



Request for Letters of Interest (LOI)

No. DPH/081

Emergency Medical Services – Medical Director Services

The County of Sacramento, Department of Health Services, Division of Public Health, Emergency Medical Services (EMS) Agency is requesting a qualified applicant/organization to establish a contract for EMS Medical Director services. The EMS Medical Director provides leadership and expert opinion in the medical oversight, direction and coordination of Emergency Medical Services in Sacramento County. The EMS Agency Medical Director is a 0.75 FTE position averaging 30 hours per week. This position is a direct report to the County EMS Administrator.

The awarded applicant or organization will provide medical control and ensure medical accountability throughout the planning, implementation and evaluation of the EMS System. The awarded individual or organization will be responsible for implementing tasks such as those outlined in the attached Scope of Work. Services will be performed in accordance with the terms, conditions and specification contained herein.

The individual or organization MUST meet ALL of the following minimum requirements:

1. Possession of a valid license as a physician and ability to practice in the State of California.
2. Have at least two (2) or more years of experience in emergency department practice including trauma, stroke and STEMI services.
3. Active or recent (within the last five (5) years) work as an emergency department physician. If currently employed by a hospital system, may be employed and working in a non-managerial position within a Sacramento County hospital.
4. Must be available for weekly onsite meetings in Sacramento County.
5. Have at least one (1) year of experience in an administrative staff capacity with an advanced level of responsibility working in the administration and management of an emergency medical services program.
6. Have two (2) years of experience working with multi-disciplinary committees.
7. Single individual or agency responses only. No collaborations, partnerships, multi-agency, or fiscal sponsorship responses will be accepted.

Desirable Qualifications:

1. Board certified in Emergency Medicine.
2. Member of the California Medical Association (CMA), American College of Emergency Physicians (ACEP), National Association of EMS Physicians and/or Emergency Medical Director Association of California (EMDAC).
3. Familiar with and knowledgeable in prehospital protocols, system issues, quality improvement processes, case review and disciplinary issues.

Interested individuals or organizations must respond using the form at the end of this document by the due date (see below). The form must include your individual or organization's information – legal name, address, contact name, phone, e-mail, and must be signed by a person with contract signing authority. Electronic and scanned authorized signature will be accepted.

The successful applicant(s) shall be required to sign a Sacramento County contract template, and must agree to all terms and conditions of the contract with Sacramento County.

This will be the only advertisement of this request for LOI. The County of Sacramento reserves the right to cancel this public notice and/or issue a Request for Proposal (RFP) for these services, to reject any or all LOIs and/or proposals, and to determine which LOI and/or proposal shall be accepted. Only those individuals or agencies that successfully respond to this public notice are eligible to participate in the RFP for these services if a RFP is utilized in the future. This will be the only advertisement of this public notice and/or RFP if utilized. In addition, the County reserves the right to make a contract award to one bidder for all of the services.

Responses are due and must be emailed to David Magnino at MagninoD@saccounty.gov by 5:00 PM (PST), February 10, 2023. The following will not be accepted: hard copies of responses that are delivered to County locations, emailed responses to any other email address, or faxed responses. Late submissions will not be accepted. Release date: January 17, 2023

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Emergency Medical Services – Medical Director Services Scope of Work

Objective 1
Administrative Duties
<ul style="list-style-type: none">• Provide medical oversight and direction to the Emergency Medical Services (EMS) system, including but not limited to: EMS Agency staff, emergency medical dispatchers, advanced and basic life support programs, emergency and non-emergency ambulance services, patient destination, specialty care systems and all other emergency medical services elements.
<ul style="list-style-type: none">• Develop an annual work plan for review and discussion/approval with the EMS Administrator that identifies key clinical improvement projects, and ongoing clinical oversight and performance improvement activities, which shall be updated each year by September 30th.
<ul style="list-style-type: none">• Identify a work schedule that is mutually agreed to by the contactor and the EMS Administrator that includes set number of on-site EMS office hours per month based on operational needs.
<ul style="list-style-type: none">• Submit a monthly work invoice by the 10th day of each month, that identifies the previous month's number of hours worked in mutually agreed upon categories, understanding that these may be adjusted over the term of the contract to meet both operational needs and workflow demands.
<ul style="list-style-type: none">• Conduct reviews of patient care complaints and help to resolve issue(s).
<ul style="list-style-type: none">• Assist in the approval and monitoring of training programs at the Emergency Medical Responder, Emergency Medical Technician and Paramedic levels.
<ul style="list-style-type: none">• Review new and renewing applicant background checks for potential certification issues, and issue final certification/re-certification approval.
<ul style="list-style-type: none">• Participate in EMS personnel investigations in accordance with statutes, regulations, and local policy.
Objective 2
Clinical Leadership Duties
<ul style="list-style-type: none">• Provide leadership, medical oversight and actively participate in clinical quality improvement activities in the EMS system, including trauma, STEMI, Stroke and other specialty care systems.
<ul style="list-style-type: none">• Develop medical protocols and policies using an evidence-based model for all components of the emergency medical services system. Review/revise existing policies and procedures annually, or as needed, to meet current standards. Establish guidelines for providers for submission, review and feedback of policies and procedures.
<ul style="list-style-type: none">• Review EMS system clinical incidents weekly and make performance improvement recommendations for both individual providers and the overall EMS system.
<ul style="list-style-type: none">• With the EMS Administrator's approval, direct clinical research relating to the EMS system in the County.
<ul style="list-style-type: none">• In major incidents, be prepared to provide medical direction and/or serve as a medical spokesperson and/or provide medical consultation to other divisions of the County Health System as requested by EMS Administrator.
<ul style="list-style-type: none">• Ensure that subject matter experts are available, and a process exists to support secondary transfer prioritization in specialty surge (e.g. burn, pediatric) mass casualty situations.
<ul style="list-style-type: none">• Review and provide medical direction for the development and maintenance of Quality Improvement/Quality Assurance programs, inclusive of all provider agencies within the EMS System.
<ul style="list-style-type: none">• Guide enhancement of the EMS System, including Trauma, STEMI, Stroke and Cardiac Arrest Systems of Care.

