

MEMORANDUM



Lake Emergency Medical Services, Inc.
2761 W. Old US Highway 441 – Mount Dora, FL 32757
Voice: 352-383-4554 – FAX: 352-735-4475 – www.lakeems.org

To: Lake Emergency Medical Services Board of Directors

From: Gerald "Jerry" L. Smith II, Executive Director 

Date: September 24, 2013

Subject: RFP for Medical Director

In order to obtain a permanent Medical Director staff is requesting approval to issue a Request for Proposals for Medical Director services, based on the attached job description, after the appropriate legal review. Since the selected provider will serve as Medical Director for Lake EMS and the entire Lake County Emergency Medical System, staff anticipates utilizing various Fire Chiefs from Lake County Fire Services to assist in the selection process.



Lake Emergency Medical Services

Job Description

Job Title: Medical Director

Job Code: E1-09

Department/Office: Administration

General Description:

Perform the Medical Director function to develop, revise and implement policies and practice parameters for patient care activities for out of hospital medical care. Design, implement and approve training and certification programs for Lake County Fire and EMS agencies, and develop and nurture relationships with local hospital staff, law enforcement agencies and community leaders to promote the organization's mission statement.

Essential Functions

1. Establish, implement, revise and authorize the use of system-wide practice parameters, standing orders, policies, and procedures for all patient care activities from dispatch through triage, treatment, transport and/or non-transport.
2. Maintain current knowledge of local, state, and federal statutes/regulations as they relate to emergency medical care. Establish and maintain a protocol review committee with all stakeholders involved. Incorporate recommended changes into practice parameters and standards and communicate changes to field personnel. Collaborate with the Quality Department and Training Department to ensure the implementation of new and revised orders and practice parameters as changes in recommended medical practices, patient needs or regulations may require.
3. Provide continuous around the clock medical direction to the Lake EMS system, personally or through subordinate qualified physicians. Participate in direct contact with EMT/Paramedic field level providers for a minimum of 150 hours per year.
4. Collaborate with the Quality and Training Departments to design, revise and implement quality assurance systems for patient care and metrics for measuring EMT/Paramedic performance. Review records and reports to assess performance and implement and oversee an effective process improvement program.
5. Establish and maintain required licensure and insurance, including license to provide controlled drugs to Fire/EMS agencies operating at the advanced support level. Ensure security procedures for medications, fluids and controlled substances are in compliance with local, state and federal statutes. Provide notification in compliance with regulations when substitute equipment or medications are maintained. Assume responsibility for use of defibrillators by certified first responders, EMTs, and paramedics.
6. Establish and/or approve the medical standards for hiring or dismissing personnel involved

in patient care. Require education and testing to the level of proficiency approved for the following personnel within the LEMS system: first responders, EMTs, paramedics involved in out-of-hospital care, dispatchers, educational coordinators. Recommend removal of a provider from medical care duties for due cause, using an appropriate review and appeals system. Set and/or approve standards for equipment used in patient care.

7. Establish, implement, revise and oversee training programs for new and existing emergency medical staff including training in the use of scorecard methodologies, CEU programs, and other mandatory and optional skill and safety related topics. Participate with the Employee Safety committee and support training on issues including helicopter safety, exposure control, and infectious diseases.

8. Provides medical direction to the Lake EMS Communications Department. Reviews and authorizes National Academy Dispatch EMD protocols for use in the LEMS Communications Center. Makes additions, deletions, and changes as appropriate based on local conditions. Participates in Emergency Medical Dispatch review committee meetings.

9. Provide technical assistance to Patient Financial Services staff as needed. Serves as a consultant on questions related to medical necessity, patient documentation issues, audit reviews, hearings and appeals, and use of EMS resources.

10. Develop, nurture and enhance relationships with hospital personnel, local medical providers and community leaders to promote the goodwill of LEMS. Develop programs to support the community including immunization clinics in cooperation with the County Health Departments.

