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JOB DESCRIPTION – AEROMEDICAL TRANSPORT SPECIALIST

1 of 2

The Aeromedical Transport Specialist shall meet the following criteria:

QUALIFICATIONS

- Q-1 Have a minimum of 3 years experience in a critical care setting as a Licensed Physician, Registered Nurse, Paramedic, and/or Registered Respiratory Therapist with current licensure as required by local regulations. Physicians, Registered Nurses, and Registered Respiratory Therapists must be currently working in a critical care area for the past 2 years, ie: ICU, CCU, ER, etc. Paramedics must be currently in a Senior/Charge position for the past 2 years with a pre-hospital, advanced life support service that has transport capabilities. Those employees who do not remain in a critical care setting must complete, at a minimum, a bi-annual critical care training rotation as outlined by the Medical Director. This training rotation should be specific to meet the employee's on-going educational requirements.
- Q-2 Provide documentation of 5 successful live or manikin adult intubations, or be in the process of obtaining this training.
- Q-3 Maintain current Advanced Cardiac Life Support certification or equivalent.
- Q-4 Maintain current Red Cross or American Heart Association BCLS or CPR certification.
- Q-5 Complete the DOT Air Medical Crew Training Curriculum, or equivalent, as approved by the Medical Director.
- Q-6 Successfully complete an approved Bloodborne Pathogen/HIV Training Program.
- Q-7 Have successfully completed an approved Safety Module.
- Q-8 Attend all In-Service training meeting and/or complete the Training Mod as outlined by the Medical Director.
- Q-9 Complete all additional training as directed by the Medical Director.
- Q-10 Maintain a current TB test on file.

JOB DESCRIPTION – AEROMEDICAL TRANSPORT SPECIALIST

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DUTIES:

- D-1 Provide caring and professional medical care as outlined in the Air Trek Protocols, generally accepted standards in aeromedical care, and standards outlined by local regulations.
- D-2 Perform all patient care procedures as outlined in the Medical Protocols or as requested of the sending physician. Call Operations first with any concern, and then notify the Medical Director as required.
- D-3 Adhere to Air Trek's Policy & Procedures Manual.
- D-4 Act in a respectful and professional manner with all fellow employees and ancillary personnel. Verbal and/or physical abuse of any co-worker will not be tolerated and may be grounds for disciplinary action.
- D-5 Notify the Flight Coordinators of any schedule changes.
- D-6 Complete a pre-flight check of all medical equipment, assuring all equipment is stocked and in proper working order.
- D-7 Place the appropriate medical equipment required to care for the patient aboard the aircraft.
- D-8 Assure that family members are made comfortable during the transport.
- D-9 Return the medical equipment to their proper storage places, restock any supplies used, and clean any equipment utilized.
- D-10 Maintain current licensure and credentials as required by state and local regulations. Be able to show documentation of these credentials during the course of the mission.
- D-11 Complete any other task as assigned by the Senior ATS, Medical Director, Director of Operations, and/or Chief Pilot.
- D-12 Assist with the development of new protocols, policies, and procedures needed to improve patient care and flight operations.

Qualifications and Duties may be amended by the Director of Operations on an individual bases if necessary.

JOB DESCRIPTION – ASSISTANT FLIGHT COORDINATOR

1 of 2

The Assistant Flight Coordinator shall meet the following criteria:

QUALIFICATIONS

- Q-1 Have a minimum education of no less than a high school diploma – or equivalent.
- Q-2 Possess basic computer skills with proficiency in all applications of Microsoft Office.
- Q-3 Demonstrate basic office, clerical, and secretarial skills
- Q-4 Be able to work with, service, and maintain basic office equipment such as the ability to change fax cartridges, repair paper jams in photo copiers, etc.
- Q-5 Flexible work schedule to include nights, weekends and holidays.
- Q-6 Must possess strong communications and phone skills.
- Q-7 Must have excellent multitasking and stress management skills.
- Q-8 Have a high level of personal and professional organization with attention to the details.
- Q-9 Bi-lingual and aviation background are a major advantage in this job.

