

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines</i> – Clinical Care Coordinator Position Description	SOG #101-003G
	Approved: Chief Christopher J. Reynolds	Initiated: September 2023 Revised: N/A

Classification

Committee Head

Reports to

Chief of Operations

POSITION DESCRIPTION

Summary/Objective

The Clinical Care Coordinator will oversee the clinical performance in the field and assure the appropriateness of treatment and assessment of all patients under the direction of the Lower Providence EMS Medical Director. *The CC Coordinator will serve as the primary liaison between the Operations Staff and the Medical Director.* The following functions will be frequently reevaluated for effectiveness and need to the organization; no changes will be placed into effect without first consulting with the coordinator and resubmitting and signing the updated description form.

Essential Functions (Clinical Care Coordinator)

1. Remain in compliance with ACT 37.
2. Provide pre-hospital care to ill or injured patients at current certification level, utilizing the decision making needed to properly transport patients to necessary medical facilities based on facility capability.
3. Establishes and maintains a working environment conducive to positive morale, quality, and teamwork.
4. Coordinate the direction of assigned personnel including monitoring work assignments, work closely with officers and committee heads to direct and mentor their efforts.

Responsibilities

Monthly Job Functions:

1. Conduct audits of TAPP Lock System.
2. Conduct Inventory and expiration inspection of all LPEMS stocked medications.
3. Dispose of expired drugs per LPEMS & DEA guidelines.
4. Conduct an audit of drug sign off forms.
5. Rotate drug stock to ensure shortest life drugs are in service first.
6. File all drug sign-off forms in appropriate location
7. Attend county MAC meeting- When available, schedule dependent.

8. Ensure proper charge and function of all medical equipment & devices.
9. Provide written report to Chief of Operations outlining activities and/ or issues/needs.

Bi-Weekly Job Functions:

1. Collect and process all Narcotic usage forms.
2. Rotate Vending Machine Stock as needed.

Weekly Job Functions:

1. Check vending machines for restock needs.
2. Order drugs as needed for station supply.
3. Enter & Upload CARES Data
4. Verify full complement of drugs on all units and investigate anyone not following guidelines.

Meetings

1. Hold Clinical care committee meetings (min. quarterly) as needed to accomplish yearly goals as set forth by committee.
 - a. Meetings may be in person or virtually to get a quorum of members.
2. Meetings will have e-mailed agenda at least 24 hours prior to meeting and minutes submitted to all members at least 48 hours post meeting.

The Clinical Care Coordinator will submit a written monthly report to the Chief of Operations by the 3rd Friday of the month.

Competencies

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.

Supervisory Responsibility

The Clinical Care Coordinator will oversee members of the committee only while engaged in committee assigned responsibilities. Additional responsibility delegated in appropriate Line Officer Position.

Signatures

This position description has been approved by all levels of management:

Member signature below constitutes understanding of the requirements, essential functions, and duties of the position.

Member _____ Date _____

Chief of Operations : _____

CC: File