



Ohio CARES State Coordinator

Position Description - draft

Position Title: Ohio CARES State Coordinator

Reports To: Ohio CARES Board

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Approved By: Ohio CARES Board

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Primary Function: Under the direction of the Ohio CARES Board, through the Chairperson, the Ohio CARES Coordinator will have the primary responsibility for the management and maintenance of the Ohio Cardiac Arrest Registry to Enhance Survival (CARES) database. Using CARES data to measure improvement in out-of-hospital cardiac arrest care is a critical component in advancing the prehospital care for and survival from a sudden cardiac arrest.

Duties and Responsibilities:

- Maintain the Cardiac Arrest Registry to Enhance Survival (CARES) database in the state of Ohio.
- Recruit uninvolved EMS agencies and hospitals in Ohio to participate in the registry.
- Support and assist participating agencies with CARES database related issues including, but not limited to, data entry and outcome reporting to enhance their program participation.
- Train EMS and hospital organizations, as they join the program, to use the CARES database and provide refresher and/or enhanced user training as needed. This task is minimized by the addition of all CARES registry data elements incorporated into the Ohio Department of Public Safety, Division of EMS EMSIRS database.
- Coordinate and oversee requests for CARES data from external sources and ensure that all requests and/or data released meet program guidelines for confidentiality, specificity, and such.
- Audit, for data quality, the database semi-annually and report findings.
- Complete the CARES bi-annual assessment as required.
- Work with National CARES staff regarding system improvements, training updates, and registry subscription renewals.
- Complete other program status reports as required by the Ohio CARES Board.
- Statewide travel is required – usually day trips but sometimes longer. This will be limited and mileage is reimbursed. The Ohio CARES coordinator is required to report to The Ohio State University Wexner Center for EMS office to exchange information, and complete administrative tasks, learn reimbursement processes, and submit required forms.
- An OSU Wexner laptop will be issued to the Ohio CARES coordinator for Ohio CARES work. Weekly time logs can be submitted monthly, tracking the coordinators activities.
- Extended domestic (out-of-state) travel may occasionally be available but is seldom, if ever, required.
- The Ohio CARES coordinator will travel to Seattle, Washington for a two to three day Resuscitation Academy course.

- The Ohio CARES coordinator will have the primary responsibility to coordinate regular conference calls with the Ohio CARES board and invitees. The frequency of these calls will be determined by the board in conjunction with the coordinator.
- The Ohio CARES coordinator will have the primary responsibility to coordinate Resuscitation Academy courses, working with a local resource person to secure a meeting venue, and plan food provisions. Most courses will be two, one-day courses in a given location. The Coordinator will procure the equipment required for the course (HP CPR mannequins, etc.) and maintain a sign up list of up to 45-50 students each day, beginning as early as possible, and send email confirmations and reminders on regular intervals to those who have signed up for the courses. In the event that there are less students than instructors one week prior to the class date, the coordinator will inform members of the board and any invited instructors. A joint decision will be made whether to continue or cancel the class for that date.
- Provide updated discussion with a board member every 1-2 weeks
- Other duties as assigned by the Ohio CARES Board.

Qualification Requirements:

Education/Experience:

- High school diploma or general education degree (GED) is required; baccalaureate degree in a related discipline preferred.
- Applicant must have a history of involvement in the delivery of emergency medical services, at the EMT-P level or higher, for minimum of five (5) years prior to hire.
- Applicant must have effective problem solving abilities, strong interpersonal skills and the ability to multi-task.
- Microsoft Office Excel, Word and Powerpoint experience is required; experience with database management, analysis & reporting is preferred.
- Applicant must be detail oriented and have a demonstrated ability to work as part of a team as well as independently.
- Demonstrated teaching ability or making public presentations is recommended

Language Skills:

- Applicant must possess the ability to write and/or understand technical reports and materials.
- Applicant must be well spoken and be capable of making presentations to community groups and EMS/hospital practitioners.

Certificates, Licenses:

- Valid Ohio driver's license with good driving record.
- Current EMS certification/recognition as an EMT-P or higher (such as Physician Assistant or Registered Nurse with minimum five (5) years involvement with EMS).

Other Skills and Abilities:

- Ability to establish and maintain an effective working relationship with co-workers, providers, practitioners, and the community.
- Ability to perform duties with an awareness of Ohio EMS policies and requirements.
- Ability to maintain effective communication via phone, text, e-mail or in person.

Physical Demands*:

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, or crouch. Specific vision abilities for this job include close vision, ability to adjust focus, and ability to withstand extended use of Video Display Terminals. The employee is often required to meet deadlines and/or make decisions with time

constraints and occasionally while interacting with the public in addition to meeting multiple demands from several people. Statewide travel is required – usually day trips but sometimes longer. Extended domestic (out-of-state) travel may be needed, but is seldom, if ever, required. (Except for the Seattle RA course)

Work Environment*:

While performing the duties of this job, the employee regularly works indoors (office environment). The noise level in the work environment is usually low to moderate. Basic work schedule is 4-6 hours daily, Monday through Friday. The Ohio CARES Coordinator will, infrequently, have evening and/or weekend functions/duties. The anticipated and expected work week will be 20-24 hours per week. The days and times are at the discretion of the coordinator, respectful of the need to call required contacts during normal business hours (such as following up with a phone call to a hospital on the outcome of an OHCA patient who had ROSC upon ED arrival).

*The characteristics/demands described here are representative of those that the employee will normally encounter/need to meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The hiring process of this individual will not discriminate on the basis of race, color, national origin, sex, age, and disability.