

City of Fort Worth, Texas

Job Description

Classification Title	EMS Chief Medical Officer		
Job Code:	EX1051	Job Family:	Executive
Pay Grade	312	Date Created:	10/31/2024
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Plans, directs and manages the activities and operations of the Office of Medical Director (“OMD”). Provides medical direction and oversight, consultation, training, education, clinical quality assurance and improvement for the Fort Worth Fire Department and participating First Responder Organizations (“FROs”). Performs all duties required of EMS Medical Directors by the State of Texas and performs the duties set forth in the Interlocal Agreement between the Authority and additional cities served by the OMD.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the OMD, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises clinical staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring credentialed providers follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Directs and manages the development and implementation of departmental goals, objectives, policies and priorities for OMD, and applicable FRO organizations, and explains, justifies and defends department programs, policies and activities.
4. Monitors and evaluates the efficiency and effectiveness of clinical protocols, clinical credentialing, clinical education and clinical quality assurance & improvement, and research methods; and allocates resources accordingly.
5. Leads the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures; and implements budgetary adjustments as appropriate and necessary.
6. Serves on a variety of boards, commissions and committees, as required; and prepares and present staff reports and other necessary correspondence.

7. Represents OMD to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations; and negotiates and resolves sensitive and controversial issues.
8. Maintain clinical skills and field employee interaction by providing clinical services to local hospitals, as appropriate.
9. Establish patient care standards for all medical services provided by the Fire Department and FROs
10. Assures that only those personnel appropriately credentialed perform the clinical duties of the role they are assigned.
11. Develop, direct and conduct clinical quality assurance, improvement, and medical review programs of the delivery of medical care, transportation, MIH, and prehospital emergency medical service, and review individual cases as appropriate.
12. In coordination and collaboration with administration, develop, implement and oversee an organized, ongoing program of EMS research to improve medical protocols and contribute to the EMS knowledge base.
13. Provide all independent medical direction and function as the exclusive source of medical direction and oversight for the city and FROs.
14. Maintain qualification as and perform duties required of EMS Medical Directors by the State of Texas (See 22 TX ADC § 197).
15. Be available to field personnel for medical consultation and direction on a 24-hour basis, either directly or through delegation to other qualified individuals, including through on-line medical directors as described in 22 TX ADC § 197.2
16. Perform other duties as described in State law pertaining to EMS Medical Director, including but not limited to:
 - a. Suspending a certified EMS individual from medical care duties for due cause pending review and evaluation;
 - b. Establishing the circumstances under which a patient might not be transported;
 - c. Establishing the circumstances under which a patient may be transported against his or her will in accordance with state law, including approval of appropriate procedures, forms, and a review process
17. Establishing criteria for selection of a patient's destination.
18. Provide Medical Direction and Oversight to the 911 EMS Communication Center, including quality assurance, improvement, and protocol review.
19. Performs other related duties as required.

20. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
21. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - EMS clinical principles, practices and techniques.
 - Prehospital patient care.
 - Medical quality assurance and improvement techniques.
 - Medical research and quantitative data analysis
 - Mobile Integrated Health services.
 - Clinical review processes and procedures.
 - Principles of supervision, training and performance evaluation.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Principles and procedures of record keeping.
- **Skill in:**
 - Implementing effective clinical protocols for prehospital patient care.
 - Establishing and maintaining clinical education and training programs
 - Leading dynamic clinical quality assurance, improvement, and research processes.
- **Ability to:**
 - Communicate clearly and concisely, both orally and in writing.
 - Execute the strategic initiatives of the Office of the Medical Director.
 - Oversee the clinical review, quality assurance, improvement, and clinical education processes
 - Develop and maintain clinical protocols for the Fort Worth Fire Department and FRO personnel.

MINIMUM JOB REQUIREMENTS

Graduation from an accredited School of Medicine with a board certification in Emergency Medical Services and three (3) years of experience as an EMS Medical Director (or Associate) for a medium or large size EMS system providing medical oversight to include quality improvement and EMS provider credentialing.

OTHER REQUIREMENTS

Valid Texas Driver's License

Board Certification in Emergency Medical Services

License to practice medicine in the State of Texas, current and unrestricted

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally: Confined areas, extreme hot and cold, wet and/or humid conditions, noise, vibration, mechanical and electrical equipment, moving objects, high places, fumes/odors/mists, dirt and dust, gasses, toxic conditions, human excrement, blood, urine, mucous, tissue. Frequently works alone, with and around others, face to face and verbal contact, inside and outside temperature changes. Work hours may vary due to office needs hearing/listening, clear speech, touching, walking inside and outside, sitting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.