Loudoun County Emergency Medical Services Advisory Council, Inc.

General Directive # 2

Office of the Medical Director

Origin: **01/05**
Revision: **08/12**

The Office of the Medical Director shall provide professional guidance, oversight and direction to the Loudoun County EMS system for emergency medical services administrative, operational, training and dispatch policies and protocols.

Members of the Office of the Medical Director shall be:

John I. Morgan, MD, FACEP
Operational Medical Director and Physician Course Director

Leo C. Kelly, PA
Assistant Medical Director

Jose V. Salazar, EMT/P
Assistant Medical Director

Jay J. Brown
Coordinator - Medication and Lock Security System

The following are the responsibilities of the members of the Office of the Medical Director:

Operational Medical Director/Physician Course Director– John I. Morgan, MD

1. Must meet OEMS guidelines for Operational Medical Director and Physician Course Director
2. Shall approve all EMS protocols. Will be responsible for patient care standards, including communications, dispatch, medical protocols and training.
3. Shall be responsible for the release, corrective action or suspension of technicians.

4. Shall serve as Physician Course Director and provide oversight of all training programs.
5. Shall be available through the Office of the Medical Director for members of the EMS System to discuss issues.
6. Provide focused medical leadership in the continued development of a comprehensive, coordinated emergency medical services system in Loudoun County.
7. Serve as an advocate for high quality patient care in the EMS system.
8. Provide an effective quality improvement program for continuous system and patient care improvement. This will be accomplished through the ALS Committee, BLS Committee and eMIC (Emergency Medical Improvement Committee) in conjunction with the Office of the Medical Director.
9. Identify and maintain liaison with stakeholders in the EMS system.
10. Interact with regional, state, and local authorities to make recommendations encouraging EMS standards, needs, and requirements are met, and that the utilization of resources is optimal.
11. Participate in mutual aid, disaster planning and management.
12. Serve as non-voting member of the Fire-Rescue Commission.
13. Shall be responsible for direct observation and evaluation of technicians and students.
14. Serve as liaison with physicians and hospital staff.
15. Serve as a member of the LCEMSC.
16. Serve as a member of the LCEMSC ALS and BLS Committee.

Assistant Medical Director – Leo C. Kelly, PA

1. Serve as liaison for the OMD for all agencies and the LCEMSC.
2. Serve as Chairman of the LCEMSC ALS Committee.
3. Shall provide oversight for training courses for the OMD.
4. Shall serve as the initial contact for the OMD.
5. Shall meet on a regular basis with the OMD.
6. Develops policies and protocols for the OMD.
7. Maintains liaison with stakeholders in the EMS system.
8. Provides oversight of administrative, operational, training and dispatch guidelines.
9. Works with the Coordinator of the Medication Lock and Security System to ensure a secure and effective system.
10. Interacts with approved locally authorized ALS providers to provide key access to the medication security system of the LCEMSC.
11. Investigates any breeches in the medication security system with the appropriate notification of the appropriate authorities.

Assistant Medical Director – Jose V. Salazar, EMT/P

1. Serve as the liaison for the OMD for all agencies.
2. Provides logistical support for the OMD.
3. Serve as the initial contact for the OMD.
4. Maintains records for the OMD.
5. Shall meet on a regular basis with the OMD.
6. Interacts with regional, state, and local authorities to make recommendations encouraging EMS standards, needs, and requirements are met, and that the utilization of resources is optimal.
7. Maintains liaison with stakeholders in the EMS system.
8. Develops policies and protocols for the OMD.
9. Provides oversight of administrative, operational, training and dispatch guidelines.

Coordinator - Medication and Lock Security System - Jay J. Brown

1. Shall coordinate the Medication Lock and Security System for the Office of the Medical Director and as representative of the LCEMSC.
2. Shall ensure appropriate records are maintained for all keys issued to Loudoun County ALS System providers.
3. Shall work with the vendor on behalf of the Office of the Medical Director and the LCEMSC to authorize the secure installation of all medication locks for the Loudoun County Pre-Hospital ALS system.
4. Shall interact with the Chairman and Treasurer of the LCEMSC to authorize the payment of any costs associated with the locks, keys and/or installations.
5. Repairs and installation will be authorized by the Coordinator.

John I. Morgan, MD, OMD

08/01/2012

Date