

# SAN JOAQUIN COUNTY

## EMS TRAUMA COORDINATOR

JOB CODE: 0219-RH0224-01



### EMS Trauma Coordinator

The San Joaquin County Emergency Medical Services Agency is seeking a Registered Nurse with management experience in emergency, intensive care, or trauma fields to serve as an EMS Trauma Coordinator. The successful candidate will have responsibilities for the planning, implementation, coordination, maintenance, and evaluation of critical care systems including trauma, cardiac, and stroke. An ideal candidate will have strong knowledge of emergency medical services systems, proven analytical skills, and be able to create strong working relationships with local agencies and providers. The EMS Trauma Coordinator reports to the EMS Administrator.

### Compensation

**Annual Base Salary**  
\$106,558-\$129,522

Additional Supplements for :  
Education (5% of base salary)  
Longevity (7.5% to 10% of base)  
Standby Pay (1/3 of hourly rate)

### Benefits

*In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans as well as the following:*

1937 Act retirement plan with reciprocity with CALPERS

A 457(b) deferred compensation plan

12 days sick leave annually with unlimited accumulation

15 days of vacation leave (20 days after 10 years, and 23 days after 20 years)

14 holidays per year

40 Hours of Educational Leave Annually

Educational Reimbursement Program

*San Joaquin County is an Equal Opportunity Employer*

### Typical duties

- ◆ Plans, coordinates, and implements the County's trauma care system and other critical care systems; evaluates trauma/specialty care performance and makes recommendations to the Emergency Medical Services Administrator.
- ◆ Develops, organizes, implements, reviews and maintains trauma and specialty care quality improvement program functions and activities; identifies trends for improvement; prepares statistical indicators, narrative reports and collateral.
- ◆ Monitors trauma and specialty care center contracts for compliance; conducts audits and site visits to ensure compliance with regulatory standards and policies; assists with investigations of emergency medical services personnel and the disciplinary review process pursuant to state guidelines and regulations; makes recommendations for disciplinary actions.
- ◆ Compiles, analyzes, and prepares a variety of statistical and analytical documents and reports to meet standards and compliance; maintains the EMS Agency's central trauma registry; evaluates documents and forms to ensure compliance with established policies and procedures and to determine quality of patient care; maintains data and records.
- ◆ Participates in development and implementation of policies, procedures and treatment guidelines for the County pre-hospital and trauma care systems and for other Agency plans; researches and analyzes laws, policies, and relevant regulatory requirements; develops policy statements for approval.
- ◆ Designs and conducts training for the system participants and the public; facilitates the coordination of injury prevention programs.
- ◆ Acts as a liaison with agencies related to trauma and specialty care; leads the trauma audit committee and serves on various committees as assigned; speaks before groups; may disseminate information on Emergency Medical Service programs to the public.
- ◆ May design grant projects; prepare grant proposals and implement and monitor grant projects; may assist with drafting contracts.

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### **MINIMUM QUALIFICATIONS**

**Education:** Graduation from an accredited four-year college or university with a major in nursing or health services administration or a closely related field.

**Experience:** Three years of experience in the delivery of emergency medicine, intensive care, or prehospital care; preferably in a designated trauma center or critical care transport environment.

**Substitution:** Graduation from an accredited two-year college with 2 years of direct experience administering or managing: 1) a trauma program for a local EMS agency or; 2) a trauma service, or emergency department, or intensive care service in a designated trauma center may substitute for graduation from an accredited four-year college or university with a major in nursing or health services administration or a closely related field.

**Certification:** Possession of certification in Advanced Cardiac Life Support (ACLS) is required. Certification as Certified Emergency Nurse (CEN), Certified Critical Care Nurse (CCRN), or Trauma Nurse Core Course (TNCC) is desirable.

**Licenses:** Possession of a valid California registered nursing license and driver's license.

### **Emergency Medical Services Agency About the Department**

The Board of Supervisors created the San Joaquin County EMS Agency under authority of the California EMS Act to plan, implement, and evaluate the emergency medical services system, consisting of an organized pattern of readiness and response services based on public and private agreements and operational procedures.

The EMS Agency provides medical control of the EMS system while serving as the lead agency for prehospital care, trauma planning, and other specialty care systems. The EMS Agency approves and oversees provider and hospital CQI programs, leads peer-to-peer CQI activities, manages individual and provider performance improvement plans and investigates citizen complaints, unusual occurrences, and conducts EMS personnel formal investigations.

The EMS Agency maintains an on-call EMS Duty Officer 24 hour a day/ seven days a week to respond to mutual aid requests; coordinate disaster medical operations and to assist hospitals and providers in managing the EMS system. The on-call EMS Duty Officer also serves as the medical health operational area coordinator designee under the direction of the EMS Administrator.

### **Mission Statement**

*The San Joaquin County EMS Agency's mission is to ensure the efficient and effective delivery of emergency medical services and disaster response for the citizens and visitors of San Joaquin County.*

To learn more about San Joaquin County Emergency Medical Services Agency, visit: [www.sjgov.org/ems](http://www.sjgov.org/ems)

### **APPLICATION SUBMITTAL AND SELECTION PROCEDURES**

The competitive process includes submittal of completed San Joaquin County Employment Application and responses to Supplemental Questions. Resumes will not be accepted in lieu of the required application materials. Completed application package must be submitted to the Human Resources Division. This recruitment will remain **open until March 29, 2019**. Applications materials may be obtained from and submitted to:

**San Joaquin County Human Resources**  
44 N. San Joaquin Street Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370  
Fax: 209.468.0508

Or apply on-line at: [www.sjgov.org/hr](http://www.sjgov.org/hr)

All application materials will be reviewed to determine if candidates possess the minimum qualifications required for the position. All qualified applicants will be invited to participate in an oral examination which may include a practical or writing exercise. Those who successfully pass the examination will be placed on an eligible list. The top ranks will be referred to Emergency Medical Services for the hiring interview. For selection procedures, please visit: [www.sjgov.org/hr](http://www.sjgov.org/hr)



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### SUPPLEMENTAL QUESTIONS

**Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, limit-one page per question. When answering descriptions of your experience, please include name of employer, dates of employment, and your job title. The answers to this questionnaire will be used to demonstrate your qualifications for the position.**

1. Please describe your administrative or management experience in an emergency medical or trauma field. Please include your scope of responsibility and your role in the organization.
2. Describe your knowledge of and experience with registry programs for trauma, cardiac and stroke.
3. Describe your education related to this position. Include degrees, courses of study and certificates.
4. Describe your experience writing project reports, documenting investigations, or preparing research findings.
5. Describe your experience establishing, implementing and monitoring professional or clinical standards.