

Horry County Fire Rescue - Quality Assurance and Quality Improvement Training Officer

General Job Description

The Quality Assurance and Quality Improvement Officer will have the responsibility for quality assurance/quality improvement work by using industry and scientific standards in all areas of Horry County Fire Rescue operations. This person is also responsible for assisting with the training of HCFR employees in the protocols, policy and procedures, and certification programs.

Duties for this Position

- Oversee analytical data collection and dissemination within the Horry County Fire Rescue system.
- Will serve as liaison between EMS and other healthcare organizations, to include but not limited to area hospitals with regards to patient outcomes and patient care.
- Performs internal audits of medical records and reports the information to various stakeholders within the system. This information will be used to develop strategies for improvements.
- Audits personnel in the field providing feedback to personnel, administrative staff, and the Medical Director.
- Educating field personnel, and others, regarding proper documentation guidelines.
- Observe the performance of EMT's and Paramedics and keeps the Medical Director, Assistant Chief of EMS Operations, Training Officers, Shift Medical Officers and Battalion Chiefs apprised of all concerns regarding quality improvement and patient care.
- Continually evaluate EMS operational readiness, effectiveness of service, as well as overall outcomes, keeping the Assistant Chief of EMS Operations apprised of important developments or recommendations for improvement.
- Assists with the investigations of EMS related complaints.
- Works directly in conjunction with the Horry County Fire Rescue Medical Director.
- Will be asked to research, develop, implement and enforce protocols, standard operating guidelines, policies and procedures.
- Will be asked to assist with educational instruction as needed.
- Performs other related duties as required.
- The ability to work a flexible schedule.
- Reports directly to the Assistant Chief of EMS Operations.
- Responds to emergencies as needed.

Position Minimum Requirements

- Requires a high school diploma or equivalent (GED).
- AA/AS degree required, BS/BA from accredited university, preferred.
- Must be able to pass the required pre-employment physical, drug screening and background check.
- Must possess a valid state driver's license.
- Vocational/technical school training in EMS or related field, supplemented by five to seven years of progressive experience and training in fire service and EMS programs; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Must possess a current state paramedic certification and/or National Registry Paramedic certification (Posted salary includes \$7500 Paramedic certification pay).
- Must possess a South Carolina DHEC CEP Instructor Certification, must obtain within one (1) calendar year from the date of hire.
- Must possess a South Carolina DHEC EMT Basic Instructor Certification, must obtain within one (1) calendar year from the date of hire.
- Must obtain and maintain a minimum of four instructor credentials in the following disciplines within one (1) calendar year from the date of hire:
 - o AHA – Advanced Cardiac Life Support
 - o AHA – Pediatric Advanced Life Support
 - o AHA – CPR
 - o NAEMT – Advanced Medical Life Support
 - o NAEMT – Emergency Pediatric Care
 - o NAEMT – Pre-Hospital Trauma Life Support
 - o American Academy of Pediatrics – Pediatric Education for Pre-hospital Providers
- Proficient in the navigation and use of current EPCR system (ESO)
- Basic computer skills required including Microsoft Word, Excel and Power Point.
- Excellent communication skills, both oral and written.

Url: <https://www.horrycounty.org/Employment>

Ben Lawson | Assistant Chief of EMS Operations

Horry County Government

Horry County Fire Rescue

2560 Main Street

Conway, South Carolina 29526

Cell: (843) 331-7375

Office: (843) 915-7056

Fax: (843) 915-6190

lawson.ben@horrycountysc.gov

www.horrycounty.org