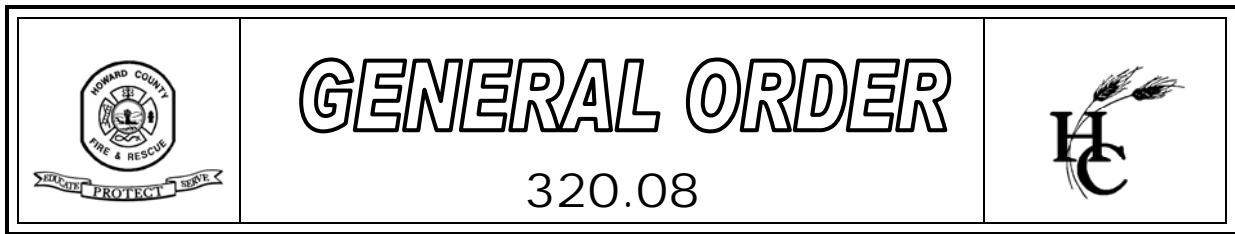


# DEPARTMENT OF FIRE AND RESCUE SERVICES



Originating From	Issue Date	Revision Date	Attachments
<b>Emergency Medical Services</b>	<b>1/20/1995</b>	<b>1/5/2009</b>	<b>N/A</b>

**SUBJECT: Medical Duty Officer**

**APPLICABILITY: All Personnel**

## **POLICY:**

This order establishes the standard operating procedure for the Howard County Department of Fire and Rescue Services (DFRS) Medical Duty Officer (MDO). This order shall be used as a guide to provide daily operational supervision and quality assurance in all areas of Emergency Medical Services (EMS).

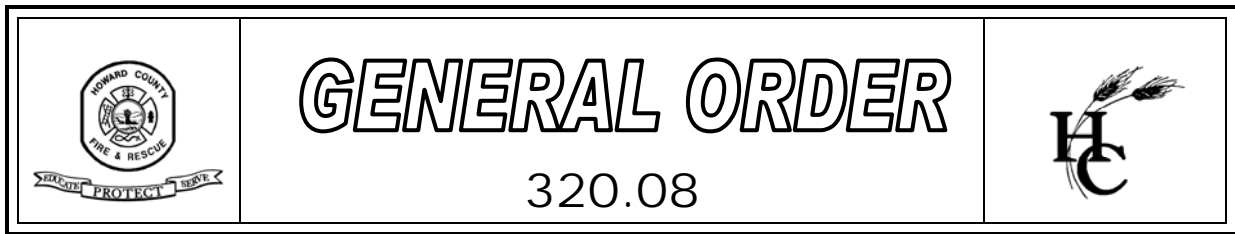
### 1 GENERAL

- 1.1 The radio designation for the MDOs will be EMS 1 in the 1<sup>st</sup> Battalion and EMS 2 in the 2<sup>nd</sup> Battalion.
- 1.2 EMS 1 will be staffed at the Battalion Chief (BC) Paramedic level.
  - 1.2.1 A Captain Paramedic, who meets the eligibility requirements, may fill the position in the absence of a Battalion Chief.
  - 1.2.2 If an eligible Captain Paramedic is not available, with the approval of the Deputy Chief of EMS/Training or his/her designee, a Captain Paramedic who does not necessarily meet the eligibility requirements of a Battalion Chief may be used.
  - 1.2.3 EMS1 will handle all personnel issues.
  - 1.2.4 EMS1 will handle all complaints from Howard County General Hospital.
- 1.3 EMS 2 will be staffed at the Captain or Lieutenant Paramedic level.

