



## EXHIBIT A1

**SCOPE OF WORK:** This Section sets forth the general performance requirements applicable to the Associate Medical Director. The duties of the Associate Medical Director shall include assisting and supporting the Medical Director fulfilling the duties and responsibilities of the Medical Director as stated in the Interlocal Agreement and the Amended and Restated Trust Indenture for EMSA, to the extent same are not fully restated herein, shall also each be performed by the Associate Medical Director under the direction and supervision of the Medical Director.

**General:** The duties and responsibilities of the Associate Medical Director, as with the Medical Director, fall into three general categories, each of equal importance:

- Medical Leadership;
- Regulatory duties (primarily: first response, ambulance service, control center operations, and on-line medical control practices); and,
- Contract performance-monitoring duties.

Effective medical leadership requires extensive direct personal contact with first responders and ambulance personnel, and regular participation in meetings involving policy development, case review, dispute resolution, research, and routine administration. Maintaining a current awareness of EMS developments at state and national meetings, and participation in related research and professional publication are also essential to effective medical leadership. Local public speaking about the EMS system, press contacts, and helping to manage the system interface with the medical community each as directed by the MCB and the Medical Director.

Effective regulation and contract performance-monitoring require systematic review of standards and practices.

**Delegation of Duties:** Leadership responsibilities and oversight tasks requiring physician expertise as determined by the MCB, the Medical Director, or Interlocal Agreement may not be delegated by the Associate Medical Director to any other employees.

**Development/Monitoring of Standards:** The Associate Medical Director shall assist and the support the Medical Director in the development and annual review of standards and protocols governing every aspect of the EMS system affecting patient care, and with development, implementation, and documentation of a process for monitoring compliance with those standards. Such standards shall govern control center operations, dispatching and delivery of first responder services, and ground ambulance services. Such standards shall include:

- Medical protocols;
- Priority dispatching protocols, telephone protocols, and pre-arrival instruction protocols as appropriate for ambulances and first responders;

- Transport protocols (air and ground);
  - Equipment and supply standards for ambulances, and first responder units;
  - Standards for training, testing, and certification of ambulance crews, first responders, control center personnel, and on-line medical control physicians;
  - Protocols governing on-scene control of patient care, and interactions between first responders and ambulance personnel;
  - Procedures for the conduct of medical audits, including appeals;
  - Standards for provision of on-line medical control;
  - Uniform standards for EMS supplies (brand names and packaging) and for on-board equipment which may stay with the patient during transport (i.e., for use in the on-board equipment exchange program);
  - Standards and procedures related to DNR orders;
  - Standards of due process governing the suspension or revocation of a permit or certification; and
  - Such other standards as may be necessary to ensure reliable patient care.
- In addition to the above-listed standards, the Medical Director shall implement procedures for the routing verification (by sampling method) of response time reports, and for periodic inspection of ambulances, 1st responder units, (both scheduled and “surprise” inspections).

**RELATED DUTIES:** During the course of assisting and supporting the Medical Director in carrying out the responsibilities listed immediately above, the Associate Medical Director shall assist and support the Medical Director in the following as directed by the Medical Director:

- Annually complete a comprehensive review of all written protocols of the EMS system, including dispatch protocols, medical protocols, transport protocols, and all other protocols of the system. Such review shall take into consideration the results of medical audits conducted throughout the year, a review of the EMS literature regarding new findings which might impact protocol revision, and input from field personnel and interested physicians.
- Periodically review as appropriate a program of certification and recertification for the following types of personnel: first responder, paramedics, control center personnel and on-line medical control physicians. Prerequisites for such certification may include reference to other certification or licensee standards, training requirements, evidence of successful participation in required in-service training programs, testing to ensure knowledge of local protocols, cooperation in medical audits when requested, additional written or practical skills testing, direct observation by more experienced personnel during a probationary period, minimum frequencies of encounters with defined patient conditions and/or minimum frequencies of performance of named clinical procedures to ensure against skill degradation; and such other requirements as may be deemed appropriate. Frequency of recertification of all personnel shall be no longer than every two years.

- Using an inspection checklist and documentation form approved by the MCB, the Associate Medical Director shall assist the Medical Director in periodically inspecting the on-board medical equipment on all vehicles subject to regulation by the Uniform EMS Ordinance for Emergency Medical Services as such term is defined in the Interlocal Agreement. Where appropriate, such inspections shall include functional testing of on-board equipment to ensure that such equipment is in good working order. Where a deficiency is found which could jeopardize patient care, the operator of the vehicle shall be directed to remove the vehicle from service until the deficiency has been corrected and confirmed by a re-inspecting. Every vehicle subject to inspection shall be inspected at least annually to obtain the required vehicle permit or permit renewal, and shall also be subject to unscheduled (surprise) inspections.
- The Associate Medical Director shall assist the Medical Director in conducting medical audits of EMS system performance
- The Associate Medical Director, subject to budgetary constraints, shall assist the Medical Director in development and implementation of an organized program of EMS research and publication, including application to appropriate sources for funding of EMS research.
- The Associate Medical Director shall assist the Medical Director in preparation and periodic review as appropriate of an annual budget for operation of the medical quality control program, and shall conform to the approved budget in operating the program.
- The Associate Medical Director shall under the supervision of the MCB perform the duties and responsibilities of the Medical Director in situations where the Medical Director is incapacitated; unable to fulfill the responsibilities and duties of the position, or the position of Medical Director is otherwise temporarily vacant.