

**\*\*\*AMENDED\*\*\***  
**EXHIBIT A**  
**SCOPE OF SERVICES**

- A. Medical Director, shall perform all services required of a Medical Director, and assume all legal duties and responsibilities of a Medical Director, as provided for by Section 401.265, Florida Statutes, Chapter 64J-1 F.A.C., and any other applicable laws, regulations and rules of any governmental agency implementing said chapter; and any other duties upon written notice from the Florida Department of Health that such additional duties are required of the Medical Director, and as may be amended from time to time.
- B. Medical Director shall provide all labor, materials, supplies and equipment necessary to provide the required services.
- C. As required by Section 401.265 Florida Statutes and Rule 64J-1.004, F.A.C., Medical Director shall supervise and assume direct responsibility for the medical performance of all emergency medical technicians (EMTs) and paramedics operating for the Coconut Creek Fire Rescue (Department).
- D. Medical Director shall be knowledgeable with the standards as set by the National Fire Protection Association Standard 1581: Standard on Fire Rescue Department Infection Control.
- E. Medical Director shall have a working knowledge of the Incident Command System and shall have a period of one (1) year to obtain NIMS IS-100, IS- 200, IS-700, and IS-800 to meet NIMS compliance.
- F. Medical Director shall develop, review, and authorize use of Advance Life Support (ALS), Basic Life Support (BLS), and inter-facility protocols which allow personnel to properly manage medical emergencies consistent with Chapter 401, Florida Statutes and Chapter 64J-1, F.A.C., as may be amended from time to time. Such protocols shall be specific in nature and shall provide for managing immediately life-threatening medical emergencies.
- G. At City's request, Medical Director shall develop, assist in the development, and review any other protocols, policies and procedures as they relate to emergency medical service personnel and the delivery of emergency medical services.
- H. Medical Director shall attend monthly EMS Provider meetings coordinated by the Association of EMS Providers.
- I. Medical Director shall be required to attend other meetings, when requested by City.
- J. Medical Director shall meet with the EMS Chief, for a minimum of two hours bi-

weekly. Meeting agendas will be prepared by the Chief of EMS, or his designee. Rotational subject matter for each agenda may include, but not be limited to: CQI (Continuous Quality Improvement), training agenda/implementation, infection control, ePCR/documentation, generalized progress/development and protocol progress/development.

- K. Medical Director may ride with Supervisors and/or rescue units to evaluate emergency medical personnel skills and to maintain a working relationship with EMTs and paramedics. During the scheduled ride time, Medical Director shall provide hands-on training to firefighter EMTs and paramedics applicable to items encountered on calls and topics that correspond with the predetermined training agenda. This ride time scheduling shall be coordinated by the Chief of EMS, or designee, on a rotational basis within the battalions.
- L. Medical Director shall supervise the implementation and maintenance of a Continuous Quality Improvement Program as required by section 401.265 Florida Statutes and Rule 64J-1.004 F.A.C., to include auditing medical reports, as referenced in the Continuous Quality Improvement department policy, for completion and correctness. The Continuous Quality Improvement Program must cover paramedics and EMTs.
- M. Medical Director shall participate in the development of a community-based paramedic service. Once established, Medical Director shall supervise the implementation of and provide oversight of the community-based paramedic service on an as-needed basis as determined by the Department EMS Division.
- N. Medical Director shall actively and cooperatively participate in the Department Continuous Quality Improvement Program, including the review and development process.
- O. As part of the Continuous Quality Improvement Program, Medical Director shall assist the Department in obtaining patient outcome information from local hospitals.
- P. Medical Director shall provide the Department with a detailed monthly report of all activities performed, including those of the Associate Medical Director and with reference to the requirements of the Agreement. City shall provide administrative support in order for the Medical Director to meet the obligations of this paragraph.
- Q. Medical Director shall, upon request of the Department Training Division, evaluate Coconut Creek Fire Rescue EMTs and paramedical personnel during training exercises and the recruit paramedic Supervised Training & Evaluation Program (STEP).
- R. Medical Director shall review and approve the content of EMS training, including but not limited to Department Advanced Cardiac Life Support (ACLS),

International Trauma Life Support (ITLS), Pediatric Advanced Life Support (PALS), Neonatal Resuscitation Program (NRP) and Pre-Hospital Trauma Life Support (PHTLS) classes, for medical correctness at the request of the Chief of EMS or Chief of Operations. Recertification of ACLS and PALS shall be completed with department personnel.

- S. At the request of the Department Division Chief of Training, or his designee, Medical Director shall review and approve EMT and Paramedic continuing medical education credit provided by the Department.
- T. Medical Director shall attend a minimum of two (2) equipment/vendor review sessions annually and participate in the hands-on activities involved in the equipment review process. All equipment review will be determined by the EMS Chief. Equipment review is a cooperative initiative through which Medical Director is encouraged to introduce new ideas and equipment for evaluation and discussion.
- U. Medical Director shall ensure that training is provided following any changes in the EMS Protocols or medical equipment implementation or usage.
- V. Medical Director shall participate in the development and further education of Department personnel by bringing in educational components that meet the Department Training Division's goals.
- W. Medical Director shall review and provide written affirmation of recertification training of Department EMT and Paramedic personnel in accordance with Section 401.2715(3), Florida Statutes.
- X. Medical Director shall participate in the development of the STEP probationary Paramedic program, as well as the EMS portion of the Recruit orientation, on an as-needed basis determined by the Department EMS and Training Division. At a minimum, Medical Director shall attend at least one orientation with each new recruit class and recruit paramedic Step program.
- Y. Medical Director shall be available via radio or telephone communication on a 24 hour a day, 7 days per week basis for online medical control. Notwithstanding anything to the contrary contained herein, Medical Director may use reasonable discretion in determining whether to respond to an incident scene.
- Z. It shall be the obligation of Medical Director to contract for the professional services of an Associate Medical Director for the duration of this Agreement, to assist Medical Director in providing medical control for the Department, and to act as back-up medical director when Medical Director is unavailable. No additional fees are allowed for the Associate Medical Director.

