



SENECA COUNTY

Emergency Services



Standard Administrative Guideline

Subject: District Coordinator Duties

Reference Number: 13a

Effective Date: 3-2009

Review Date: Annually, 3-2021

Purpose:

The purpose of this policy is to define the duties of the EMS district coordinators

Background:

Due to the unique chain of command of Seneca County Emergency medical Services the majority of the responsibility for daily operations, lies with the local squad coordinator.

The Seneca County EMS director is charged with providing all equipment, supplies, ambulances, fuel, and operating guidelines for each squad district.

This includes medical direction, medical protocols, medications, and training.

It is up to the local squad coordinator to utilize these assets to their full potential and accomplish the overall mission of providing Emergency medical care and transportation to the sick and injured.

The responsibility is great; the rewards can be greater than most will ever know.

Policy & Procedure

LOCAL SQUAD COORDINATORS:

The local coordinator is the “Chief Officer” of the local squad and will serve as directed by the Seneca County EMS Director and as directed by county policies. The local coordinator will be the contact person for all communication between the local squad district and the county EMS office. The local coordinator will be responsible for the following forms being correctly filled out and returned to the county office in a timely manner:

1. Drug Bag Exchange Form: All EMS personnel are required to complete this form each time the on-board drug box is accessed. The seals will be checked a minimum of once a week; the drug bag will be checked for expiration a minimum of once a month. Review the Drug Bag Exchange Policy for further guidance.

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- 2. Inventory:** Inventories will be provided to the county as prescribed by the county or by code. It will be the responsibility of the local coordinator and SCEMS director to complete said inventory. This inventory will be completed a minimum of once a year. The local coordinator will be responsible to maintain a *continual* pager/radio inventory. All pagers/radios and chargers must be accounted for at all times.
- 3. Missing Equipment Form:** Anytime any equipment is left at any hospital, the District Coordinator shall contact the SCEMS Office and alert them where the equipment was left, and where it may be headed (Lifeflight, XRay, OR, CT). This should be done immediately following the run if possible. Utilize the Seneca County Cell Phone and leave a voice mail message on the SCEMS Office voicemail system if this occurs after normal business hours.
- 4. Monthly Report:** SCEMS coordinators are tasked with providing a monthly report each month. Each district coordinator is responsible for providing an oral and written report of their respective squads activities each month at the Monthly Coordinators meeting. The written report should include a synopsis of the monthly activities, all run sheets to be turned in at the EMS office, and any incident reports that have occurred throughout the reporting month. Mileage logs, inventory checklists, and any other ancillary paperwork shall be turned in at this time. LGF spending justification should be turned in as the LGF funds are disbursed (per Seneca County Auditor requirements).
- 5. Personnel Records:** Although it is the responsibility of each individual to keep all their certifications, licenses, etc. current, the local coordinator should confirm this to ensure everyone is running 'legally'. It will also be the local coordinators duty to provide the SCEMS office with personnel records such as, but not limited to: Data Sheets (new & updates), cadet forms, and training grants.
- 6. Out of Service Schedule:** If a squad is required to report out of service time, it is the duty of the Local Squad coordinator to submit a schedule and ensure that IamResponding schedule is updated as needed. See the Out of Service Schedule policy for direction.
- 7. Run Reports:** The local coordinator will make sure all run reports are completely and correctly filled out and will turn run reports in to the SCEMS office at least weekly.
- 8. Coordinator Supply Order Forms:** Must be signed by local coordinator only. Form can be faxed in so order is ready for pick up, but original form must be turned in also.
- 9. Hazardous Waste:** Hazardous waste must be transported to Tiffin Mercy Hospital as needed for disposal; it will not be picked up. It is best to dispose of medical waste at the hospital at the time of

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transport. The only waste disposed of in bio-hazard bags will be disposable items exposed to body fluids and full sharps containers. Loose sharps will not be accepted and any soiled or contaminated linens will

be taken to the hospital, not thrown away. The local coordinator will be accountable for any non-hazardous waste that is disposed of in a bio-hazard bag and brought to the SCEMS office for disposal, and will responsible for separating such items from genuine bio-hazard waste before disposal.

Policy & Procedure:

The local squad coordinator is responsible for:

1. Personnel Oversight
 - a. Schedules & subsequent changes- unless designated to others
 - b. Unit number assignment
2. Incident Reports (Run Sheets)
 - a. Initial QA- Completeness, legibility, protocol adherence
 - b. Prompt submission for reporting & billing: Twice Monthly
3. Supply stocking
 - a. Unit- adequate inventory and rapid requisition
 - b. Station- adequate supply-on-hand in event of numerous calls between re-stock
 - c. Pager/Radio Inventory
4. Vehicle Inspection & Maintenance
 - a. Mileage reporting
 - b. Notification for repair issues
 - c. Personnel assignment for unit delivery for routine maintenance tasks
 - d. Vehicle Checklists
5. Complaint Management
 - a. District to office
 - b. Office to district

Incident supervision- see Coordinator Utilization Policy

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