11. Prepare and present periodic presentations to the LEMS Board of Directors on various topics as requested.

Other Functions

1. Perform or assist with any duties or operations, as required to maintain workflow and to meet schedules and quality requirements.
2. Maintain safe work area and comply with safety procedures and equipment operating rules, keeping work area in a clean and orderly condition.
3. Participate in a variety of meetings and task force groups, including Fire Chiefs' meetings, Quarterly EMS meetings and Operations Group meetings, to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
4. Ensure that work is carried-out in compliance with all company policies and regulatory requirements.

Minimum Qualifications:

1. Be duly licensed to practice as a medical or osteopathic physician in the state of Florida.
2. Possess a thorough understanding of pre-hospital care
3. Hold and maintain board certification in emergency medicine by the American Board of Emergency Medicine.

4. Comply with all requirements of Florida Statutes, Chapter 401, and Chapter 64E-2.004 Florida Administrative Code (F.A.C.).

Working Environment

Works in well-ventilated, heated and cooled indoor office setting, with adequate furnishings and lighting. Required to operate computer terminal, and remain seated for extended periods of time. Occasionally requires travel by passenger vehicle within and outside of service area.

Physical Requirements

Manual dexterity, standing, stooping, bending, reaching, seeing, hearing, speaking, reading and writing for varying periods of time. Ability to operate keyboard and typewriter for extended periods of time. Ability to remain seated for extended periods of time.

Required License/Certification

See minimum qualifications

Hours of work/Hours per week/hours per pay period

8 am to 5 pm Monday through Friday. The Medical Director is required to either (a) be available twenty-four (24) hours a day, seven (7) days a week for emergency consultations from system EMS Providers, or (b) provide acceptable alternate coverage.

Work Location

Administration

Number of Subordinate Positions

None

Supervisor's Position Title and Number

Lake EMS Executive Director

Conditions of Employment

Pre-Employment Physical Exam and Drug test required.

No felony convictions directly related to position duties.

Maintain active participation in a regional or statewide physician group involved in prehospital care.

The Medical Director is not permitted to hold any employment or contractual obligations with other organizations without express written permission of the Executive Director.

Job Description: Medical Director -- Page4

The Medical Director is expected to work, on average, a minimum of 20 office/field hours per week for QI activities, meetings, testing, protocol development/revision, field observation and system monitoring.

The Medical Director is required to work under a contract as described in 64E-2.004.

This position is considered overtime exempt for FLSA purposes

Supervisor Signature

Name (Printed)

Date

Sr. Human Resources Rep.

Name (Printed)

Date

I acknowledge receipt of a copy of this job description. I understand that I am responsible for performing the duties listed here as well as other duties assigned by my supervisor or higher-level manager. My signature does not mean that I necessarily agree with this document, only that I was given a copy and advised of my job duties and responsibilities.

Employee Signature

Name (Printed)


Date

MEMORANDUM



Lake Emergency Medical Services, Inc.
2761 W. Old US Highway 441 – Mount Dora, FL 32757
Voice: 352-383-4554 – FAX: 352-735-4475 – www.lakeems.org

To: Lake EMS Board of Directors

From: Gerald "Jerry" L. Smith II 
Executive Director

Date: September 24, 2013

Subject: Agenda Item – Tab 3.A.7 – Golf Cart Disposal

After the Board Books for the September 24, 2013 Lake EMS Board Meeting were completed and distributed, we received a request from the Lake County Fire Rescue to donate the golf cart slated for disposal via auction in Consent Agenda Tab 3.A.7 to their organization. LCFR will utilize the golf cart as part of their special operations response team.

Given that this non-capital item is no longer of use to Lake EMS, staff supports this donation to LCFR. A new Asset Status Change Form is attached.

