



Emergency Medical Services Agency Prehospital Care Manual **Policy 213**

PARAMEDIC COORDINATOR

Effective Date January 22, 2007
Replaces June 22, 2005

Resources
None

I. Purpose

To establish and identify standards for advanced life support provider Paramedic Coordinators. Santa Clara County ALS provider agencies shall have a Paramedic Coordinator who is responsible for the overall operations of the clinical and operational aspects of ALS prehospital care of the company or department.

II. Areas of Responsibility/Duties

The Paramedic 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. Coordinate the Santa Clara County Paramedic Accreditation process for providers' employees.
- D. Participate in appropriate Agency stakeholder meetings.
- E. Coordinate the annual update of all paramedics including the EMS Update, policy changes, etc.
- F. Assist the Agency in the investigation of prehospital care providers employed by the provider.

- G. Establish a process to ensure the continuous competency of all provider paramedics 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 ALS liaison between the provider agency and the County.
- K. Develop and maintain a provider quality assurance program related to the provision of ALS services.
- L. Establish and manage a field oversight program that enables the field evaluation of every provider paramedic employed. This may include, but not be limited to, annual ride-alongs, seldom used skills training programs, etc.

III. Recommended Qualifications

- A. It is recommended that individuals assigned to this position meet the following requirements at time of appointment.
- B. Minimum of three (3) years field experience in the provision of emergency medical/prehospital care services at the ALS level.
- C. Completion of a course of instruction in the Incident Command System 100 or 195, and an introductory Standardized Emergency Management System (SEMS) module.
- D. Meet the requirements of a CE Program Director including Fire Instructor 1A and 1B, or equivalent.
- E. Be a currently licensed California Paramedic and have attained Paramedic Accreditation in Santa Clara County.
- F. It is recommended that the individual be a supervisor or manager as determined by the provider agency.