

	SOUTHERN FOX VALLEY EMERGENCY MEDICAL SERVICES SYSTEM POLICY & PROCEDURES
TITLE: SOUTHERN FOX VALLEY EMERGENCY MEDICAL SERVICES SYSTEM COORDINATOR	
SECTION: ORGANIZATIONAL STRUCTURE	POLICY NUMBER: A - 4.0
APPROVED BY: DR. ARTHUR PROUST EMS MEDICAL DIRECTOR	
EFFECTIVE DATE: 03/01/1990	PAGE NUMBER: 1 OF 2

A: DEFINITION:

As defined in the State of Illinois Rules and Regulations Section 515.100, "The designated individual responsible to the EMS Medical Director and EMS Administrative Director for coordination of the educational and functional aspects of the System program."

The Resource Hospital shall appoint a full-time EMS System Coordinator, who shall be responsible for coordinating the educational and functional aspects of the System, as described in the Program Plan. He or she shall be an RN or Paramedic licensed in the State of Illinois, and meet at least the following qualifications:

- 1) Be educated and knowledgeable in all principles of the National EMS Education Standards;
- 2) Have a diverse background in emergency care. For EMS Systems with CCT program plans, the System Coordinator shall have knowledge of or obtain education regarding critical care standards within six months; and
- 3) Within one year after being appointed, complete in-field observation and/or participation on at least 10 ambulance runs at the highest level of service provided by the System.

B. QUALIFICATIONS:

The EMS System Coordinator shall:

1. Be a Registered Professional Nurse licensed in the State of Illinois or an Illinois State Licensed Emergency Medical Technician – Paramedic with five years experience.
2. Be trained in dysrhythmia identification and treatment in conjunction with a diverse background in critical care.
3. Be knowledgeable in the care of the critically ill or injured patient.
4. Have or make provision to obtain experience on an EMS vehicle.
5. Knowledge & understanding of Illinois EMS Act and IDPH Rules & regulations.
6. ACLS, PALS and ITLS Certified
7. Maintain State of Illinois EMS Lead Instructor certificate

C. RESPONSIBILITIES: The responsibilities of the EMS System Coordinator, as designated by the EMS MD and Resource Hospital, including, but not limited to, data evaluation, quality management, complaint investigation, supervision of all didactic education, clinical and field experiences, and physician and nurse education as required by Section 515.320(h);

1. This position is the designated individual responsible to the EMS Medical Director and EMS Administrative Director for coordination of the educational and functional aspects of the System program.

2. This position is responsible for the coordination of the daily activities of the Southern Fox Valley EMS System.
3. He/she is the lead coordinator in conjunction with the EMS Medical Director for the EMT Training Programs, Continuing Education Program, Lead Instructor Program, ECRN, PHRN and Physician education programs.
4. This position is responsible for coordinating communications and work assignments between the various positions within the EMS office and the EMS System.
5. He/she is solely responsible for verifying whether specific continuing education hours have been earned for EMTs, PHRN, ECRN and EMD's.
6. He/she will assist the EMS Medical Director process applications for license renewal for EMTs, PHRN, ECRN and EMD's.
7. This position is responsible for all EMS activities and personnel.
8. Monitors customer survey evaluations.
9. This position develops and reviews administrative policies and procedures that address quality/continuous quality improvement, complaint resolution, equipment maintenance/decontamination. These policies must be consistent with the EMS Act, IDPH Rules and Regulations, SFV EMS System Policies and Procedures.
10. Assist the EMS Medical Director in investigating complaints prior to disciplinary action involving pre-hospital providers in the EMS System.
11. Responsibilities shall include but are not limited to:
 - a. Coordination of member hospitals and ambulance services.
 - b. Public relations.
 - c. Community education.
12. Monitors expenditures.
13. Liaison between State and Local Government agencies.
14. This position represents Southern Fox Valley EMS System at regional and state committee meetings.
15. Adheres to budget throughout fiscal year.
16. Responsible for computer run report system, the System Web site, and ambulance inspections.
17. Assist the EMS Medical Director with reviewing and updating protocols and the EMS System Plan in conjunction with the Region IX advisory board.

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