LAKE EMERGENCY MEDICAL SERVICES ASSET STATUS CHANGE FORM

Send this completed form with authorized signatures to
eluning@lakecountyfl.gov or Fixed Asset Section, County Warehouse, CR #473

SECTION I - Preparer Information (required on all requests)

Name Marilyn Sonn Date: 8/22/2013
 Telephone 352-383-4554 E-mail: _____

SECTION II - Asset Information (required on all requests)

Asset Number _____ Asset Description Electric Yamaha Golf Cart- non-capital
 Dept/Division _____ Serial No. _____
 Asset Condition Fair Current Vehicle Mileage/Hours _____

SECTION III - Transfer Request (MUST have both releasing and acquiring signatures to be completed)

Transfer From: _____ Transfer To: _____
 Dept/Division _____ Dept/Division _____

Releasing Department / Division
Authorized Signer

Date

Acquiring Department / Division
Authorized Signer

Date

SECTION IV - Disposal Request (check the appropriate request for disposal of asset)

Surplus* _____ Item is no longer useful to this department. Please see special handling instructions below.

*Detailed description of computers and related items need to be sent to ITSurplus@lakecountyfl.gov

*Vehicles are to be transferred to Fleet Surplus using Section III, who will determine final status.

Lost _____ Must be accompanied by Missing Item Report
 Trade-in _____ Estimated Trade In Value \$ _____
 RTV _____ Reason for return to vendor _____
 Cannibalized _____ To be used as parts for similar assets
 Donation X Donation Recipient Lake County Fire Department
 Stolen _____ Must be accompanied by police report
 Wrecked _____ Must be accompanied by police report
 Destroyed _____ Must be accompanied by Property Damage Report

Reason Requesting Surplus _____

Signature For Surplus
Custodian Only

Date

Fixed Asset Section

Date

For Fixed Asset Use Only

BCC Approval Date:

Disposal Method:

MEMORANDUM



Lake Emergency Medical Services, Inc.
2761 W. Old US Highway 441 – Mount Dora, FL 32757
Voice: 352-383-4554 – FAX: 352-735-4475 – www.lakeems.org

To: Lake EMS Board of Directors
From: Gerald "Jerry" L. Smith II 
Executive Director
Date: September 24, 2013
Subject: Agenda Item – Tab 3.C– Staff Recommendation to Postpone Consultant for Operational Analysis of EMS Deployment and Response System

During the processing of Committee Books and Board Books for the September 24, 2013 Lake EMS Board of Directors Meeting, staff revisited the consultant project. Staff identified several projects which are progressing faster than initially anticipated. Therefore, staff is recommending the Lake EMS Board postpone awarding the contract of the EMS consultant for the Operational Analysis of EMS Deployment and Response. The postponement will provide staff along with partner agencies time for system adjustments and strategic planning. Here are a few specific reasons for this recommendation:

While the proposed consultant was the overwhelming pick of the Selection Committee there has been a considerable amount of progress on several items which precipitated the need for a consultant since the proposal process began.

The initiative of the closest unit response is progressing extremely well with several cities expressing interest and potential implementation is being discussed in detail. As this initiative moves forward staff will be conducting a much less complex analysis in order to determine system-wide advantages.

The work staff has done with ZOLL to refine a report which appears to have the necessary components to evaluate "system-wide" response times has progressed more rapidly than expected. This will enable Lake EMS and system partner agencies to collaborate more closely to identify opportunities for change/improvement across the system. In depth system data analysis is currently underway.

Since the establishment of response time standards is a local issue, staff can conduct research and present recommendations to the Lake EMS Board for consideration.

Due to the expansive nature of the proposal the cost of the consultant is greater than expected. Postponement will allow time for staff to study the impacts of the previously listed items and other issues which potentially could decrease the number items for evaluation by a consultant.

Since transport rates are maintaining at the 2012 level the anticipated funding at the time of the issuance of the RFP for the consultant is not available in the proposed 2014 Lake EMS budget. A potential funding source could be the MSTU fund, however, staff is concerned this could impact 2015 funding.