

Methodist Health Services Corporation UnityPoint Health- Proctor Emergency Department	Page # 1 of 2	Section:	Policy #: 4
	Approved by:		Date: 6/17 Review by: 6/18
	Supersedes: Date Revised: 6/17		
	Primary Responsible Parties: Dr. Ashley N. Huff Secondary Responsible Parties:		
	Joint Commission Standard:		
SUBJECT: ALTERNATE EMS MEDICAL DIRECTOR			

I. POLICY:

UnityPoint Health Proctor Hospital and the UnityPoint Health EMS System Medical Director understand that the EMS Medical Director may be unavailable at times to fulfill his/her role as EMS Medical Director due to vacations, illness or work out of town. The EMS Medical Director shall, with input from UnityPoint Health Proctor Hospital, appoint an Alternate EMS Medical Director in compliance with [Section 515.320 Scope of EMS Service \(f\)](#).

II. PURPOSE AND STANDARD:

To define the role of Alternate EMS Medical Director.

III. POLICY SCOPE: Departmental

IV. GENERAL INFORMATION:

1. The Alternate EMS Medical Director Policy is established to provide direction when the EMS Medical Director is unavailable.
2. When the EMS Medical Director has determined he/she will be unavailable to fulfill their responsibilities, he/she shall contact the appointed Alternate to ensure of their availability during specific dates and times.
3. The EMS Medical Director shall obtain from the Alternate, his/her contact numbers (i.e., home and work telephone numbers, pager number, cellular telephone number) and his/her work schedule with their basic personal itinerary for purposes of immediate contact, if necessary, by the EMS System Coordinator and/or by the Medical Control Physician.
4. The EMS Medical Director, with as much notice as possible, shall notify in writing (E-mail or posted notice) the EMS System Coordinator, Emergency Department Staff, and all potential Medical Control Physicians with the information listed above, along with

the effective dates and times the Alternate EMS Medical Director has the designated full authority as EMS Medical Director.

5. When the EMS Medical Director is unavailable to fulfill the duties and responsibilities as the EMSMD, the Alternate EMS Medical Director has the delegated full authority to serve as the EMS Medical Director with identical duties and responsibilities as the EMSMD.
6. The EMS Medical Director is responsible to ensure the Alternate EMS Medical Director remains informed regarding current EMS System policies, protocols, standing medical orders and issues affecting the EMS System. The EMS Medical Director shall also ensure the Alternate EMS Medical Director is current on changes in the EMS Act and rules promulgated pursuant to that Act.
7. The EMS Medical Director shall notify the Department when a new Alternate EMS Medical Director is named for the EMS System. Notification shall include the name, resume' and contact information for the new Alternate EMS Medical Director.