

# JOB DESCRIPTION

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<b>POSITION:</b>	Field Supervisor
<b>DIVISION:</b>	EMS Operations
<b>REPORTS TO:</b>	Superintendent of EMS Operations

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## POSITION SUMMARY:

The Field Supervisor supervises staff and volunteers in the field as a member of a crew, and as an independent supervisor when an event is staffed with greater than 4 employees/volunteers. This position also provides pre-hospital emergency care of the sick and/or injured. The Supervisor carries out a range of basic duties in keeping with performance based system design principles including: providing quality care in a timely manner by assessing patients; performing sophisticated medical treatment to potentially avert life threatening emergencies and reduce morbidity; safely meeting or exceeding response time standards; safely operating company vehicles; ensuring the stocking and safeguarding of vehicles, equipment, supplies and medications; plus other related duties such as continuous medical education, mentoring new employees and public health safety education.

## QUALIFICATIONS:

- Community College Diploma (2-year program) in Emergency Health Care/Paramedicine
- Valid CPR level C for HCP
- ACLS Preferred
- Class G driver's license with less than 7 demerit points or prohibition from driving under the criminal code. (Class F preferred)
- Knowledge of Basic life support medical care methods, procedures and techniques, performance based Paramedic operations, training and reporting, Highway Traffic Act, Occupational Health and Safety Act, Ministry of Health policies, procedures, equipment supplies, use of medications, vehicles, base stations.
- Quality paramedic work experience and knowledge of the local area are desired qualities.
- Computer literacy a preferred asset.
- Meets all of the hiring policies as outlined in the operational guidelines of Superior EMS.

## POSITION RESPONSIBILITIES :

Along with the general responsibilities of a crew member, the field supervisor will:

1. Promotes positive customer relations in dealing with patients, visitors, and other employees and volunteers.
2. Completes daily schedules, vehicle accident logs, work injury reports, and incident reports.



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3. Maintains a safe working environment for personnel, as well as working to maintain a safe fleet of ambulances.
4. Independently performs rapid assessment of emergency scene to determine the need for auxiliary services such as fire and police department.
5. Evaluates the extent of illness or injury and establishes priorities for care following standing orders, or protocols, or as directed by the base physician via voice communications.
6. Initiates life-sustaining procedures including advanced life support in accordance with current standards/protocols and demonstrates a working knowledge of Superior EMS Operational Policies.
7. Completes appropriate patient and daily activity forms.
8. Provides pre-hospital emergency care to the public in a variety of environments, such as sports facilities, airports, and other public gathering places.
9. Investigates complaints and ensures incident reports are collected from staff when there is an indication of potential liability for the agency; and, prepares and provides reports to Chief of EMS Operations
10. Develops or modifies work plans, methods, and procedures and determines work priorities.
11. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.
12. Resolves problems encountered during daily operations and determines standards for problem resolution.
13. Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.
14. Responds to formal and informal employee grievances and prepares written response.
15. Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.
16. Provides work instruction and assists employees with difficult and/or unusual assignments.
17. Other duties as assigned.

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<b>Date of Approval:</b>	January 1, 2015
<b>Date of Original:</b>	January 4, 2011
<b>Date to be Reviewed:</b>	January 1, 2017
<b>Authority:</b>	Chief of EMS Operations

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