



Maine EMS State Medical Director Job Description

I. Training

- a. Must be board certified by the American Board of Medical Specialties or other equivalent board. Board Certification in Emergency Medicine is preferred but not mandated. Additionally Board Certification in Emergency Medical Services desirable.
- b. Must be a practicing Emergency Medicine and EMS Physician with an unrestricted Maine State Medical License.
- c. Must have completed a MEMS recognized medical director's course. This includes in-person and on-line offerings from the National Association of EMS Physician's courses.

II. Experience

- a. Familiarity with the design and operation of the Maine EMS system.
- b. Knowledge and understanding of prehospital emergency care of the acutely ill or acutely injured patient and experience with patients who may require a wide breadth of emergency medical care.
- c. Knowledge and understanding surrounding the role of EMS Systems in the management of sub-acute and chronic conditions, including the roles and responsibilities, system design, scope of practice and oversight of Community Paramedicine systems of care.
- d. Understanding of the roles, responsibilities, operations and value of Emergency Medical Dispatch systems.
- e. Routine active participation in emergency department management of the acutely ill or injured patient.
- f. Active involvement in the education and training of EMS clinicians
- g. Active involvement in the medical audit, review, and critique of EMS clinicians through structured Quality Assurance and Quality Improvement Systems.
- h. Participation in the administrative and legislative processes affecting the regional and state EMS systems.
- i. Extensive experience as an EMS medical director of one or more Maine EMS services.

III. Responsibilities

- a. Provide specialized medical oversight in the development and administration of the Maine EMS System.
- b. Function as a liaison between local EMS Agencies, hospitals, state, and federal partners



- c. Provide medical leadership, system oversight, coordination of protocol development, and support identification and implementation best practices, system quality improvement and research pertinent to the Maine EMS System.
- d. Function as an advocate for Maine EMS clinicians.
- e. Lead the creation, development, adoption and maintenance of statewide EMS Protocols.
- f. Act as a liaison between the MDPB and the EMS community.
- g. Act as a liaison between EMS and the hospital community.
- h. Attend Maine EMS meetings, including, but not limited to, Medical Direction and Practices Board, Maine EMS Board Meeting, Trauma Advisory Committee and additional meetings as needed. It is common practice for the State Medical Director to participate in up to two additional Maine EMS committees or workgroups. Examples include the State QI Committee, the State Transfer and Transport Committee, etc.
- i. Perform outreach to EMS Services when requested by Regional Medical Directors or Regional Managers.
- j. Participate in State-based disaster and WMD planning.
- k. Chair of the state Medical Direction and Practice Board.
- l. Assist the Maine EMS Director in clarification of policies and practices for EMS agencies.
- m. Represent the state at national and regional meetings. Such meetings may include, but are not limited to the following: NASEMSO, NAEMSP, and others as necessary. Of note, participation in the NASESMO Medical Director Council as well as its monthly, annual (in-person), and mid-year (in person) meetings are expected.
- n. Assists Maine EMS and the Maine EMS Director in the oversight of state-level QA/QI. This may include the approval of QA/QI plans, in conjunction with other Maine EMS entities.
- o. Act as a representative of Maine EMS and the MDPB at state EMS functions such as conferences and meetings.
- p. Support the provision of excellent EMS care across all areas of Maine regardless of local resources.
- q. Strive to create strategies for the support of EMS in resource-limited environments.