**Topic:** EMS Medical Director Job Description

**Purpose:**
CVTC believes that changing technology, advances in research, and changing health care delivery systems, require the active involvement of knowledgeable, identifiable, and responsible physician medical direction in the provision of emergency medical services (EMS) education programs, including initial and continuing education programs. The role of the CVTC physician medical director of EMS education program is:

- to approve the medical and academic qualifications of the faculty, the accuracy of the medical content, and the accuracy and quality of medical instruction given by the faculty;
- to routinely review student performance and progress and attest that the students have achieved the desired level of competence prior to graduation; and
- to have a significant role in faculty selection and curriculum development, authority over presentation of medical content, and authority to assure that faculty teach established medical practices.

**Qualifications**

The CVTC physician medical director shall demonstrate the following:

**Essential Qualifications**

1. Current license to practice medicine in the state of Wisconsin without restriction (M.D. or D.O.).
2. Current ACLS instructor.
3. Residency trained in emergency medicine.
4. Current Board certification in emergency medicine.
5. Knowledge of Wisconsin EMS laws and regulations.
6. Active participation in the emergency management of acutely ill and injured patients.
7. Familiarity with the design and operation of EMS systems.

**Desirable Qualifications**

2. Current BLS instructor.
3. Education or experience in EMS quality improvement.
4. Involvement with national emergency medicine or EMS organizations.
5. Education or experience in mass casualty or disaster medicine.
6. Education or experience in medical direction of EMS systems.
7. Education or experience in EMS education and methodology.
8. Knowledge of EMS dispatch and communications.
Responsibilities

1. Determine the appropriate medical care content of courses provided and assure that the content meets or exceeds any national standard curricula;
2. Provide guidance as may be appropriate or requested by personnel of CVTC with respect to current or changing medical issues related to EMS;
3. Serve as a representative of CVTC to the medical community, especially with facilities and agencies providing clinical and field internship instruction for students;
4. Maintain clinical, administrative, and education knowledge appropriate for an EMS education program physician medical director.
5. Assure the appropriateness and qualifications of faculty delivering medical instruction;
6. Review student performance and attest that students have achieved the desired level of competency prior to graduation;
7. Consult with CVTC on evaluation methods, curriculum development/modification and program strategic planning.

References

4. Chapter HFS 113 Certification of First Responders, Wisconsin Administrative Rule Register, October, 2005, No. 598.
7. CAAHEP Committee on Accreditation of Educational Programs For Emergency Medical Services Professions.

I have read the above job description and agree to perform the responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required of personnel as classified.

____________________________________  ______________________
Employee Signature      Date

___________________________________
Print Name