SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Captain/ Medical Coordinator

Revision Date: 8/05
EEO Code: Professional
Status: Exempt (Professional)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Fire Chief, promotes prevention, and mitigation of emergencies and disasters through proper planning,, public education, and code enforcement. Responds to emergencies involving fire, medical or environmental concerns. Implements and evaluates medical training and skills for the city's firefighters, paramedics and emergency medical technicians. Performs clerical and record keeping activities.

III. Essential Duties:

- Develop, implement, and evaluate medical training programs and skills for firefighters, paramedics and EMT's.
- Respond to emergency medical calls to evaluate delivery of services and quality assurance.
- Coordinate and work with the hospital and medical director to evaluate service delivery and programs.
- Coordinate all emergency medical and paramedic certifications with the State Health Department.
- Evaluate workers compensation claims when requested by the Risk Management Department.
- Conduct training sessions, write lesson plans for medical education.
- Complete detailed reports and keep training records for personnel.
- Functions as the Privacy Officer for the Fire Department and is responsible for all duties and functions as such in accordance with the federal Health Insurance Portability and Accountability Act (HIPAA).
- Keep medical training records for all fire personnel.
- Prepare monthly reports which detail training hours.
- Complete detailed quality assurance reports on all medical incidents.
- Prepare inventory reports on all medical supplies and control substances.

IV. Marginal Duties:

- Participate in training exercises and public education programs.
- Other Duties as assigned.

V. Qualifications:

Education: Must be a registered nurse with knowledge of Utah emergency medical system. Must be Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support(PALS), and Advanced Trauma Life Support certified; EMT Instructor/Training Officer. Certified Firefighter II and Officer I required. Valid Utah drivers license required.

Experience: Five years as a registered nurse with experience in a hospital emergency room, with 7 years firefighting experience.

Knowledge of: Emergency medical procedures, training programs and certification requirements.

Responsibility for: Great responsibility for making decisions which require discretion, judgement and care. Responsible for making decisions which affect the activities, training, education, and certification of others.

Communication Skills: Ability to communicate effectively, verbally and in writing using proper grammar, spelling and punctuation. Must be able to work as a member of a team. Ability to

communicate and deal well with citizens and employees.

Tool, Machine, Equipment Operation: Working knowledge of emergency equipment such as defibrillators / SaO2 monitors, projection systems, manikins and various other training tools and equipment; telephone, computer and computer software such as Power Point.

Analytical Ability: Must be able to make sound decisions with minimal guidelines during emergency and non-emergency situations; establish goals and priorities; organize time; establish effective working relationships with city officials, employees and the public; well developed sense of strategy and timing.

VI. Working Conditions:

Must meet Sandy Fire Department physical agility standards. Must be able to wear and work in fire department breathing apparatus. Great mental pressure and fatigue exist during an average day due to exposure, deadlines and mental effort required; requires minimal overtime; requires muscular exertion, stooping, kneeling, climbing, and balancing; responds to emergency situations that entail exposure to dangerous and disagreeable conditions involving smoke, heights, fire, stress, hazardous materials, communicable diseases, fumes, heat, cold, water, emergency driving, etc. Work schedule may require response to emergency calls 24 hours per day 365 days per year.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.