DUTIES

- D-1 Assist the Customer Service Representatives with logistical support related to price quotes and flight information for potential customers and clients.
- D-2 Learn the basic capabilities and limitations of each aircraft – to include an overview of Air Trek's aviation operations.
- D-3 Represent the company in a professional and respect manner to our customers, family members, ancillary agencies, co-workers, and flight crews.
- D-4 Coordinate, arrange, and schedule all aspects of the customers transport including aircraft availability, pilot and medical staff availability, arrange ground ambulances, etc. in conjunction with the Customer Service Representative.

JOB DESCRIPTION – ASSISTANT FLIGHT COORDINATOR

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- D-5 Provide the flight crews with logistical support throughout each stage of the transport – act as a resource for the pilots and medical staff.
- D-6 Successfully complete all training as directed by the management staff.
- D-7 Complete any other tasks as assigned by the management team.

Qualifications and Duties may be amended by the Director of Operations on an individual bases if necessary.

JOB DESCRIPTION – CLINICAL CARE SUPERVISOR

1 of 2

The Clinical Care Supervisor shall meet the following criteria:

QUALIFICATIONS

- Q-1 Be currently licensed as a Licensed Physician, Registered Nurse, and/or Paramedic per local regulations and currently meet all Senior ATS requirements.
- Q-2 Have a minimum of three years current critical care experience in an ICU, CCU, ER, and/or Charge Paramedic setting.
- Q-3 Have a minimum of one year flight experience.
- Q-4 Document a minimum of 200 aeromedical flight hours.
- Q-5 Maintain current certification in Advanced Cardiac Life Support or equivalent. (Instructor Preferred)
- Q-6 Maintain current Red Cross or AHA BCLS or CPR certification. (Instructor Preferred)
- Q-7 Maintain current Provider certification in BTLs, FNATC, TNCC, or equivalent. (Instructor Preferred)
- Q-8 Maintain current certification in Pediatric Advanced Life Support or equivalent. (Instructor Preferred)
- Q-9 Complete the DOT Air Medical Crew Training Curriculum as approved by the Medical Director.
- Q-10 Successfully complete an approved Bloodborne Pathogen/HIV Training Program.
- Q-11 Have successfully completed an approved Safety Module.
- Q-12 Complete the Trauma Training Program as approved by the Medical Director.
- Q-13 Successfully complete all written and practical exams set forth by the Medical Director.
- Q-14 Meet the qualifications for a Senior Aeromedical Transport Specialist.

JOB DESCRIPTION – CLINICAL CARE SUPERVISOR

2 of 3

- Q-15 Complete the competency evaluations as required by the Medical Director.

DUTIES

- D-1 Coordinate all In-Service training meetings and develop the Training Modules as outlined by the Medical Director.
- D-2 Develop and coordinate orientation training for Flight Training personnel.
- D-3 Coordinate all additional and advanced training as directed by the Medical Director.
- D-4 Act in a respectful and professional manner with all fellow employees and ancillary personnel. Verbal and/or physical abuse of any co-worker will not be tolerated and may be grounds for disciplinary action.
- D-5 Shall be an active member of the Performance Improvement and Safety Committees and assist the Medical Director with review of charts for Continued Quality Improvement.
- D-6 Shall be actively involved in hiring practices of medical personnel as directed by the Director of Operations and/or the Medical Director. Including review of Pre-Employment Test, Application and Aeromedical Course.
- D-7 Perform all patient care procedures as outlined in the Medical Protocols or as requested by the sending physician. Call Operations first with any concern, then notify the Medical Director as required.
- D-8 Ensure all medical staff complete the required training competencies and all tests.
- D-9 Establish standards for infection control.
- D-10 Establish standards for stress recognition and management.
- D-11 Ensure a mechanism is in place for the evaluation of clinical competencies and skills.

JOB DESCRIPTION – CLINICAL CARE SUPERVISOR

3 of 3

- D-12 Maintain current licensure and credentials as required by state and local regulations. Be able to show documentation of these credentials during the course of the mission.
- D-13 Ensure newly hired ATS are oriented and trained.
- D-14 Any additional tasks as required from the Medical Director and/or the Director of Operations.