1. The Associate Medical Director shall meet all the qualifications specified in this Scope of Work for a Medical Director as set forth in Rule 64J-1.004 F.A.C. and Section 401.265, Florida Statutes, and shall be approved by City's Fire Chief, Chief of Operations and EMS Chief prior to being appointed by Medical Director and commencing services. Medical Director shall be responsible for assuring that the Associate Medical Director meets the duties and requirements of the Associate Medical Director as set forth herein.
2. Any change in the Associate Medical Director must likewise be approved by Department Fire Chief, Chief of Operations, and EMS Chief prior to being appointed by Medical Director.
3. The Associate Medical Director shall comply with Exhibit A, items (C), (D), (J) and (K) at all times during this Agreement.
4. In addition to the above duties and responsibilities, Medical Director will appoint the Associate Medical Director to act as back-up medical director when Medical Director is not available. When acting as back-up medical director, the Associate Medical Director shall be responsible for the services, duties and obligations set forth in Exhibit A, items (A) through (Y), except for Exhibit A, items (A), (B), (E), (F), (L), (O), and (R).
5. In addition to the above duties and responsibilities, Medical Director may authorize the Associate Medical Director to assist Medical Director at any time with the duties and responsibilities set forth Exhibit A, items (A) through (Y) of this Article, except for Exhibit A, items (A), (B), (O), and (R).
6. The services of the Associate Medical Director shall be in addition to those performed by Medical Director under the Agreement and shall not relieve the Medical Director of the responsibility to also perform those duties identified in this Article, as well as all other duties established by the Agreement and any applicable laws and regulations. The Associate Medical Directors performance is to supplement Medical Director in providing medical control for the Department and does not in any way relieve Medical Director of the responsibilities and duties as the medical director for the Department.
7. Prior to contracting with the Associate Medical Director, Medical Director shall obtain the Chief of Operation's and EMS Chief approval of the contract and any amendments thereto, between Medical Director and the Associate Medical Director. All payments to the Associate Medical Director shall be the sole responsibility of Medical Director, and not the City.

AA. When Medical Director and the Associate Medical Director are both unavailable, Medical Director shall appoint a back-up physician to be used for online medical control and must be pre-approved by the Chief of Operations.

1. Back-up physicians, when used, shall meet all the qualifications for a Medical Director as set forth in Rule 64J-1.004 F.A.C. and Section 401.265, Florida Statutes. No additional fees are allowed for the back-up physician.
2. All payments to the back-up physicians shall be the sole responsibility of Medical Director.
3. Medical Director will be allowed up to four (4) weeks of vacation, annually, during the term of the Agreement, during which time the Associate Medical Director or an approved back-up physician shall be available. Medical Director may request additional vacation time through the Fire Chief. Approval of additional vacation time is at the sole discretion of the Fire Chief.

BB. Medical Director shall be fully responsible to City for the performance of the Associate Medical Director and any back-up physicians. Medical Director shall promptly remedy any deficiency of performance by the Associate Medical Director and/or any back-up physicians. It is further understood and agreed between the parties to the Agreement that all of the legal duties and responsibilities of a Medical Director as set forth in Chapter 401, Florida Statutes, Rule 64J-1.004 F.A.C., and any other applicable laws and regulations, shall remain with Medical Director, who shall remain fully and solely responsible to City for all such duties and responsibilities. It is also understood and agreed that Medical Director shall remain solely responsible for the services, duties and obligations set forth in Exhibit A, items (A), (B), (N), and (Q) of this Article and may not utilize the Associate Medical Director or back-up physician to comply with these services, duties and obligations.

CC. Active participation in Local and Statewide EMS organizations as referenced in the handbook for EMS Medical Director's (March 2012 FEMA), shall be documented by Medical Director, reporting outcomes to the EMS Chief at monthly staff meetings.

DD. Additionally, Medical Director shall:

1. Provide liaison services as required and requested between the Department and other departments, divisions, boards and bodies of City, the County, or the State, as well as educational, governmental, or medical agencies or institutions relating to the provision of Emergency Medical Services.
2. Retain the ultimate authority to permit or deny any paramedic or EMT the utilization of BLS and ALS techniques, patient assessments, and patient stabilization procedures.

3. Upon request, Medical Director shall advise the Fire Chief, Operations Chief, and/or EMS Chief on disciplinary recommendations relating to medical care.
4. Serve as the Department's Physician for the purpose of providing advice, recommendations, and consultation to the Fire-Rescue Chief in matters pertaining to occupational safety and health issues.
5. Maintain an active membership in the State Association of EMS Medical Directors.
6. Medical Director shall participate in the development of a community-based paramedic service. Once established, Medical Director shall supervise the implementation of and provide oversight of the community-based paramedic service on an as-needed basis as determined by the Department EMS Division.

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