



**REGIONAL EMERGENCY MEDICAL ORGANIZATION OF THE HUDSON
MOHAWK VALLEY, INC**

JOB DESCRIPTION

TITLE: Assistant - Office of Medical Standards
(QA/QI, CME, Credentialing, Documentation, Protocols, ePCRs, CARES Registry, BLS Modalities, Investigations, etc.)

POSITION: Part-time **STATUS:** Hourly (tentatively two days per week TBD)

SUPERVISOR: Executive Director

QUALIFICATIONS

Minimum:

- Two-year's experience in implementation and/or oversight of a Quality Improvement/Quality Assurance program in EMS, business, government, or hospital setting
- Associates degree from an accredited college or university in business, or health-related field
- Ability to work effectively with both volunteer and career agencies, committees, boards, and individuals within the healthcare field.
- Proficiency in oral, written, and computer skills
- Currently certified as a NYS Paramedic (and/or Registered Nurse) with EMS experience. If paramedic, eligible to be on-line within the REMO system. If RN, currently licensed and registered in NYS

Preferred:

- Four-year degree in Business or Healthcare-related field
or
- An equivalent of four years of work experience in EMS Quality Improvement related-programs
- Recent (within 5 years) experience in EMS Administration or Education

GENERAL RESPONSIBILITIES

Under the direction of the REMO Executive Director, the Incumbent assumes the primary responsibility for the implementation and coordination of the Regional Quality Improvement (QI) Program. Included in the Regional QI program are a coordinated record keeping, evaluation, and data retrieval system for all phases (agency, county, regional) of the Regional Emergency Medical Services System. The Incumbent promotes review of clinical protocols, policies and procedures based upon analysis of process of care and outcomes through the Regional QI program. Based upon these reviews the Incumbent will make recommendations to the Executive Director, REMAC and Regional Council regarding system operations and Continuing Medical Education (CME). The Incumbent will also administer and direct the regional Continuing Medical Education program.

SPECIFIC RESPONSIBILITIES

- Act as a liaison between REMO and all components of the regional total quality management program (agency, county, hospital, medical control and regional QI).
- Review system complaints
- Manage QI projects and/or audits
- Participate in development, implementation and maintenance of all data collection, data review, and QI projects as required by the Regional QI Committee, the Regional Medical Advisory Committee (REMAC) and the State EMS Bureau. Fulfills all Regional EMS Program Agency contract deliverable requirements, and requirements outlined in Article 30 of the NYS Public Health Law as they pertain to the Regional total quality management program
- Work effectively with the Regional QI committee and the REMAC in assessing all aspects of the EMS system, and in implementing and maintaining an effective Regional QI program
- Prepare reports and/or recommendations as requested by the Regional QI Committee, the Regional EMS Council, the Regional Medical Director, and the Executive Director
- Coordinate the Regional AEMT Credentialing program
- Oversee the Regional ePCR system, the regional Continuing Medical Education program, NYS BLS modality programs, the Public Access Defibrillator program, and the CARES Registry (and other projects as assigned)
- Collect and tabulate required annual continuing education documentation as necessary

- Maintain accurate records of current Advanced Emergency Medical Technicians (AEMT) on-line in the region
- Review PCR reports as necessary
- Attend Regional and County meetings as assigned by the Executive Director
- Continually assesses Medical Oversight Policies and Processes, to enhance Customer Service
- Performs other duties as assigned

This job description is not intended to be limiting or all-inclusive. The employer reserves the right to revise job duties or assign additional duties within the scope of the qualifications stated above. This job description does not constitute a written or implied contract of employment.

Direct resumes to:

REMO
Attn: Executive Director
24 Madison Ave. Ext.
Albany, NY 12203

Or (preferred):
tmirabile@remo-ems.com

****Closing date February 22, 2019****