

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Ohio Department of Public Safety
DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT Franklin

<b>POSITION NUMBER</b>	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/>
				Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: _____ TO: _____				Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50%	Coordinates and manages implementation of the EMS Incident Reporting System (EMSIRS) and Ohio Trauma Registry (OTR): Collects, receives and reviews medical record data submitted to EMSIRS and OTR; Performs EMSIRS and OTR data and record management to maintain the timeliness, quality, accuracy, integrity and confidentiality of all medical records; Develops data quality assurance plans and policies in order to maintain the quality, accuracy, integrity and confidentiality of all records; Works closely with management, technical staff and data owners to enhance the data capture, submission and overall quality of the data; Serves as liaison between EMS Division and all entities required to submit data; Provides technical assistance in data collection and abstraction.	Knowledge of: emergency medical services or trauma registry; agency policy & procedures (EMS & trauma reporting, data management, data release, confidentiality); interpretation of data from medical records; medical terminology, anatomy/physiology, and disease process. Skills in: medical record creation and/or management; database (Access, Crystal Reports), and spreadsheet (Excel). Ability to: define problems, collect data establish facts and draw conclusions.
40%	Assists in obtaining data owner participation in EMSIRS and OTR through outreach: Serves as administrative contact for EMSIRS and OTR; Communicates benefits of EMSIRS and OTR through telephone, e-mail and/or site visits; Oversees and participates in training for users of EMSIRS and OTR; Assists in coordination of EMSIRS and OTR advisory committee meetings; Represents and promotes the program at public and professional gatherings; Drafts/prepares presentations and articles (e.g., newsletters, web-pages).	Knowledge of: emergency medical services or trauma registry; agency policy & procedures (EMS & trauma reporting, data management, data release, confidentiality); interpretation of data from medical records. Skills in: medical record creation and/or management; database (Access, Crystal Reports), spreadsheet (Excel), and graphics (PowerPoint). Ability to: handle sensitive inquiries from and contacts with officials, stakeholders and general public; prepare concise & meaningful reports; cooperate with coworkers on group projects.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE Thomas P. Charles, Director	DATE
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