



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 656.7

Job Title: **ASSISTANT EMS PHYSICIAN DIRECTOR**

Pay Grade: 33

GENERAL SUMMARY:

Assists the Physician Director of EMS with the supervision of Emergency Medical Services in the City of Houston.

RESPONSIBILITIES:

- Oversees EMS medical staff and field personnel as directed by the Physician Director of EMS.
- Conducts medical audits and critiques of EMS personnel to include a review of patient evaluation records.
- Performs on-site evaluations of all personnel in the field, area hospitals and EMS base stations.
- Assists the Associate Director and/or Director in the development, implementation and revision of medical protocols and orders for patient care, triage, transport, transfer, dispatch, extrication, rescue and communications.
- Assist in evaluating, developing and implementing training programs for EMS personnel.
- Collects data for research and evaluation of patient care and is directly involved in quality assurance and patient care activities.
- Serves as one of several liaisons between the EMS program and members of the medical community such as hospitals, doctors, medical societies, medical schools, etc.
- Assists the Associate Director and/or Director in investigating medical complaints.

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:

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

COMPLEXITY:

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems and could significantly affect short-term results of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

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 exposures to significant levels of heat, cold, moisture, air pollution and/or contagious diseases. The position may involve exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

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