



# TOWN OF CHARLTON

## Fire Department

PO Box 114, Charlton City, MA 01508  
Phone 508-248-2299 Fax 508-248-6190  
*Headquarters located at 10 Power Station Road*  
*Rob Barton, Fire Chief*



### EMS Officer – Job Description

The Emergency Medical Service (EMS) officer is responsible for the coordination and administration of a comprehensive Emergency Medical Services program that will meet the needs of the Charlton Fire Department.

### General Duties and Responsibilities:

- Works directly under the supervision of the Fire Chief and/or Deputy Fire Chief.
- Has EMS authority on the fire ground or EMS Incident.
- Must have and maintain the ability to perform all phases of firefighting, including attendance at mandatory fire trainings.
- Is responsible for oversight of EMS operations and submits recommendations, revisions and other changes that would improve the conduct and efficiency of the EMS system.
- Maintain statistics on emergency care incidents and operations as designated by the Fire Chief.
- Must be able to communicate information regarding EMS to department personnel and the public.
- Required to maintain his/her performance competence and knowledge by attending pertinent courses, studies, recertification's, etc.
- Ensure narcotic logs are accurately filled out monthly to ensure compliance with applicable laws and regulations.
- Administrator for EPIC and liaison between Umass and the Charlton Fire Department. Follow Umass policy as it pertains to access to the system.
- Matris administrator and keeps up to date records per OEMS, produces any MATRIS report for OEMS as needed.
- Responsible for the annual OEMS inspection, including the application process, coordination of the inspection, and making any changes necessary after the inspection.
- Responsible for the application of the controlled substance license, including the CLIA.
- Responsible for ensuring we have up to date affiliation agreements with our affiliate hospital.
- Responsible for ensuring we have up to date mutual aid agreements with our bordering agencies.

### EMS Supplies

- Is responsible for the ordering and maintenance of supplies and equipment necessary for all EMS operations, including forms and reports.
  - Including CPAP/BiPap/IV Pumps
- Orders EMS supplies through the most economical means possible.
- Develop relations with the supply vendors.

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- Track costs and provides an annual report on medications and EMS supply costs with breakdowns.
- Assist in the development of the EMS budget for the Fire Chief on expenditures for the following fiscal year.
- Maintains current equipment carried on the ambulances, works with the Fire Chief and Deputy Fire Chief on all changes to be made before changes are implemented to ensure smooth transitions.

### Training

- Conducts and/or arranges all necessary continuing education EMS trainings and curricular development for all department personnel to maintain appropriate level of certification, including First Responders for the Charlton Police Department and CERT Personnel.
- Maintains all necessary records with administrative personnel for initial hiring and continuous employment of certification and recertification for all department personnel.
- Responsible for maintaining the affiliation of members within the NREMT website.
- Responsible for the coordination of recertification of members within the NREMT website.
- Performs ACLS, PALS, and CPR classes for all department personnel as required.
- Work with the Medical Director on scheduling required M&M rounds, required training for paramedics, and any other additional required training.
- Work with the Medical Director for other training as directed by the Fire Chief.

### Designated Infection Control Officer

- Acts as the Department Infection Control Officer, required to ensure proper documentation for all unprotected exposures for all members.
- Collect unprotected exposure forms and report them to Department of Public Health
- Follow up with the appropriate hospital.
- Ensure IOD forms are completed according to department policy.

### Quality Assurance/Quality Improvement Program

- Conducts 100% call review of all EMS calls to ensure that we are looking to track trends.
- Conducts and maintains quality control and quality assurance on EMS practices for the Charlton Fire Department.
- Handles investigative complaints, makes findings of fact on any EMS practices and forwards the findings to the Chief or his/her designee without recommendations of discipline.
- Will be the HIPPA compliance officer for the department.

### Disaster Preparedness/Community Outreach

- Assists in Disaster Planning and Training in EMS with other agencies and government agencies.
- Responsible for the ASHER equipment kept on the ambulances and Fire apparatus.

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- Responsible for the public access AED kept in town buildings, Charlton Police Department vehicles, and schools purchased through Town of Charlton funds.

### **Other Duties**

- Will perform other required EMS functions as may be promulgated from time to time by Massachusetts law, OEMS, or Central Mass EMS. To keep department personnel up to date on EMS practices.

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