

S.O.P. #: 600-03

SUBJECT: EMS CAPTAIN OPERATIONS

DIVISION: EMERGENCY MEDICAL SERVICES

Objective: To outline the duties and responsibilities of the EMS Captains.

Section 1: EMS Captains - Duties and Responsibilities

A. General Operating Procedures and Responsibilities:

1. EMS Captains will be at stations 1 and 17, staffing EMS 1 and EMS 7 respectively. EMS 1 will have primary oversight of EMS 3, EMS 4 and EMS 6. EMS 7 will have primary oversight of EMS 2, EMS 5 and EMS 8.
2. EMS Captains will report directly to the on-duty Deputy Chief for operational issues.
3. EMS Captains will report to the EMS Bureau Chief on administrative issues.
4. Shall ensure compliance with HIPAA and confidentiality standards.
5. Shall be the EMS Captains responsibility for oversight of the EMS District Officers to include providing audits, training, mentoring and coaching when necessary.
6. Shall be the designated EMS operational Quality Assurance/Improvement officers.
7. Responsible for implementing the Quality Assurance Plan and ensuring a systematic review of EMS incidents is performed.
8. Responsible for targeted reviews as identified by the EMS Administration and/or the EMS Medical Director.
9. Shall serve as the on-duty Infection Control Officer to include Emerging Infectious Diseases (EID).
10. Shall serve as the Quality Management Review Board Chairperson as Directed.
11. Works directly with Field Deputy /Battalion Chiefs on issues involving EMS.
12. Shall maintain communication with the EMS Medical Director and oversight physicians
13. Performs other duties as assigned by the EMS Bureau Chief or Deputy Chief.
14. Knowledge and comprehension of all applicable SOPs, Rules, Regulations, and policies, to include but not limited to those governing the Baltimore County Fire Department the State of Maryland MIEMSS ALS and BLS protocols, COMAR Title 30, and National Scope of Practice model.
15. Shall provide oversight of the EMS Quarterly Inspection program.
16. Shall serve as the liaison to the police department on all EMS matters to include all RDT assignments and emergency and non-emergency standbys.
17. Shall provide oversight of the vaccination and testing program.

SUBJECT: EMS SHIFT COMMANDER

18. Shall provide oversight of the Codestat program.
19. Shall serve as the supply liaison for EMS inventory management and coordinate Research and Development (R+D).
20. Shall ensure completion and closure of all ePCR reports that require crew attention.
21. Shall complete a secondary review of all advanced airways and targeted incidents as directed by the EMS Administration or Medical Director.
22. Shall maintain strict oversight of all CDS.

B. Administrative Duties

1. Gathers information and data for grants and research projects.
2. Shall monitor the implementation of a Quality improvement plan to include case reviews,
3. Quality assurance inquiries, incident reporting,
4. Assists in the execution and development of EMS Expenditures to ensure that funds are utilized in the most fiscally responsible manner.
5. Investigates and makes preliminary recommendations on inquiries.
6. Acts as liaison officer between career and volunteer EMS services.
7. Maintains a relationship with MIEMSS.
8. Represents the department at meetings involving EMS issues in the community, at hospitals and with EMS stakeholders
9. Maintains a relationship with all hospitals in the region.
10. Monitor and address emergency department overcrowding.
11. Provides support to the iCARE program and Opioid Crisis Administrator.