

**PLEASE POST**

North Coast Emergency Medical Services,

An Equal Opportunity Employer

**Announces the Contract Position of**

 **Regional Trauma and EMSC Contractor**

February 2024

**BACKGROUND**

North Coast Emergency Medical Services (EMS) serves as the Regional Emergency Medical Services agency for the counties of Del Norte, Humboldt and Lake.

Founded in 1975 as a Joint Powers Agency, North Coast EMS has designated authority for the planning, coordination and evaluation of the three-county EMS system, including Specialty Care Trauma and EMS for Children (EMSC) subsystems. North Coast EMS receives local, state and federal funds to carry out delegated responsibilities as the local EMS agency (LEMSA) for each JPA-member county.

North Coast EMS has developed a California State EMS Authority approved Regional EMS Plan and Regional Trauma System Plan. The former includes an EMS for Children Specialty Care Plan approved by the EMS Authority. The Regional Trauma Plan indicates that North Coast EMS has two designated Level IV trauma centers, one in Del Norte County (Sutter-Coast Hospital) and another in Lake County (Sutter-Lakeside Hospital) and in Humboldt County a Level III (Saint Joseph Hospital). Also, North Coast EMS has designated five of seven hospitals located within the three-county area as Emergency Departments Approved for Pediatrics (EDAPs) and supports this effort with pass through Supplemental Maddy (Richie’s) Funding approved by each county. Overall responsibilities for overseeing the North Coast EMS Trauma Care System and the EMS for Children Subsystem have increased substantially as has the need to secure additional help to carry out associated duties.

**JOB REQUIREMENTS**

1. Engage in routine meetings with the North Coast EMS Executive, Medical, and Associate Director.
2. Coordinate trauma center and EDAP designation and re-designation processes.
3. Assist with Updates of Regional Trauma ad EMSC Subsystem Plans
4. Assist with development and enhancements of Trauma and EMSC related policies and contracts.
5. Coordinate and participate in related state, regional and local meeting.
6. Coordinate and participate in trauma center and EDAP site surveys.
7. Draft letters and other documents associated with Trauma Care and EMSC system oversight.
8. Assist with distribution and tracking of Supplemental Maddy (Richie’s) Funding
9. Coordinate trauma registry data acquisition from trauma centers and help ensure data transmission to the State Trauma Registry
10. Review prehospital, aero medical and hospital data related to, and coordinate regional Trauma and EMSC system evaluation and quality improvement activities, including scheduling, advertising, and conducting or participating in Trauma Advisory Committee meetings.
11. Issue meeting minutes.
12. Collect input from EMS community and the public regarding the Trauma systems.
13. Make recommendations regarding changes to, replacement of, or additions to the existing regional and state standards.
14. Orient trauma center and EDAP assigned coordinators and Pediatric Liaison Nurses
15. Assist with development of processes to monitor and enhance the trauma programs in Humboldt, Del Norte and Lake Counties, and EDAP programs within the region.
16. Valid California Driver’s License.
17. Car insurance with a minimum coverage of $100,000/300,000 liability and $25,000 property damage.
18. Willingness to travel.

*Knowledge of*

1. State trauma regulations and EMSC regulations.
2. Data collection and analysis.
3. Proper English grammar, usage and spelling.
4. Local, regional and state EMS background relative to trauma and EMSC systems.
5. Relevant medical literature
6. Current American College of Surgeons standards and guidelines, including the ASC verification process.
7. Disclosure protection processes.
8. State Trauma Registry and other Trauma Registries, including Trauma One.

*Ability To*

1. Communicate (written and verbal) and work effectively with North Coast EMS staff and community members.
2. Schedule and conduct meetings.
3. Collect, organize and analyze data.
4. Operate computers and other standard office equipment.
5. Identify opportunities for improvement and propose quality improvement initiatives.
6. Prepare written and oral reports and give presentations.
7. Establish and maintain effective working relationships with North Coast EMS staff, EMS provider agency, regional hospital, and other EMS system representatives.

*Minimum Qualifications*

* Experience working with healthcare providers and healthcare provider agencies.
* Competence with Microsoft Word, Excel, Trauma One and other software programs.
* Equivalent experience and education will be considered (verify in resume).
* Education and/or experience in trauma and EMSC management.
* Familiarity with trauma registries

*Desirable Qualifications*

1. Experience in program administration.
2. Familiarity with EMS and health care delivery systems on the north coast.
3. Knowledge of issues pertaining to EMS in rural areas.
4. Registered nurse with ED, trauma and/or pediatric experience
5. Experience as a trauma program coordinator at a trauma center or equivalent
6. Experience as a Pediatric Liaison Nurse or equivalent

**PRIMARY RESPONSIBILITIES**

* Coordinate Trauma Center designations within the North Coast EMS Region
* Coordinate EDAP designations within the North Coast EMS Region
* Prepare reports and update Trauma System and EMSC related sections of the North Coast EMS Plan
* Participate and/or lead Trauma System and EMSC related local, regional, and state meetings.
* Assist with policy and contract development and revisions.
* Coordinate and participate in site surveys.
* Oversee trauma registry, EDAP, and EMSC related data collection from hospitals, aeromedical, and prehospital provider agencies.
* Analyze and report on trauma registry, EDAP, EMSC, hospital, prehospital, and aeromedical related data.
* Coordinate transmission of trauma data to the State Trauma Registry.
* Assist with distribution and tracking of EDAP Richie’s funding.
* Conduct Trauma Advisory Committee meetings.
* Initiate and coordinate Trauma Center, EDAP, and EMSC quality improvement evaluations and activities.
* Coordinate the orientation of Trauma Center, EDAP trauma coordinators, and Pediatric Liaison Nurses.
* Conduct training programs.
* Evaluate and provide input on trauma and EMSC related state regulations.
* Support Trauma Center development of transfer agreements and oversee the development of modalities for the sharing of imaging, ED call schedules, and real-time Trauma Center state of readiness updating.

**REIMBURSEMENT RANGE AND ESTIMATED HOURS**

The North Coast EMS Regional Trauma and EMSC Contractor will be reimbursed at a rate between$45-$60 per hour pending knowledge and experience. This position will have a flexible schedule of typically around 10 hours a week averaged over the year, and up to $25,000 annually***.***  This position will overlap with North Coast EMS personnel during office hours to include periodic face-to-face meetings, telephone and/or video conferences with the North Coast EMS Executive, Medical and Associate Directors. No benefits or taxes (including Social Security) will be paid. Responsibilities will include travel as needed, which will be reimbursed according to agency policies. This is an independent contractor position.

**SELECTION PROCESS**

A **resume** (or curriculum vitae), complete with references, **and a letter of interest** are **due at North Coast EMS, 3340 Glenwood Street, Eureka CA 95501, by 3:00 p.m. on February 27, 2024.**  These may be mailed in, dropped off or submitted to nicole@northcoastems.com via electronic mail. Resumes and interest letters received after 3:00 p.m. **on February 27, 2024** (including postmarks) will not be accepted. Please call (707) 445-2081 if you have any questions.

Resumes and interest letters will be evaluated by North Coast EMS staff on the basis of experience related to the job requirements and perceived ability to serve as the North Coast EMS Regional Trauma and EMSC Contractor. Following resume and letter review, North Coast EMS will conduct interviews with selected candidates.

Please contact larry@northcoastems.com or nicole@northcoastems.com if you have any questions.