



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 656.6

Job Title: **ASSOCIATE EMS PHYSICIAN DIRECTOR**

Pay Grade: 35

GENERAL SUMMARY:

Assists the EMS Director with the administration of Emergency Medical Service activities. Oversees and coordinates the day-to-day emergency medical service operations.

RESPONSIBILITIES:

- Conducts medical audits, e.g., reviews all cardiac arrests, investigates medical complaints or patient care problems; ensures quality assurance and control.
- Conducts field audits and evaluates the skills and knowledge of EMS personnel in patient care.
- Provides departmental liaison for the EMS program with the medical community, academia and the general public; provides professional advice or expert opinion as requested.
- Compiles research data; reviews operational procedures, runs records, etc to ensure quality assurance.
- Plans, develops, implements and revises medical protocols, orders for patient care and all medical aspects of triage, transport, transfer, dispatch, extrication, rescue and communications.
- Inspects, evaluates and approves the purchase and use of patient care equipment.
- May serve as a spokesperson for local and national media, the medical community and/or the public.

SPECIFICATIONS:

KNOWLEDGE:

Requires a M.D. from a college accredited by the Liaison Committee on Medical Education or a D. O. from a college accredited by the American Osteopathic Association, as well as medical board certification or eligibility in a medical specialty.

License: Requires a license to practice medicine in the State of Texas within six months of the time of hire.

EXPERIENCE:

Four years of experience in pre-hospital emergency care, trauma care, EMS research and teaching or a closely related field are required.

COMPLEXITY:

Work is very nonstandardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires negotiation and persuasion on matters of a sensitive and controversial nature. Issues involve the making of major decisions and require diplomacy and resourcefulness in communicating outcomes.

External Contacts:

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant EMS Physician Director
Associate EMS Physician Director

Effective: October 1990

Revised: July 2009