### 2 DUTIES AND RESPONSIBILITIES

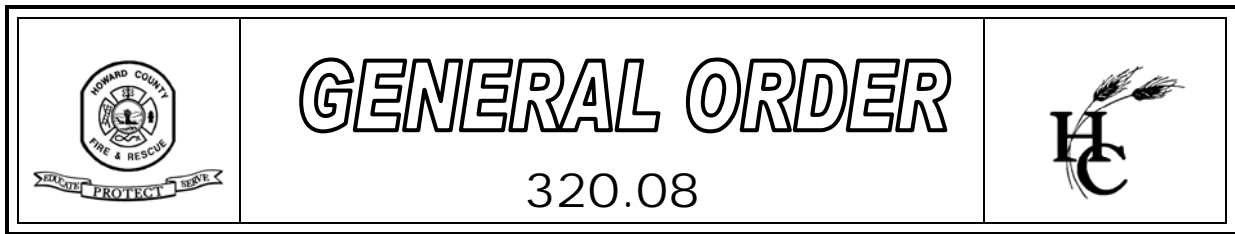
- 2.1 Assures employee accountability and daily staffing at the advanced life support level.
  - 2.1.1 The MDO will conduct the EMS portion of the performance evaluation for Advanced Life Support (ALS) providers assigned to their shift.
- 2.2 Provides field supervision and quality assurance on emergency incidents.

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- 2.3 Provides emergency medical supervision, expertise, and is an additional resource to DFRS incident commanders.
- 2.4 Provides supervision and assistance for research and development in DFRS projects.
- 2.5 Conducts system audits to include: incident reporting, skills performance, unit response times, patient outcomes, and vehicle and equipment performance.
- 2.6 Completes special projects or tasks as assigned.
- 2.7 EMS 1 will be the immediate supervisor for the captain and lieutenant assigned to the EMS 2 position.
- 2.8 First line infectious disease/significant exposure notification and follow-up, to include written documentation.
- 2.9 Prompt forwarding of subpoenas/summons to DFRS personnel.
- 2.10 Interacts with Howard County General Hospital Emergency Department on a regular basis.
- 2.11 DFRS liaison with specified medical facilities providing administrative and technical assistance for medical facility transfers.
- 2.12 Facilitates alert status situations.
- 2.13 Provide field personnel with prompt patient feedback for patient(s) transported to specialty referral centers.
- 2.14 May function as a preceptor for new and existing ALS personnel, students of EMS programs, and/or those in need of remedial training, as identified by the EMS Section.
- 2.15 Responsible for reviewing ambulance and paramedic engine, tower, or squad readiness.
- 2.16 Assures the security of controlled substance boxes and the documentation of controlled substance and glucometer logs.
- 2.17 Participates in the design, evaluation, and specification of EMS equipment, products, and vehicles.
- 2.18 Initial contact and fact finding for EMS complaints, and forwarding them through the

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appropriate chain-of-command.

- 2.19 Facilitate collection and filing of Medical Incident Reports (MIRs).
- 2.20 Review all MIRs for completeness and for quality assurance purposes.
- 2.21 Complete a daily activity log, describing the activities of the shift.
- 2.22 Conduct formal counseling sessions and institute disciplinary action, if necessary.
- 2.23 Identify and make recommendations for EMS training and recertification.
- 2.24 Follow up on patient information for the purpose of outcome based study and recognition for awards.
- 2.25 Interacts with the EMS Program Manager and the DFRS Medical Director.
- 2.26 Functions as the Incident Commander when and where appropriate.

### 3 QUALIFICATIONS

#### 3.1 EMS 1

- 3.1.1 Career Battalion Chief Paramedic
- 3.1.2 Nationally Registered and State of Maryland Paramedic
- 3.1.3 Three years of continuous advanced life support experience.

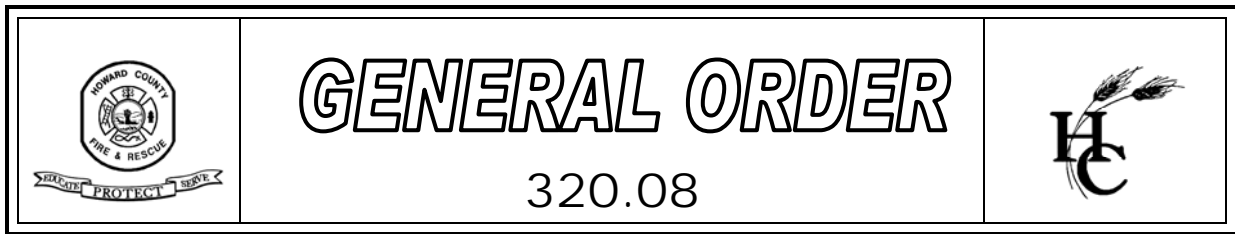
#### 3.2 EMS 2

- 3.2.1 Career Captain or Lieutenant Paramedic
- 3.2.2 Nationally Registered and State of Maryland Paramedic
- 3.2.3 Two years of continuous advanced life support experience.

