

**** **DRAFT JOB DESCRIPTION** ****

MARYLAND DESIGNATION BASE STATION COORDINATOR

REQUIREMENTS

1. Current license as registered nurse in Maryland
2. Current employment in a hospital in Maryland ED that is designated by the EMS Board as Base Station
3. Successful completion of a MIEMSS-approved base station course
4. Annual completion of the *Maryland Medical Protocols For EMS Providers* update
5. Encourage familiarity with EMS

DESCRIPTION

1. Assures that online medical direction/consultation provided by the base station is timely, appropriate, and consistent with *Maryland Medical Protocols For EMS Providers*.
 - a. Attends *Maryland Medical Protocols For EMS Providers* updates through MIEMSS
 - b. Disseminates update information to all licensed physicians who provide medical direction/consultation to Maryland Emergency Medical Services Providers
 - c. Oversees that all emergent and updated Maryland protocols are included in all current *Maryland Medical Protocols For EMS Providers* manuals in that ED/base station.
 - d. Reviews ED documentation of medical direction/consultation provided to Maryland Emergency Medical Services Providers
 - e. Oversees and manages the radio log of EMS calls
 - f. Requests (if base station is not recording their own consults)/reviews audio tapes for audit on a routine basis from EMRC/Syscom (recommend a minimum of 10% of monthly volume if <50,000 visits/year, 3% if > 50,000 ED visits)
 - g. Maintains and updates the base station QA/QI plan and program
 - h. Maintains list of ED staff (physicians and nurses) who have completed the base station course (which is good for 5 years from completion) and completed the annual *Maryland Medical Protocols For EMS Providers* updates which can be conducted internally.
 - i. Assures a designated “base station” area in the ED where the current *Maryland Medical Protocols For EMS Providers* manual and radio logs are kept
2. Participates in local and regional EMS quality improvement activities
 - a. Awareness of regional QA/QI personnel in jurisdictions
 - b. Provides feedback to ED staff, ED physicians, and regional jurisdiction QA/QI personnel when appropriate
 - c. Facilitates EMS case reviews (minimum of four/year). MIEMSS will provide CME numbers for field providers that attend.
 - d. Serves as point of contact between hospitals and the EMS jurisdictions that hospital serves
3. Provides patient follow-up data as required by MIEMSS to determine the appropriateness and outcome of EMS care for inpatients and outpatients
4. Provide reports as required by MIEMSS for quality assurance purposes
5. Coordinates the clinical experience for EMS providers at that hospital