

**CLASS SPECIFICATION****04-13-2017****EMS ADVANCED PROVIDER SUPERVISOR, 2340**

**Summary of Duties:** An EMS Advanced Provider Supervisor supervises staff involved in non-emergent direct patient care to the ill and injured within the pre-hospital setting. The EMS Advanced Provider Supervisor oversees care delivered through the Advanced Provider Response Unit (APRU), which is the Los Angeles Fire Department's (LAFD) alternate service delivery model to render mobile integrated healthcare. Following program protocols and standardized procedures established by the LAFD Medical Director in conjunction with local Emergency Medical Services (EMS) transport and treatment protocols, the EMS Advance Provider Supervisor provides medical treatment which includes obtaining patient histories, administering and prescribing medication, conducting diagnostic tests, performing routine medical procedures and consulting with other social services and healthcare professionals. This position is responsible for the daily management and maintenance of the APRU program and does related work.

**Class Characteristics:**

An EMS Advanced Provider Supervisor is a civilian employee of the LAFD. This position is responsible for providing urgent and non-urgent care to the public via the APRU and supervising staff assigned to the unit.

This position reports directly to the LAFD Medical Director. An EMS Advanced Provider Supervisor is distinguished from the Medical Director in that the EMS Advanced Provider Supervisor is responsible for the clinical aspects of the scheduled and unscheduled non-emergency care during the daily operation of the APRU, while the Medical Doctor is responsible for the overall management, medical oversight, and administration of this program.

**Example of Duties:** An EMS Advanced Provider Supervisor:

- Provides direct oversight of the clinical aspects of non-emergency care during the daily operation of the APRU;
- Supervises staff assigned to the APRU;
- Analyzes and interprets patients' histories, symptoms, physical findings and diagnostic information to develop appropriate diagnoses, treatment decisions, and follow-up plans and appointments;
- Works with community stakeholders to develop long term care plans to address primary care issues, substance abuse issues, and mental health problems for frequent participants in the EMS system;
- Administers, prescribes, and dispenses medications within the scope of the program protocols, the guidelines of the California State Board of Nursing and the Federal Controlled Substance Act;

- Performs procedures including, but not limited to, repairing minor lacerations, treating minor burns and abrasions, removing superficial foreign bodies, establishing intravenous lines, applying dressing and bandages, splinting injured extremities, inserting Foley catheters, treating epistaxis, and treating fractures and dislocations;
- Collaborates with those in other disciplines such as social services, community outreach groups, substance abuse counselors, and mental health professionals, that are involved with the care of patients;
- Educates patients about self-management of acute or chronic illnesses, and tailoring instructions to patients' individual circumstances;
- Diagnoses and treats chronic health care problems such as high blood pressure or diabetes;
- Provides patients with information needed to promote health, reduce risk factors or prevent disease or disability;
- Collaborates with the Medical Director on APRU patient care-related issues as delineated in the program's protocols;
- Performs medical screening examinations to determine the presence of any preexisting emergent medical conditions;
- Ensures adequate inventory of equipment, medication/drugs, and medical equipment;
- Evaluates the APRU delivery model and implements strategies using concepts related to community, environmental and occupational health, and cultural and socioeconomic dimensions of health;
- Conducts research, collects data, and obtains other information as specified by the Medical Director and LAFD needs;
- Attends meetings with physicians, fire officials, healthcare professionals, medical groups, community resources and other stakeholders to inform, promote and improve the APRU;
- Completes electronic patient care reports for every patient encounter;
- Prepares monthly and quarterly reports on topics such as overall productivity, meetings with outside stakeholders, and patients who use the service;

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** An EMS Advanced Provider Supervisor must have the following knowledge and abilities:

**Knowledge of:**

- Professional medical theories and practices;
- Techniques for taking medical histories and conducting physical examinations;
- Information and techniques to diagnose and treat human injuries and diseases;
- Treatment alternatives, drug properties and interactions, and preventive health-care measures;
- Medical ethics, biophysical, psychosocial, analytical, and organizational sciences;
- Supervisory principles and practices, including planning, delegating, reviewing and controlling the work of subordinates;
- Techniques of training, instruction, and evaluating subordinates' performance;
- Techniques for counseling, disciplining and motivating subordinate personnel; and
- Memoranda of Understanding as they apply to subordinate personnel.

**Ability to:**

- Evaluate technical medical data and make diagnoses;
- Perform necessary tasks at an expeditious pace while continuing to accomplish such tasks during extremely demanding circumstances;
- Adapt quickly to treat patients in various situations and locations;
- Listen actively giving full attention to what other people are saying, taking time to understand what is being said, and asking questions as appropriate;
- Communicate effectively, efficiently and deal tactfully with patients, City employees, other medical providers, and the public;
- Apply relevant findings to develop practice guidelines and improve practice in APRU; and
- Complete all necessary record keeping related to the medical care/services provided.

**Minimum Requirements:**

1. Two years of full-time paid experience as a Nurse Practitioner or a Physician Assistant in an emergency department or urgent care setting; **and**
2. Licensed as a:
  - a. Registered Nurse and certified as a Nurse Practitioner by the California Board of Registered Nursing with documentation of education and training as a Nurse Practitioner in family practice or emergency medicine, and possess a current license, Furnishing Number, and a Drug Enforcement Administration (DEA) registration number; **or**
  - b. Physician Assistant with documentation of education and training as a Physician Assistant in family practice or emergency medicine, and possess a current license and a Drug Enforcement Administration (DEA) registration number; **and**
3. Certified as a:
  - a. Family Nurse Practitioner (FNP) or an Emergency Nurse Practitioner (ENP) by a national center such as the American Nurse Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP); **or**
  - b. Physician Assistant from the National Commission on Certification of Physician Assistants (NCCPA); **and**
4. Certified as a Basic Life Support (BLS) Provider, an Advance Cardiac Life Support (ACLS) Provider, and a Pediatric Advance Life Support (PALS) Provider through the American Heart Association; **and**
5. Certified as a Mobile Intensive Care Nurse (MICN) by the Department of Health Services, County of Los Angeles **or** currently licensed as a paramedic by the State of California EMS Authority Program.

**License:** A valid Class C California driver's license is required.

**Physical Requirements:**

Candidates must meet such medical and physical standards as the Board of Civil Service Commissioners may prescribe.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**