



Emergency Medical Services Agency Prehospital Care Manual **Policy 212**

BLS COORDINATOR

Effective Date January 22, 2007
Replaces June 22, 2005

Resources
None

I. Purpose

To establish and identify standards for Basic Life Support provider (BLS) Coordinators. Santa Clara County approved BLS provider agencies shall have a BLS Coordinator who is responsible for the overall operations of the clinical and operational aspects of BLS prehospital care provided by the agency.

ALS provider agencies may elect to have the Paramedic Coordinator also fill the responsibilities of the BLS Coordinator.

II. Areas of Responsibility/Duties

The BLS Coordinator shall:

- A. Ensure the submission of appropriate records, reports, documentation, etc. to the Agency as necessary.
- B. Serve as the clinical liaison between the providers Medical Director and field personnel.
- C. Assist employees in attaining and maintaining EMT Certification including issuance of Agency Identification and/or Certification Cards.
- D. Participate in appropriate Agency stakeholder meetings.
- E. Coordinate the annual update of all EMT's including the EMS Update, policy changes, etc.

- F. Assist the Agency in the investigation of prehospital care providers employed by the provider.
- G. Ensure the continuous competency of all provider EMT's and establish individualized performance improvement plans as necessary.
- H. Support participation in Agency Field Care Audits (FCAs) and/or other system wide continuing education programs.
- I. Establish and coordinate cooperative functional drills/exercises between provider agency personnel and other system stakeholders at least one or two times per year.
- J. Serve as the BLS liaison between the provider agency and the County.
- K. Develop and maintain a provider quality assurance and improvement program related to the provision of BLS services.
- L. Establish and manage a field oversight program that enables the field evaluation of every provider EMT employed. This may include, but not be limited to, annual ride-alongs, seldom used skills training programs, etc.

III. Recommended Qualifications

It is recommended that individuals assigned to this position meet the following requirements at time of appointment.

- A. Minimum of three (3) years field experience in the provision of emergency medical/prehospital care services at the BLS level.
- B. Completion of a course of instruction in the Incident Command System 100 or 195, and an introductory Standardized Emergency Management System (SEMS) module.
- C. Meet the requirements of a CE Program Director including Fire Instructor 1A and 1B, or equivalent.
- D. Be a currently certified Emergency Medical Technician in the State of California or, California Licensed and Santa Clara County Accredited Paramedic.
- E. It is recommended that the individual be a supervisor or manager as determined by the provider agency.