

City of Fernandina Beach  
Job Description

DLM  
City Manager's Signature  
4/29/19  
Date

Title: Associate Medical Director  
Department: Fire  
FLSA Status: Exempt  
Reports to: Medical Director/Deputy Chief - EMS  
Pay Grade: 143

**Minimum Qualifications**

- A. Education and Experience:  
Graduation from an accredited school of medicine with an M.D. or D.O. degree with extensive experience in emergency care medicine required; Licensed in the State of Florida. Experience to thoroughly understand the diverse objectives and functions of the department as well as the design and operation of a pre-hospital Emergency Medical Services (EMS) system. EMS experience desirable to include response, training, and quality assurance/improvement processes. Experience in the pre-hospital emergency care of the acutely ill or injured patient. Experience in medical direction of pre-hospital emergency providers. A comparable amount of training, education, or experience may be substituted for the minimum qualifications.
- B. Certifications:  
Possession of a current Florida-licensed M.D. or D.O. required.  
Board certification in emergency medicine by the American Board of Emergency Medicine or the American Board of Osteopathic Emergency Medicine required.  
Basic Life Support and Advanced Cardiac Life Support certification required; Instructor level preferred.  
FEMA IS-100, IS-200, IS-700 and IS-800 certifications, preferred.  
Valid Florida driver's license required.  
Registered with the U.S. Department of Justice DEA to provide controlled substances to the Fernandina Beach Fire Department (FBFD) required.
- C. Knowledge, Skills, and Abilities:  
Knowledge in the general practice of emergency medicine; knowledge of the operations of the emergency medical services system; knowledge of the Florida Statutes and Administrative Codes pertaining to emergency medical services; knowledge of educational principles and techniques; knowledge of practices and techniques of report review and analysis. Skill to perform the duties of an emergency care physician; skill in the formulation of medical procedures; skill in communicating highly technical medical information; skill in performing case reviews. Skill in planning, organizing, directing and coordinating the work of personnel. Skill in the analysis of problems and the development and implementation of solutions. Skill in the preparation of clear and precise administrative reports and oral presentations to local and state EMS councils, City Commission, media, regulatory bodies and other stakeholders. Knowledge of

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tactical EMS. Knowledge of marine and ocean rescue services. Knowledge of local mass casualty and disaster plans. Must possess strong leadership/management skills as well as a high level of interpersonal skills. Effective oral and written communication skills required. Ability to provide medical control under the direction of the Medical Director on a 24/7 basis. Must be able to operate a computer, radio and electronic devices.

### **General Description**

This position is responsible for assisting the Fire Department Medical Director in providing comprehensive medical director services for FBFD and providing direct and interactive field services to personnel for the EMS mission to include training and field collaboration. May respond to EMS incidents and function as a member of the incident command team. Position will assume all duties of the Medical Director during his/her absence.

### **Essential Functions**

1. Provides medical control under the direction of the Medical Director.
2. Effectively establishes working relationships with the Deputy Chief of EMS and his staff.
3. Effectively formulates sound medical policies and protocols.
4. Competently sets medical training and retraining standards for EMS providers.
5. Effectively provides advice to the Fire Chief and Deputy Chief of EMS in matters pertaining to the selection, correction, and supervision of medical care providers.
6. Provides written and oral presentations to local and state EMS councils, Commissioners, media, regulatory bodies and other stakeholders as needed.
7. Promulgates public education and information on the prevention of emergencies.
8. Supports and assists the Fire Department Medical Director in the provision, guidance, and oversight of the Department's EMS mission.
9. Acts as the Medical Director, in his/her absence, assuming all legal duties and responsibilities therein.
10. Responds as required to participate, supervise and/or coordinate emergency medical operations, multiple casualty incidents, and other emergency situations as a part of the Department's incident command system.
11. Provides 24 hour per day, 7 days per week medical direction to FBFD personnel "off-line" to resolve problems, system conflicts and provide services in an emergency.
12. Assists the Department's training efforts related to the EMS mission. Works with the Deputy Chief of EMS in research, development, and delivery of EMS topics to field personnel.
13. Shall participate in quality assurance programs as it relates to Fire Department field EMS delivery.
14. Assists Medical Director and Deputy Chief of EMS in providing supervision, coaching, and guidance to EMTs and Paramedics.
15. Analyzes data and may prepare written technical reports regarding the EMS mission.



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16. Assists the Deputy Chief of EMS and Medical Director in strategic and tactical planning, i.e. master planning, to assure the most efficient development and utilization of Department resources.
17. Reviews various materials for compliance with Department policies, state, federal laws and regulations at the request of the Deputy Chief of EMS or Medical Director.
18. Protects the privacy of all patient information in accordance with the Department's privacy policies, procedures, and practices, as required by federal and state law, and in accordance with general principles of professionalism as a health care provider.
19. Submits a detailed report in conjunction with the Medical Director to the Deputy Chief of EMS outlining his/her activities relative to their duties and activities for the EMS division.
20. Oversees major EMS projects on behalf of the Deputy Chief of EMS, as requested.
21. Serves as a member on Department committees or other groups as requested by the Medical Director or Deputy Chief of EMS. May also serve on State or National associations, committees, work groups, etc., as a method of enhancing the EMS services, skills, etc., of the Department.
22. Attends monthly and quarterly meetings, as required, with Fire Rescue command staff, officers, and/or other EMS partner agencies.
23. Prepares and maintains correspondence, reports, and other documents.
24. Performs other duties as assigned by the Medical Director or Deputy Chief of EMS.

**Essential Physical Skills**

Acceptable eyesight and hearing (with/without correction); ability to communicate both orally and in writing. Stooping, sitting, crouching, walking, standing, pulling and/or lifting heavy objects, grasping, kneeling, reaching, pulling, finger movement, repetitive motions, depth perception. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**Environmental Conditions**

Primarily works inside in an office environment; at times may work in outside weather conditions. May be subjected to hazardous conditions: fire, chemicals, smoke, heat, gases, moving vehicles, falling structures and debris, electricity, poor ventilation, poor lighting and related hazardous and stressful situations.

Key Competencies: Integrity, Professional knowledge, Medical acumen, Attention to detail, Safety, Analysis, Communication (oral and written).