INVITES APPLICATIONS FOR THE POSITION OF:

Emergency Medical Services (EMS) Quality Assurance Administrator

An Equal Opportunity Employer

SALARY
$58,936.00 - $94,298.00 Annually

OPENING DATE: 04/24/17

CLOSING DATE: 05/08/17

THE POSITION

The secret is out: Denver is the nation’s top place to live, work, and play. Being the best place to live isn't easy; maintaining such a reputation means we need the best people working for the residents of Denver. People who want to make a difference; people who want to give back; people who want to be at the heart of this city and have a hand in creating our future. When you join us, you will employ your unique skills to do important and meaningful work critical to the success of both your organization and the city as a whole. Be a part of the city that you love. #WhereDenverWorks

The Denver Fire Department provides services to the citizens who live, work and visit the City and County of Denver providing fire suppression, emergency medical services, technical rescue, hazardous materials response, water and high angle rescue. The Department currently has over 1000 paid firefighters supporting daily fire/rescue and medical operations. There are 38 fully staffed firehouses supporting fire and emergency calls within the city and supporting fire and emergency calls to the City of Glendale, City of Sheridan, City of Englewood, Skyline Fire District and Denver International Airport

The Denver Fire Department is seeking an Emergency Medical Services (EMS) Quality Assurance Administrator to provide emergency medical quality assurance and quality improvement for programs across the Denver Fire Department. This position will also perform internal audits of medical/fire records and report the information to the various stakeholders within the system.

ABOUT OUR JOB

• Reports directly to the EMS Captain.
• Performs internal audits of patient care reports and reports the information to various stakeholders within the Denver Fire Department’s emergency medical response system.
• Ensures that all required patient care documentation is obtained and entered into the electronic patient care record software.
• Identifies performance improvement trends and recommends/develop corrective action and/or training plans to address recommended improvements.
• Provides informational briefings to operational and senior staff; and assists in the development and implementation of administrative and operational policies and procedures.
• Maintains records and security of such records.
• Ensures compliance on a department level with operational policies and procedures.
• Performs duties as assigned to their department

ABOUT YOU

• Our Ideal Candidate has:
  • Minimum of 3 years clinical EMT-Basic, EMT-Paramedic or Registered nurse experience in an urban emergency medical response system,
  • Experience with an Electronic Patient Care Reporting (EPCR) system with user interface and data exposure
  • Working knowledge of QA/QI techniques
  • Knowledge of all aspects of Emergency Medical Services to include the EMT-Basic through EMT-Paramedic.
  • Thorough knowledge of and skill with modern emergency medical care methods, equipment and supplies.
  • Experience developing plans, reports, and presentations
  • Basic Microsoft office suit experience.
  • Database management, Microsoft access experience

We realize your time is valuable so please do not apply if you do not have at least the following required minimum qualifications:
A Baccalaureate Degree in Emergency Management or a related field and three years of technical or administrative experience performing research and evaluation.
A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Please attach a resume with your application.

ABOUT EVERYTHING ELSE Classification Title: We call this job Emergency Medical Services (EMS) Quality Assurance Administrator. The official Classification title is, Administrator I.

Assessments/Testing: This position does not require testing.

Pre-employment Screening: An offer of employment is contingent on the verification of credentials and
other information required by law and City and County of Denver policies, including the successful completion of a background check. Candidates must pass a criminal background check and other verifications required for the position which may include, but are not limited to, employment and/or education verification, motor vehicle record check, drug test, and/or physical. The existence of a conviction does not automatically disqualify an individual from employment except where federal or state law or regulations prohibit employment of an individual with certain convictions. For more information about the selection and employment screening process, click here.

Probationary Period: This position may require the selected candidate to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. For more information about the probationary period, click here.

The City and County of Denver provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, national origin, disability, genetic information, age, or any other status protected under federal, state, and/or local law.

Recruiter: TA

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**Emergency Medical Services (EMS) Quality Assurance Administrator Supplemental Questionnaire**

* 1. Information provided on the application/resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume will not be considered when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.

☐ I understand and agree

* 2. Do you have a Baccalaureate Degree in Emergency Management or a related field?

☐ Yes
☐ No

* 3. Do you have three years of technical or administrative experience performing research and evaluation?
4. Please select the option which best describes your experience as an Emergency Medical Technician - Basic.

- [ ] 1 year to less than 2 years
- [ ] 2 years to less than 3 years
- [ ] 3 years to less than 4 years
- [ ] 4 years or more
- [ ] I do not have this experience

5. Please select the option which best describes your experience as an Emergency Medical Technician - Paramedic.

- [ ] 1 year to less than 2 years
- [ ] 2 years to less than 3 years
- [ ] 3 years to less than 4 years
- [ ] 4 years or more
- [ ] I do not have this experience

6. Please select the option which best describes your experience as a Registered Nurse.

- [ ] 1 year to less than 2 years
- [ ] 2 years to less than 3 years
- [ ] 3 years to less than 4 years
- [ ] 4 years or more
- [ ] I do not have this experience

7. Please select the option which best describes your experience performing internal audits of patient care reports.

- [ ] 1 year to less than 2 years
- [ ] 2 years to less than 3 years
- [ ] 3 years to less than 4 years
- [ ] 4 years or more
- [ ] I do not have this experience

8. Please select the option which best describes your experience identifying performance improvement trends and recommending/developing corrective action and/or training plans to address recommended improvements.

- [ ] 1 year to less than 2 years
- [ ] 2 years to less than 3 years
- [ ] 3 years to less than 4 years
* 9. Please tell us what systems (if any) you have used to conduct Quality Assurance? If none, indicate N/A.

☐ 4 years or more
☐ I do not have this experience

* 10. Did you attach a resume to your application? A resume is required.

☐ Yes
☐ No