

Assists in program direction by relieving supervisor of a variety of difficult administrative duties for EMS Incident Reporting and Trauma Registry:

- manages statewide EMS data collection and trauma registry project as well as other EMS data-related projects for statewide significance;
- formulates and implements program policy related to submission of data;
- serves as chief liaison between EMS Division and all hospitals and EMS organizations required to submit data;
- contact submitters of data to encourage, exhort, and/or assist in submitting data;
- serves as administrative contact for trauma registry and incident reporting systems.
- Creates and runs both standard and special reports from data submitted to trauma registry and incident reporting system;
- evaluates all reports for potential violations of confidentiality statutes;
- identifies errors/issues with submitted data;
- works with organizations to set up testing and submission of data;
- answers questions via telephone and e-mail helpline regarding the submission of data;
- oversees and participates in training for users of trauma registry and incident reporting systems;
- serves as liaison between ODPS Information Technology section and EMS Division on data collection-related issues.

Serves on various EMS Boards and Committees: coordinates EMS and trauma data management-related committees; reports trauma and EMS statistics to the EMS Board