

Guideline Name: Relief Battalion Chief Qualification, Roles and Responsibilities		Department: Orange County Emergency Services
Effective Date: 02/05/2024	Issued: 02/05/2024	Approval(s): Kim Woodward, EMS Division Chief 

Scope

Independent practicing paramedics who have met the minimum qualifications

Purpose

The Relief Battalion Chief designator is classified as an additional Paramedic function. Having EMS Relief Battalion Chiefs will provide adequate coverage for the EMS Battalion Chief when long standing or urgent vacancies exist in the EMS Battalion Chief ranks. In addition, it will also open the opportunity for the Division to provide leadership, mentoring and career ladder for our paramedics.

Definitions

Relief Battalion Chief: Paramedic working in the role of acting EMS Battalion Chief at the discretion of Chief of EMS and the Director of Emergency Services.

- I. Qualifications
 - a. Required:
 - i. Minimum of 2 years of experience as a released paramedic within the Orange County EMS System.
 - ii. No Disciplinary Action at the written warning level or higher in the last calendar year.
 - iii. Proficient or above on last annual evaluation
 - iv. Supervisor Recommendation (Current supervisor or former supervisor if moved to a new shift within six months)
 - b. Required after Selection:
 - i. Successful completion of Supervisor Competency Training in FT Software
 - ii. Attend any offered professional development trainings
 - iii. Maintain good standing as a paramedic in our system.

- II. Roles and Responsibilities of the Relief Battalion Chief:
Relief Battalion Chiefs shall:
 - a. Communicate all activities within their work environment to the EMS Battalion Chief and/or EMS Chief or Deputy Chief upon request.
 - b. Monitor the prompt update of unit status and system compliance by monitoring the CAD system and Automatic Vehicle Locator (AVL) mapping program.

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Report any deficiencies identified to the Communications Division Supervisor or the EMS Battalion Chief.

- c. Ensure in good order, a safe, secure and clean work space and vehicle. Report any deficiencies identified to the EMS Battalion Chief.
- d. Complete any and all documentation, audits, surveillance and reporting of missing or deficient Orange County assets. In addition, ensure that staff are provided with the appropriate equipment and/or material, safety and medical/ clinical items to complete their assignments.
- e. Respond proactively to incidents within the response area or as directed, including but not limited to:
 - i. Potential or Actual Multiple Casualty Incidents (MCI)
 - ii. Cardiac Arrests and Trauma assignments to coordinate the activities of all resources to optimize patient outcome/unit availability
 - iii. Dual ambulance responses
 - iv. Requests for assistance
 - v. High Risk Refusals
 - vi. Lift Assistance with or without first Responders
 - vii. ALS Assists for BLS units where No Unit Available (NUA) exists
- f. Support and expedite field units on assignments and in hospital emergency departments to reduce cycle times and emergency department turnaround times.
- g. Perform Hospital site visits to assist in equipment retrieval
- h. Participate in On-Shift training, when appropriate.
- i. Respond to employee injuries and department vehicle accidents and incidents to ensure scene management and gathering of information.
- j. Report any inappropriate actions as defined by County Ordinance and/or Department Policies to the Battalion Chief.
- k. Coordinate the emergency scene, including EMS crews, rescue personnel, volunteers, transportation personnel, etc.
- l. Establish Medical Branch/Group/Division at major incidents, as required.
- m. Review patient care reports and other records for accuracy, completeness, and compliance with procedures.
- n. Provide guidance, direction, and support to EMS personnel to assist them with difficult situations.
- o. Participate in professional development activities.
- p. Maintain all certifications to perform duties of subordinates as required to maintain competency in all EMS positions.
- q. Ensure all written reports for the Division are complete, accurate, and compliant with applicable policies and procedures.
- r. Use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.
- s. Adhere to the department's safety rules and regulations. Monitor and correct unsafe behaviors of staff.

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Relief Battalion Chief shall not:

- t. Maintain or change schedules. They may assist the EMS Battalion Chief with canvassing activities for shift vacancies.
- u. Conduct formal employee meetings to discuss important issues or general work performance.
- v. Assist with evaluating, counseling, and disciplining Emergency Medical Service staff.
- w. Investigate complaints of unacceptable behavior or medical care provided by assigned personnel.

Revocation of the Relief Battalion Chief Assignment Privileges:

As this assignment is at the discretion of the Chief of EMS and the Director of Emergency Services, any action deemed inappropriate or any violations of personal conduct may result in immediate revocation from this assignment.

Loss of the privilege of Relief Battalion Chief for a minimum of 12 months shall occur for the following:

- Disciplinary Action at the Written warning level or higher
- Receiving an overall Needs Improvement evaluation rating.
- Substantiated Patient Care Complaints resulting in the medical disciplinary process
- Failing to Cover a Committed Shift