



MICHAEL A. ADKINSON, JR., SHERIFF

Office of the Sheriff, Walton County



Job Title: Medical Quality Assurance Coordinator
Assignment: Fire Rescue Division
Position Reports to: Refer to Agency Organization Chart
Pay Range: Range ???
FLSA Status:
Reviewed: May 2023

General Statement of Job –

Under the direction of the Division Chief of EMS, the Quality Assurance Coordinator assumes the primary responsibility for implementing and coordinating the Fire Rescue Division's Quality Assurance / Quality Improvement Program (QA/QI) with support from the medical director's office and the Fire Rescue Training Division through conferences and reports and the overall effectiveness of the quality management program. Performs responsible professional work, ensuring the quality management process for the Emergency Medical Services (EMS) system within the Fire Rescue Division. Work includes case reviews, broad EMS transport billing and report writing capabilities, statistical analysis, and direct observation of personnel while performing their duties within a classroom setting. In addition to the quality management responsibilities. This position will also assist the Training Division in the development of the agency's Comprehensive Training Plan and any remedial training needed as a result of the QA/QI process.

Qualifications –

- Applicants must have a minimum of five (5) years of service as a licensed paramedic.
- Active Florida paramedic license.
- Must possess a Florida FF II Certification.
- Cardiopulmonary Resuscitation (CPR) for Healthcare Professionals
- Advanced Cardiovascular Life Support (ACLS).
- Pediatric Advanced Life Support (PALS).
- A valid driver license.
- Must have working knowledge of all rules, regulations and information that is necessary for successful job performance.
- Must have the ability to exercise sound judgment and prepare clear and concise reports.

Essential Job Functions –

- This list of functions, duties, responsibilities, skills, and physical abilities is not intended to be all-inclusive, and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.
- Performs highly responsible duties serving as an advisor to the Division Chief of EMS regarding the QA/QI program.

- Assists the Division Chief of EMS in developing annual EMS operational goals and objectives and recommending equipment purchases.
- Assists the Division Chief of Training in developing annual EMS training goals and objectives and developing individualized EMS training needs based on the QA/QI process.
- Develops and maintains an effective system of records and reports for the QA/QI program and provides monthly reports to all necessary entities.
- Participates in research, development, implementation, and maintenance of all data collection, data review, and QI projects/audits as required by the Division Chief of EMS.
- Continually evaluates the QA/QI program's effectiveness in improving medical care and overall outcomes, keeping the Division Chief of EMS apprised of important developments or recommendations for improvement.
- Meets with both internal and external stakeholders on a routine basis for all programs managed to determine the effectiveness of our current service delivery model.
- Establishes and maintains the highest level of customer service by providing a positive working relationship with all stakeholders.
- Abides by all laws and regulations regarding storage, handling of medications, and generating reports.
- Serves as a role model, educator and clinical resource. Participates regularly in departmental activities, projects and committees (to include research and publishing opportunities). Maintains awareness of current issues related to pre-hospital care through participation in professional activities, i.e., national, state legislative--elected or appointed.
- Performs ride-along duties on ambulances to provide mentorship and clinical training to new and existing employees by evaluating their medical skills while performing emergency rescue operations in preserving life and property including, but not limited to, responding to 911 calls as part of team/unit; extricating persons from entrapments; stabilizing victims for transport; administering basic and advanced cardio life support (PALS / ACLS); administering cardiopulmonary resuscitation (CPR); assessing extent of illness/injury and determining appropriate medical protocol(s); notifying dispatch of patient condition); and managing time constraints and environmental conditions in expediting victim transports.
- Assists the Battalion Chiefs by working as an ALS provider when needed to prevent excessive mandatory overtime.
- Adheres to work schedule and attendance requirements.
- Performs other duties as necessary and required.
- Act as Pediatric Emergency Care Coordinator (PECC), functions to include.
 - Ensures that the pediatric perspective is included in the development of EMS protocols
 - Ensures that EMS providers from their agency follow pediatric clinical practice guidelines
 - Promotes pediatric training opportunities
 - Ensures the availability and correct use of pediatric medications, equipment, and supplies per agency protocols
 - Promotes agency participation in pediatric prevention programs
 - Works to incorporate pediatrics into disaster plans and training
 - Collaborates with local hospital PECC(s)
 - Promotes family-centered care
 - Works to include the needs of children with special healthcare needs in agency protocols, procedures, or guidelines

Required Skills –

- Tasks involve the intermittent performance of extremely physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, crouching, running, climbing, and that may involve the lifting, carrying, pushing, and/or pulling of extremely heavy objects (150+ pounds), such as in the event of rescuing or transporting a victim/patient in the performance of rescue operations.
- Considerable knowledge of basic, ACLS, PALS, as well as basic and advanced medical procedures and techniques.
- Considerable knowledge of modern pre-hospital emergency medicine principles, practices, and emerging trends.
- Considerable knowledge of program development and administration techniques.
- Considerable knowledge of modern medical technology, computer operating systems, and software applications.
- Working knowledge of County geography and of the location of roads and streets within the County.
- Working knowledge of radio communication equipment.
- Skills in diagnosing a victim's condition and applying appropriate emergency medical care.
- Ability to respond quickly and calmly to medical situations.
- Ability to safely drive agency apparatus under all conditions.
- Ability to understand and follow oral and written instructions.
- Ability to prepare and maintain accurate records and reports.
- Ability to lift substantial weight.
- Ability to deal tactfully, courteously, and firmly with the general public.
- Ability to effectively establish and maintain working relationships as necessitated by work assignments.
- Ability to establish and maintain effective working relationships with other employees, volunteers, supervisors, Fire Chiefs, and the public.
- Ability to remain clear-headed and diplomatic in stressful situations.
- Ability to provide effective written and verbal communications to supervisors.
- Ability to maintain high morale and discipline throughout the department.
- Ability to be decisive in a work setting, a skillful problem solver, and a demonstrated team player.

The Walton County Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Walton County Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Preference shall be given to certain veterans and spouses of veterans as provided by Chapter 295, Florida Statutes. Applicants claiming preference must submit a Form DD-214.