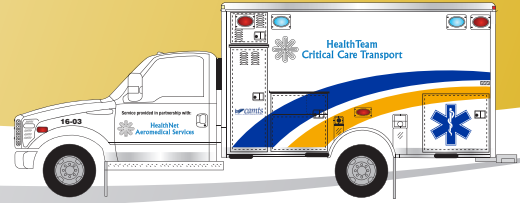




HealthTeam Critical Care Transport

Position Description



Ground Team Leader

Mission: HealthNet Aeromedical Services is committed to providing compassionate, high quality care to our patients. Operational safety is our first priority and the focus of every aspect of our endeavors.

Vision: To be the premier provider of critical care transport services.

Values: **Safety** – We value safety above all. Safety is our culture and is evident in every aspect of our operation.

Quality – We value providing the highest quality care, delivered with concern and compassion, to those entrusted to us. We are driven to continually assess and improve all components of our operation.

Service – We value serving our patients and other healthcare/public safety professionals. We are committed to exceeding the expectations of those whom we serve.

Education – We value the delivery of high quality educational programs that result in exceptional patient care.

HealthNet Aeromedical Services is a shared service of:
West Virginia University Hospitals – Charleston Area Medical Center – Cabell Huntington Hospital



Charleston Area
Medical Center





Ground Team Leader

Position Title:	Ground Team Leader
Position Classification:	Full-Time
Location:	Ground bases
Position Reports To:	Director of Ground Operations
Position Interfaces To:	HealthNet Aeromedical Services Inc., HealthTeam Critical Care Transport, LLC, Leadership Team, Medical Director and VP for Clinical Operations
Position Overview:	The Ground Team Leader is responsible for operational and business oversight of ground bases. He/she coordinates activities of and supervises clinical personnel, assists the senior leadership team in implementation and enforcement of new and existing HealthNet Aeromedical Services policies and procedures, liaisons with ground services provider base leadership and may perform duties of an active ground team member.
Environmental and Mechanical Considerations:	While performing clinical related duties, the Ground Team Leader delivers care under the stresses of transport, with frequent exposure to blood/body fluids, in sometimes hazardous conditions, near moving mechanical parts and within high noise environments. Training and resources are available to mitigate risk as appropriate, but the responsibility to utilize those devices falls to the individual.
Minimum Required Educational Level:	Completion of an accredited certificate or associate's degree nursing, paramedic, or EMT training program
Preferred Educational Level:	Completion of an accredited bachelor's or master's degree program in nursing, business or related field
Required Previous Experience:	Two years or more experience as a critical care transport nurse or critical care transport paramedic or EMT closely associated with a critical care transport program Proven history of exceptional communication and customer service skills
Preferred Previous Experience:	One or more years' experience in a management/supervisory role
Required Certifications and/or Registrations:	Active, Non-Restricted Registered Nursing and/or Paramedic License and/or EMT Certification in W.Va., Ohio and Ky. W.Va., Critical Care Transport Provider Certification (Paramedics, Registered Nurses only) Advanced Cardiac Life Support Provider Certification (Paramedics, Registered Nurses only) Pre-Hospital Trauma Life Support Provider Certification or International Trauma Life Support Provider Certification or Trauma Nurse Core Curriculum Certification (Registered Nurses only) Pediatric Advanced Life Support Certification (Paramedics, Registered Nurses only) Pediatric Emergencies for Pre-Hospital Professionals Certification or Emergency Nursing Pediatric Course (Registered Nurses only) Neonatal Resuscitation Program Certification (Paramedics, Registered Nurses only) Completion of W.Va EMT-Basic Recertification Program or Equivalent (Registered Nurses only) NIMS Training IS 100, 200, 700, 800 and Hazardous Materials



