monthly, the SCAS EMS training officer will host A&R.