

**REQUEST FOR QUALIFICATIONS
FOR MEDICAL DIRECTOR SERVICES**

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting qualifications for unified Medical Director Services.

All proposals must be in writing and delivered by hand, mail, or Fed EX to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570, and must be received by 10:00 a.m., July 17, 2007.

Only proposals received by the aforesated time and date will be considered. All proposals shall be clearly labeled, "**RFQ- Medical Director Services.**" Please provide twelve (12) copies of the document.

Specifications may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1833.

Questions concerning this request should be directed to Ms. Sheryl Bracewell, Emergency Management Director, at (850) 983-5360.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

Legal Notice

One Issue – June 13, 2007 – Press Gazette, June 14, 2007 Navarre Press

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith, 6495 Caroline Street, Suite G, Milton, Florida 32570

June 13, 2007

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Request for Qualifications for Medical Director Services

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting qualifications for unified Medical Director Services.

All proposals must be in writing and delivered by hand, mail, or Fed EX to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570, and must be received by 10:00 a.m., July 17, 2007.

Only proposals received by the aforesaid time and date will be considered. All proposals shall be clearly labeled, "**RFQ- Medical Director Services.**" Please provide twelve (12) copies of the document.

Specifications may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1833.

Questions concerning this request should be directed to Ms. Sheryl Bracewell, Emergency Management Director, at (850) 983-5360.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

Santa Rosa County Emergency Medical Services Medical Director

The Medical Director shall promulgate clinical protocols, provide clinical supervision and provide appropriate quality assurance for daily operations and training pursuant to County Ordinance and Florida Statute Ch. 401. The Medical Director shall supervise and assume direct responsibility for the clinical performance of the EMD's, First Responders, EMT's, and paramedics operating as part of the County Emergency Medical Services system. All County EMS system providers granted a COPCN or entering into an agreement with Santa Rosa County shall be required to fall under the authority of, and shall abide by, all medical protocols authorized by the County Medical Director.

Emergency Medical Services Medical Director Duties and Responsibilities

The duties of the EMS Medical Director include, but are not limited to:

1. EMS System Oversight and Clinical Supervision

- a) Provide clinical supervision to all first responders, emergency medical technicians (EMT's), paramedics, and emergency medical dispatchers (EMD's) comprising the EMS System in Santa Rosa County.
- b) Retain ultimate authority to permit any paramedic, EMT's, or first responder to utilize advanced life support techniques, basic life support, patient assessment, or patient stabilization on scene or during transportation.
- c) Review and update, annually, the Santa Rosa County Emergency Medical Services Plan.
- d) Participate as a crewmember on an EMS vehicle for a minimum of four (4) hours semi-annually.
- e) Provide two (2) hours monthly in the Emergency Management Communications Center for monitoring EMD's and configure and recommend changes to procedures and determinant levels used in the Medical Dispatch System to enhance local response.
- f) Meet with the chief officer or a designated representative of each BLS and ALS service providers at least once quarterly.
- g) Review and resolve medical issues that may arise from the EMS Service providers.
- h) Commit a minimum of three hours monthly to review current issues with EMS providers and the County Emergency Services Coordinator.
- i) Provide clinical supervision and direction to the Sheriff's Department's first response officers.

- j) Establish and maintain a working relationship with Medical Directors of Emergency Services agencies including fire services, operating Santa Rosa County.
- k) Report to the Florida Bureau of Emergency Medical Services any EMT or paramedic who has had their privilege to provide patient care removed by the Medical Director. Such a report of disciplinary action must include a statement and documentation of the specific acts of the disciplinary action.
- l) Provide availability of telephone support for EMS providers during medical incidents as needed.
- m) Provide field response or phone support, as needed, during multiple casualty incidents at the request of the primary response agency.
- n) Support Public Facility AED Program to include prescriptions for AED equipment.
- o) Support the agency designated by the County as lead agency for Health and Medical, Emergency Support Function 8 as described in the Comprehensive Emergency Management Plan (CEMP).
- p) Complete an Incident Management Command System course approved by the Emergency Management Division.
- q) Participate in local EMS Medical Advisory Board meetings.
- r) Maintain current contact information to include telephone number, cellular phone number, pager and e-mail address.

2. Establish Standing Orders, Protocols and Standards of Care

- a) Develop and maintain medically appropriate standing orders or protocols which permit specified ALS and BLS procedures when communication cannot be established with a supervising physician or when delay in patient care would potentially threaten the life or health of the patient.
- b) Develop and revise, when necessary, Trauma Transport Protocols for submission to the Florida Department of Health for approval. Ensure all EMT's and paramedics are trained in the use of the trauma scorecard methodologies for adult and pediatric trauma patients.
- c) Develop and revise, when necessary, Stroke Alert Transport Protocols for the submission to the Department of Health for approval. Ensure that all EMT's and paramedics are trained in the use of the stroke assessment scorecard methodology.
- d) Assist all appropriate agencies of the County to the greatest extent possible in the delivery of competent emergency medical care. This includes implementation of the policies established by the Emergency Management Division and/or Board of County Commissioners.

- e) Work with emergency department directors to insure a community standard of care.

3. Training

- a) Directly coordinate and instruct paramedics, EMT's and first responders in an in-service format on at least a quarterly basis.
- b) Coordinate and accredit paramedics and EMT's continuing education courses conducted by BLS and ALS providers for the County; maintain licensure of the paramedics and EMT's including, but not limited to, Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS), Basic Trauma Life Support (BTLS), and Pre-hospital Trauma Life Support (PHTLS) certifications. Curriculum design and approval of all "in-house" courses offered within these or any other topic areas will be subject to the authority of the Medical Director.
- c) Review and develop continuing medical education for EMT's, paramedics, first responders and emergency medical dispatchers.
- d) Ensure that appropriate training is provided following any changes in medical standing orders, protocols, or medical equipment usage.

4. Quality Assurance and Evaluation

- a) Develop and implement a patient-care quality assurance system to assess the medical performance of EMS system personnel by use of a quality assurance program including, but not limited to, a prompt review of random-run reports and skills-performance data, direct observations, and compliance of medical protocols.
- b) Develop and maintain a system to review and evaluate new medications, equipment and treatment modalities for potential implementation and review for possible elimination of medications, equipment and treatment modalities that no longer provide effective and efficient care and treatment for emergency patients.
- c) Develop and maintain a system to review all cardiac arrest calls involving the use of an AED by first responders or the use of a public facility AED.
- d) Participate in scheduled Quality Assurance meetings.

5. Documentation and Reporting

- a) Ensure and certify that security procedures of the ALS providers for medications, fluids and controlled substances are in compliance with chapters 499 and 893 F.S. and chapter 10D-45, Florida Administrative

Code. Create, authorize, and ensure adherence to detailed written operating procedures regarding all aspects of the handling of medications, fluids and controlled substances by ALS pre-hospital providers.

- b)** Provide the Emergency Services Coordinator a list of work-related activities and time, at least quarterly. This report shall include time riding with field EMS personnel and agencies, instructional time, and quality assurance reviews.
- c)** Provide written responses to complaints, medical issues or quality assurance reviews to the County Emergency Services Coordinator in a timely manner, when requested.