Objective 3
Overall Leadership, Interpersonal Relationships, System Change Agent
<ul style="list-style-type: none"> • Participate in EMS Agency leadership team meetings as defined by the EMS Administrator.
<ul style="list-style-type: none"> • Attend EMS system meetings, as directed by the EMS Administrator. Prior to meetings create, review, and approve presentation documents and materials within specified timeframes. Be on-time and prepared to actively participate. Meetings will include, but are not limited to, STEMI Advisory Committee, Stroke Advisory Committee, Medical Advisory Committee, Operational Advisory Committee, Trauma Review Committee, Technical Advisory Group and Emergency Medical Advisory Group.
<ul style="list-style-type: none"> • Represent the County at state and local meetings including: <ul style="list-style-type: none"> ○ Emergency Medical Directors Association of California (EMDAC) ○ Annual Emergency Medical Services Administrators Association of California (EMSAAC) conference ○ Trauma Committees (Sacramento Region, North Regional Committee) ○ Others as agreed upon by both the Contractor and the EMS Administrator
<ul style="list-style-type: none"> • Be familiar with EMS administrative and legislative processes.
<ul style="list-style-type: none"> • Act as EMS Agency liaison and change agent with local physicians and hospitals: <ul style="list-style-type: none"> ○ Participate with the EMS Administrator in meetings with hospitals to represent the EMS System with continued participation in "Get with the Guidelines", "CARES" and other data compliant systems to support overall system performance improvement activities. ○ Attend the Hospital Consortium Board meetings as requested to present EMS system clinical process improvement outcomes.
Objective 4
Communication Duties
<ul style="list-style-type: none"> • Respond to all phone, text and email correspondence (utilizing Sacramento County email) within one business day, unless Contractor has provided notification to the EMS Administrator of an extended time, they will not be available.
<ul style="list-style-type: none"> • Submit monthly work schedules two (2) months in advance to the EMS Administrator.
<ul style="list-style-type: none"> • Notify the EMS Administrator when Contractor is not able to attend a regularly scheduled EMS Agency meeting or when out of town or on vacation and not available for an extended period, as part of a monthly work schedule.
<ul style="list-style-type: none"> • Identify and disclose any potential conflicts of interests, including but not limited to, financial conflicts associated with the Medical Director or their immediate family's financial interest in products or services that might be used by the EMS Agency or their participants. <ul style="list-style-type: none"> ○ Do not wear custom logo clothing other than that provided by Sacramento County EMS Agency while performing the duties as identified in the contract. ○ Recuse yourself from all contracting or other financial decisions where a financial conflict of interest exists.
Objective 5
Additional Requirement
<ul style="list-style-type: none"> • Activities delineated above shall be priority functions performed before other EMS Medical Director activities and shall be completed within the time allotted in the contract.
<ul style="list-style-type: none"> • Working for, or representing any organization that would impact the operations and functions of EMS Agency is prohibited.
<ul style="list-style-type: none"> • Participating in County trauma center verification/designation activities is prohibited.

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Emergency Medical Services – Medical Director Services

Individual's or Organization's Legal Name:	
Address:	
Phone:	
E-Mail:	
Contact Name:	

Submission of this Letter of Interest serves as a notice that our organization is interested in applying for LOI No. DPH/081.

Minimum Requirements:

1. Possession of a valid license as a physician and ability to practice in the State of California.
2. Have at least two (2) or more years of experience in emergency department practice including trauma, stroke and STEMI services.
3. Active or recent (within the last five (5) years) work as an emergency department physician. If currently employed by a hospital system, may be employed and working in a non-managerial position within a Sacramento County hospital.
4. Must be available for weekly onsite meetings in Sacramento County.
5. Have at least one (1) year of experience in an administrative staff capacity with an advanced level of responsibility working in the administration and management of an emergency medical services program.
6. Have two (2) years of experience working with multi-disciplinary committees.
7. Single individual or agency responses only. No collaborations, partnerships, multi-agency, or fiscal sponsorship responses will be accepted.

I hereby certify that my organization meets the above minimum requirements:

Signature

Date

Printed Name

Title