The North County Fire Protection District is accepting applications from qualified candidates for the position of Medical Services Officer (MSO). This assignment is a part-time work classification and will work under the direct supervision of a Division Chief. The MSO will provide administrative assistance to the organization in the ongoing development of the district’s delivery of emergency medical services. Typical duties may include: conduct training of fire and community personnel in emergency services and emergency medical techniques, evaluate paramedic and EMT medical care through direct observation and review of medical reports and tapes, conduct research and prepare administrative reports, evaluate public health needs, exercise functional supervision over the work of emergency services personnel, understand AED and CPR programs, operate computers and appropriate software in the preparation of reports, spreadsheets, presentations and to access databases, understand and carry out written and oral instructions, keep accurate and detailed records, establish and maintain effective relationships with other officials, employees, community organizations, EMS providers and the public in the course of work.

**HOURS OF WORK:**
A maximum of 18 hours a week or 960 hours per year, and/or on a call when needed basis. Rest break periods are provided in accordance with California law.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**
Under the direction of a Division Chief:

- Understands and follows District Policy and Procedures;
- Assists in the implementation of operational policies and procedures for EMS and other emergency programs

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<tr>
<td><strong>FILING DEADLINE</strong></td>
<td>Thursday, March 16th, 2017 by 4:00 pm</td>
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<tr>
<td><strong>BASE SALARY</strong></td>
<td>Hourly – $39.50</td>
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<tr>
<td><strong>EMPLOYMENT TYPE</strong></td>
<td>Part – Time Employment</td>
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<td><strong>WORK LOCATION</strong></td>
<td>Fallbrook, CA</td>
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Job Announcement: Medical Services Officer

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- Assists department staff in interpreting and ensuring compliance with EMS policies, procedures and protocols.
- Handles related administrative issues; and develops criteria on which to evaluate personnel needs and operational effectiveness.
- Monitors EMS program operations and personnel for compliance with legal requirements; determines training requirements for emergency programs and; provides and coordinates training to all District employees on emergency medical services related topics.
- Responds to emergency incidents in fire apparatus, paramedic ambulances, and/or in Department staff vehicle in order to evaluate emergency medical service delivery by EMT and Paramedic personnel.
- Conducts special studies, analysis and investigations of emergency medical performance quality improvement and emergency medical dispatch issues; prepares reports; and gathers a variety of statistical data, prepares and submits required reports to appropriate agencies.
- Functions as the continuous quality improvement (CQI) manager and reviews and assists in the resolution of emergency medical performance issues.
- Assists in the development and implementation of short and long-term goals for the EMS and other programs; maintains other records for the Emergency Management Program.
- May represent the District regarding emergency medical services and emergency management issues with local, state and federal agencies.
- Functions as the Department’s “designated officer” in matters pertaining to infectious disease exposure reporting as well as administration of the Department’s infection control plan.
- The position will be the designated HIPAA Compliance Officer.

See the job description for this position for a complete listing of all duties, skills and essential job functions.

MINIMUM REQUIREMENTS:

1. EXPERIENCE

   1.1. A minimum five (5) years of experience performed as a Registered Nurse, Mobile Intensive Care Nurse, or Emergency Medical Technician-Paramedic (EMT-P) with a minimum of 3 years of experience in pre-hospital care within the last 5 years.

   1.2. Have instructed EMS and fire personnel at the college and community outreach level, participated in instruction and implementation of paramedic preceptor and intern programs, developed and maintained medical skills evaluation components of an ALS delivery system is highly desirable.

   1.3. Knowledge of: This position requires an individual who can operate within the allied health care field and work within local, State and Federal laws and regulations to apply the knowledge of principles, practices and procedures of an Emergency Medical Services program, including an Advanced Life Support program, pre-hospital care system, emergency, allied health care, EMS Continuous Quality Improvement (CQI), patient health information relating to HIPAA, adult teaching principles and group training methods, disaster preparedness practices and programs as well as principles and practices of effective customer service.

2. EDUCATIONAL REQUIREMENTS

   2.1. An Associate’s Degree in Fire Science, Emergency Medicine, Nursing, Business, Management, or other major course of study directly applicable to the roles and responsibilities is required.

   2.2. A Bachelor’s Degree or Master’s Degree or other advanced course of study such as graduation from the Executive Fire Officer Program at the National Fire Academy or the Harvard Fellowship in Local Government Leadership is also desirable.
3. REQUIRED LICENSES AND CERTIFICATIONS

3.1. Must have and maintain a valid Class "C" California Driver's License. Must be insurable and maintain this status with the District's all-risk insurance carrier.

3.2. Be currently licensed as a Physician, Registered Nurse or EMT-Paramedic or Physician Assistant in the State of California.

3.3. Must possess ACLS certification and CPR Healthcare provider certification and must be able to obtain and maintain ACLS and CPR Healthcare provider Instructor certification.

3.4. Must be eligible to obtain and maintain status as an approved provider of ALS and BLS Continuing Education in San Diego County (S-306). Must have successfully completed either of the following courses of study (in order to be recognized as a CE provider):

   3.4.1: Baccalaureate degree in Nursing, Education or other health sciences field; or
   3.4.2: The California State Fire Marshal's Master Instructor Program; or
   3.4.3: "Techniques of Teaching" (California State University system or equivalent-60 hours), plus four semester units of upper division elective credit in educational materials, methods and curriculum development (or equivalent).

