

**EMSC STATE PARTNERSHIP**  
**PROGRAM MANAGER JOB DESCRIPTION AND DETAILED SCOPE OF WORK**

**Position Title**

Emergency Medical Services for Children (EMSC), State Partnership Program Manager

**Primary Role**

The primary role of the State Partnership program manager is to coordinate and manage all aspects of the EMSC State Partnership program to ensure that the emergency care needs of children are well integrated throughout the entire continuum of care from illness and injury prevention to bystander care, dispatch, prehospital EMS, definitive hospital care, rehabilitation, and return to community.

**Skills Required and Corresponding Duties**

**Data Collection Oversight:**

- Working with the National EMSC Data Analysis Resource Center (NEDARC) to optimize survey techniques of hospitals and EMS agencies.
- Working with the EMSC National Resource Center (NRC) to identify and coordinate state and national champions to support data collection and improve response rates.
- Monitoring and updating the Health Resources and Services Administration (HRSA) Electronic Handbook as required by the federal program.

**Advocacy:**

- Working with EMSC family representatives, the EMSC Advisory Council, and the NRC to develop policy statements regarding pediatric prehospital and hospital-based emergency care.
- Affect change in pediatric emergency care policy by collaborating with state governmental organizations, such as the [STATE HEALTH DEPARTMENT, EMS REGULATORY BODY], [EMS BOARD OR ADVISORY COUNCIL], and local municipally-based EMS agencies.
- Collaborating with organizations that impact pediatric health care policy in [YOUR STATE], such as the [HOSPITAL ASSOCIATION, CHILDREN'S HOSPITAL ASSOCIATION AND THE STATE CHAPTER OF THE AMERICAN PEDIATRIC SOCIETY, ETC].

**Leadership:**

- Working with the NRC and other EMSC program managers across the nation to identify best practices for achieving the EMSC performance measures.
- Developing and maintaining partnerships and collaboratives to improve pediatric emergency education, research, and patient care. Serve as an EMSC liaison to other departments/programs within [YOUR STATE] assuring the integration of pediatric priorities into disaster planning, EMS education, injury prevention, and trauma system development
- Serving as liaison to the federal EMSC Program.
- Representing [YOUR STATE] on the NASEMSO Pediatric Emergency Care Council (PECC).
- Providing support and direction to EMSC Advisory Council by defining membership roles and responsibilities, recruiting new members, and organizing quarterly meetings.

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**Program Planning:**

- Assessing emergency care needs of children within [YOUR STATE] utilizing state data sources where possible.
- Identifying and prioritizing initiatives to improve the emergency care of children within the state utilizing data, guidance from the EMSC Advisory Committee, and model programs developed by other states.
- Responsible for seeking and applying for federal funds to support program priorities and initiatives.

**Program Implementation:**

- Ensuring that EMSC performance measure program activities are on track and that targets of implementation are met.
- Coordinating numerous initiatives (e.g. annual state pediatric conferences; EMSC educational calendar that is circulated to all EMS services, regions, and emergency departments; injury prevention workshops for day care providers, etc.)
- Marketing state program to increase knowledge of and support for EMSC throughout [YOUR STATE] (i.e. provide EMSC materials for dissemination at community health fairs, state school nursing association, state hospital association, and state EMS conferences and meetings.)

**Program Evaluation:**

- Submitting required progress and status reports to the federal EMSC program.
- Monitoring the outcomes of all grant funded activities.
- Utilizing data when possible to identify successes and areas for performance improvement.

**Qualifications and Prior Experience**

**Required:**

- Bachelor's degree
- Prior experience working in emergency care, pediatric care, public health, or public policy

**Desired:**

- Provider-level experience as an emergency medical technician (EMT) or nurse in an emergency department
- Master's level education in public health or public policy

**Hours and Travel**

- Full time position (40 hours per week)
- Out of state travel required [TWICE A YEAR FOR 4 DAYS AT A TIME]. All travel expenses will be reimbursed.
- In-state travel will be required [AT A MINIMUM OF 4 TIMES A YEAR, AND A MAXIMUM OF ONCE A MONTH]

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**Salary and Benefits**

The annual salary for [CURRENT FISCAL YEAR] is [\$XX,XXX]. The position is classified as [STAFF LEVEL 2] and includes additional fringe benefits such as: [FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA) EMPLOYER CONTRIBUTION, MEDICARE CONTRIBUTION, WORKER'S COMPENSATION, UNEMPLOYMENT, RETIREMENT SAVINGS ACCOUNT CONTRIBUTION, ACCIDENTAL DEATH AND DISABILITY, LIFE INSURANCE, LONG TERM DISABILITY, TUITION REIMBURSEMENT, AND EMERGENCY CHILD CARE, MEDICAL AND DENTAL COVERAGE].