### 4 CHAIN OF COMMAND

- 4.1 The Battalion Chief MDO shall be the ranking operational EMS officer and shall fall into the incident chain of command.
- 4.2 EMS care and management shall be the primary mission of the MDO.

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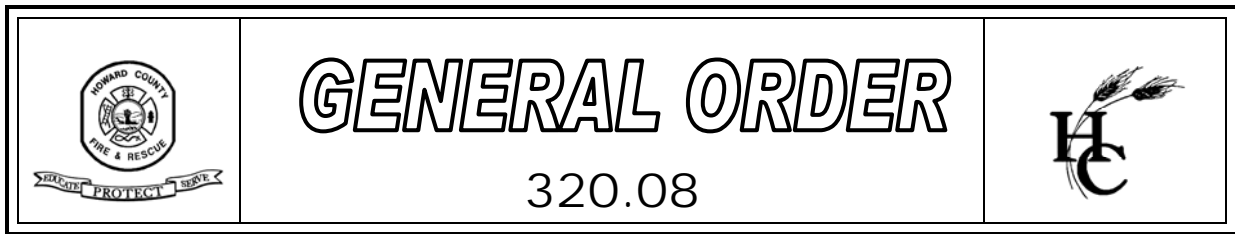
## 5 EMERGENCY OPERATIONS

- 5.1 The MDO shall be dispatched on call types set forth by the DFRS and the EMS Section based on call volume and operational needs.
- 5.2 The MDO has the authority to respond on any incident.
- 5.3 During incidents involving rescue or fire, the MDO shall report to the incident commander for an assignment.
- 5.4 Assignments may include, but are not limited to:
  - 5.4.1 Medical branch or group.
  - 5.4.2 Triage.
  - 5.4.3 Medical rehabilitation.
  - 5.4.4 Medical communications.
  - 5.4.5 Photo documentation.
  - 5.4.6 Safety Officer.
  - 5.4.7 Personnel Accountability Officer.
  - 5.4.8 Provide supervision and technical assistance to the incident commander or personnel.
  - 5.4.9 Incident Commander.
- 5.5 The MDO, when on location of an emergency medical incident, shall observe and supervise patient care provided by DFRS personnel and provide constructive feedback.
- 5.6 The MDO has the authority and shall intervene whenever improper or unsafe actions are observed.

## 6 STAFFING

- 6.1 For the purpose of filling the MDO position, the following order will apply:
  - 6.1.1 EMS 1
    - 6.1.1.1 MDO on duty.
    - 6.1.1.2 On duty Battalion Chief Paramedic.
    - 6.1.1.3 On duty Captain Paramedic, if eligible to act as a BC
    - 6.1.1.4 Off duty Battalion Chief Paramedic.
    - 6.1.1.5 Off duty Captain Paramedic, if eligible to act as a BC.
    - 6.1.1.6 Off duty Captain Paramedic.

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## 6.1.2 EMS 2

- 6.1.2.1 On duty EMS Captain Paramedic.
- 6.1.2.2 On duty EMS Lieutenant Paramedic.
- 6.1.2.3 On duty Captain Paramedic.
- 6.1.2.4 On duty Lieutenant Paramedic.
- 6.1.2.5 Off duty Captain Paramedic.
- 6.1.2.6 Off duty Lieutenant Paramedic.
- 6.1.2.7 Off duty Battalion Chief Paramedic.

Approved:



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Joseph A. Herr  
Fire Chief