GENERAL KNOWLEDGE AND EXPERIENCE:

THIS POSITION REQUIRES GENERAL KNOWLEDGE AND EXPERIENCE WITH:

- Principles and practices of effective employee supervision, training, work evaluation and discipline;
- Administrative practices including planning and budget needs;
- Time management and leadership principles;
- Monitoring relevant expenditures and compliance with purchase and requisition processes;

THE POSITION REQUIRES THE ABILITY TO:

- Comprehend and follow specific instructions, policies and procedures;
- Perform simple and repetitive tasks, or short cycle work;
- Maintain a work pace appropriate to a given work load;
- Relate to other people beyond giving and receiving instructions;
- Influence people;
- Perform complex or varied tasks;
- Make generalizations, evaluations or decisions without immediate supervision;
- Accept and carry out responsibility for direction, control and planning.

PHYSICAL REQUIREMENTS:

- CONTINUOUS: sitting, upward and downward flexion of neck, side-to-side turning of neck, head and torso. Must possess light grasp, fine manipulation for various medical procedures and finger dexterity to operate office equipment such as computer keyboards, telephones, pencil and other writing media, moderate grasp to lift books, manuals and supplies.
- OCCASIONAL: squatting, standing, lifting and carrying of equipment weighing up to twenty-five (25) pounds from below waist to chest level and transporting distances up to two blocks, moderate to firm twist/torque to manipulate dials, knobs, open compartments in paramedic or fire units.
- INFREQUENT: reaching at and above shoulder height, kneeling, twisting at waist, lifting objects weighing up to 25 pounds at and above shoulder level.
- FREQUENT: walking, bending and stooping, pushing/pulling. In emergency situations may be required to operate various medical equipment and/or perform medical procedures consistent with incumbent’s level of certification.
- Is required to travel within and out of the District to attend meetings, work inside as well as an outside environment without effective protection from the weather and comply with rules and regulations governing work attire.
MENTAL REQUIREMENTS:

While performing the duties of Medical Services Officer, employees are regularly required to use written and oral communication skills, read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information or skills; and interact with District staff, other organizations and departments and the public.

ENVIRONMENTAL:

Exposure to temperature swings from indoors to outdoors; extreme noise of sirens and emergency equipment; working outdoors at emergency scenes with paramedics and EMT's; fumes and odors of medical supplies and chemicals; dust from atmospheric conditions, emergency scenes, paperwork, hazardous materials at emergency scenes, including communicable diseases, blood and bodily fluids and pathogens. Work may be performed in office or field. Work environment is both formal and informal, team and autonomously oriented, having both routine and variable tasks, with variable pace and moderate pressure at times. Some tasks may be fast paced.

COMMUNICATIONS:

- VISION: (may be correctable) to drive a vehicle; observe paramedics and EMT's actions, read reports and professional publications. Normal color vision is required to accurately identify color-coded drugs, medical equipment, critical symbols and placards.
- HEARING: of alarms and warning devices, to review taped conversations between paramedic units and medical staff.
- SPEAKING: to give instructions, present classes; communicate with staff and representatives of other agencies.
- WRITING: to complete records, reports, field notes and documentation.
- READING: reports, patient charts records, computer screens, local, state, federal laws, operating procedures, manuals, journals, current literature and legislative digests.

ABOUT THE DEPARTMENT:

The North County Fire Protection District is located in the northern part of San Diego County bordered by Oceanside, Vista, Camp Pendleton and Riverside County. Formed in 1986 as a result of a merger between the Fallbrook and Rainbow Fire Protection Districts, it serves a mostly residential population of approximately 50,500, covering approximately 92 square miles. The communities it serves are rural in character, comprised primarily of single-family residences intermixed with avocado and citrus groves, some light to medium commercial/industrial occupancies and several large multi-unit apartment and condominium projects.

The District maintains five full-time fire stations and one volunteer fire station. It currently operates five Medic-Engine Companies, three ALS Ambulances and three Wildland Engines that responded to 5,000 calls for service in 2015. Stephen Abbott is the District’s Fire Chief/CEO and the District is comprised of: one Deputy Chief, two Division Chiefs, three Battalion Chiefs, three Fire Prevention Specialists, fifteen Fire Captains, fifteen Engineers, twenty Firefighter/Paramedics, one Executive Assistant/Board Secretary, one Administrative Specialist, two Finance Specialists, two Mechanics and approximately twelve Reserve Firefighters.

HOW TO APPLY:

Interested applicants must submit a complete application packet to Human Resources no later than 4:00 p.m. on Thursday, March 16, 2017. Incomplete applications will not be considered.

The NCFPD application is accessible here: NCFPD Employment Application or 330 South Main Ave. Fallbrook CA 92028-2938 in Human Resources. Completed application packets must be submitted to: North County Fire Protection District, Human Resources – 330 S. Main Avenue, Fallbrook, CA 92028-2938.
The following documents must be included in the application packet:

- NCFPD Application for Employment
- Resume
- Current Driver’s License
- ACLS/CPR Provider Cards
- Current Medical Certification (EMT-P, RN License, etc.)

**SELECTION PROCEDURE:**

The top Candidates from the eligibility list will be interviewed and one candidate will be selected by the Fire Chief/CEO or designee for each available vacancy.

Standards of Continued Employment Policy requires all employees refrain from tobacco use throughout employment.

For any questions regarding this recruitment or the position, contact Division Chief Kevin Mahr at kmahr@ncfire.org or 760-723-2015.

*All material received in this application and testing process will remain confidential until a conditional offer of employment is made to the successful candidate.*

The North County Fire Protection District is an Equal Opportunity Employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, political or religious affiliation, veteran's status, sexual orientation, gender identity or gender expression, or other functional limitation as defined in the Americans with Disabilities Act except where a bona fide occupational qualification(s) so dictates.

**DISCLAIMER:** The provisions of this job announcement do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. The District may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

**NORTH COUNTY FIRE PROTECTION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

Women and minorities are encouraged to apply.