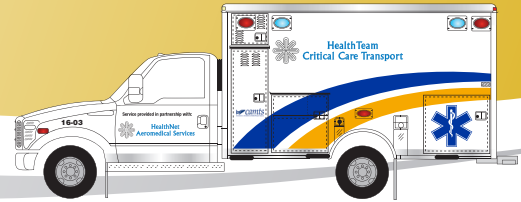
Ground Team Leader – Continued

<p>Post-Hire Certifications and/or Registrations:</p>	<p>Satisfactory Completion of HealthNet Aeromedical Services Initial Ground Team Member Orientation Program Completion of Specialty RN Certification (CFRN, CEN, CCRN (Registered Nurses) or CF-P (Paramedics) Within Two Years of Initial Hire</p>
<p>Physical Demands:</p>	<p>Ability to lift, push, pull and transfer patients of high weights with limited resources Ability to twist upper body while moving patients and/or equipment Ability to stand, walk, climb, balance, reach, stoop, bend, crawl and crouch for extended time periods Ability to adapt to rapidly changing and potentially extreme environmental conditions Ability to smell and identify odors Ability to use close, distant and peripheral vision, depth perception, and visual focus Ability to clearly hear and interpret voice, two-way radio and telephone communication Ability to successfully complete initial and recurrent physical examination including body weight Ability to successfully complete initial and recurrent physical agility test</p>
<p>Post-Hire/On-Going Personal Assessments:</p>	<p>Ground Transport safety assessment Randomized annual motor vehicle operator report Randomized drug and alcohol usage testing Understanding of and response to market specific business challenges and successes Annual clinical competency evaluation</p>
<p>Position Specific Accountabilities:</p>	<p>Maintains all requirements and fulfills all essential functions of a clinical ground team member. Serves as a role model for provision of customer focused critical care transport medicine. Recommends and implements change to improve efficiency and effectiveness of ground operations and overall program performance. Assigns, tracks and monitors responsibilities and projects to medical ground team members. In collaboration with Director of Education, assists in completion of new employee orientation. Functions as a resource for dissemination of information to subordinates. Assures proper use, maintenance, and repair of equipment and supplies; participates in the evaluation of new equipment/supplies; oversees inventory and supplies at base level. Oversees maintenance and organization of crew quarters; assures that assigned base(s) meets regulatory agency requirements, safety standards, and infection control policy. Provides duty schedule and assures proper ground team member coverage for all shifts at assigned base(s) (monthly schedule, ill call-in coverage, vacation coverage, approval of schedule changes). Receives feedback related to ground transport issues/concerns; resolves issues/concerns and/or refers to appropriate senior leader for resolution. As appropriate, participates in local EMS/hospital/advisory committees as HealthNet Aeromedical Services representative. If applicable at assigned base(s), administers customer ride-along observer program. Ensures ground team members receive appropriate clinical care and follow-up for work-related injuries and exposures utilizing occupational health provider; submits appropriate worker's compensation documents to senior leadership and others as required. In collaboration with the Interview Committee, provides input for selection of subordinate staff members.</p>



HealthTeam Critical Care Transport

Position Description



Ground Team Leader – Continued

<p>Position Specific Accountabilities Continued:</p>	<p>In collaboration with the Directors of Ground Operations, prepares and completes initial and recurrent subordinate position performance evaluations.</p> <p>In collaboration with the Director of Ground Operations and Human Resources representatives, initiates initial disciplinary action for administrative and behavioral deficiencies; refers ongoing deficiencies requiring further disciplinary action to the VP of Clinical Operations.</p> <p>In conjunction with the Director of Education, monitors ground team member compliance with licensure, certification, clinical requirements, OSHA training/testing and advanced procedure standards.</p> <p>In collaboration with the Director of Education, identifies and remediates deficiencies in subordinate clinical performance.</p> <p>In collaboration with the Directors of Ground Operations and Education, develops and revises operational and clinical standards.</p> <p>Assists with clinical documentation review and quality assurance and improvement data collection as assigned.</p> <p>Performs other duties as assigned by members of the HealthTeam Critical Care Transport, LLC senior leadership team.</p>
<p>Performance Evaluation Schedule:</p>	<p>Annually on anniversary date of initial hire or transfer/promotion</p>
<p>Initial Approval/Date:</p>	<p>CB 12/2012</p>
<p>Review/Revise Dates:</p>	<p>CB 02/2020</p>