Qualifications and Duties may be amended by the Director of Operations on an individual bases if necessary.

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**JOB DESCRIPTION – FLIGHT COORDINATOR /
CUSTOMER SERVICE REPRESENTATIVE**

1 of 2

The Flight Coordinator/Customer Service Representative shall meet the following criteria:

QUALIFICATIONS

- Q-1 Have a minimum education of no less than a high school diploma – or equivalent.
- Q-2 Possess basic computer skills with proficiency in all applications of Microsoft Office.
- Q-3 Demonstrate basic office, clerical, and secretarial skills
- Q-4 Be able to work with, service, and maintain basic office equipment such as the ability to change fax cartridges, repair paper jams in photo copiers, etc.
- Q-5 Flexible work schedule to include nights, weekends and holidays.
- Q-6 Must possess strong communications and phone skills.
- Q-7 Must have excellent multitasking and stress management skills.
- Q-8 Have a high level of personal and professional organization with attention to the details.
- Q-9 Customer Service Representatives must successfully complete the NAACS certification process.
- Q-10 Bi-lingual and aviation background are a major advantage in this job.

DUTIES

- D-1 Provide price quotes and flight information to potential customers and clients.
- D-2 Understand the capabilities and limitations of each aircraft – to include an educated knowledge of Air Trek's aviation operations.
- D-3 Interact with customers to find the best transport that fits the customer's needs.
- D-4 Represent the company in a professional and respect manner to our customers, family members, ancillary agencies, co-workers, and flight crews.

**JOB DESCRIPTION – FLIGHT COORDINATOR /
CUSTOMER SERVICE REPRESENTATIVE**

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- D-4 Coordinate, arrange, and schedule all aspects of the customers transport including aircraft availability, pilot and medical staff availability, arrange ground ambulances, etc.
- D-5 Ensure the overall transport appears seamless to the customer.
- D-6 Provide the flight crews with logistical support throughout each stage of the transport – act as a resource for the pilots and medical staff.
- D-7 Perform flight following duties as required by company policy.
- D-8 Prepare the necessary paperwork for flights and file all necessary forms with the appropriate authorities.
- D-9 Schedule the pilot and medical staff in accordance with approximate crew duty time.
- D-10 Become a mentor for the Assistant Flight Coordinators and assist co-workers with their concerns to ensure a team approach is maintained to address all issues.
- D-11 Successfully complete an approved Safety Module.
- D-12 Successfully complete an approved Bloodborne Pathogen/HIV Training Program.
- D-13 Successfully complete all training as directed by the management staff.
- D-14 Complete any other tasks as assigned by the management team.

Qualifications and Duties may be amended by the Director of Operations on an individual bases if necessary.

JOB DESCRIPTION – FLIGHT SAFETY OFFICER

1 of 2

The Flight Safety Officer will be assigned on a case by case basis to assist the specialty/guest team with the aircraft systems. From time to time we may provide our aircraft for a medical facility or another air ambulance service. In some of these situations a Flight Safety Officer may be added at the request of the referral source or at the discretion of the Director of Operations or designee. This Flight Safety Officer shall be responsible for the following:

QUALIFICATIONS

- Q-1 Be licensed as a DO, MD, RN, and/or Paramedic per local regulations and currently meet all current ATS requirements.
- Q-2 Complete all safety training as required by the Director of Operations and/or designee.

DUTIES

- D-1 Complete the following **Pre-Flight** duties:
- A. Ensure ample supply of snacks and drinks aboard
 - B. Prepare any medical equipment requested for the mission
 - C. Check that the on-board oxygen is filled
 - D. Ensure portable oxygen is filled with regulator attached
 - E. Ensure the aircraft is clean and orderly
 - F. Ensure the aircraft has ample supply of linens, pillows, etc
- D-2 Complete the following **Training Outline** with those aboard:
- A. Complete Safety/Survival Outline with specialty team members
 - 1. Sign form and return this to Operations
 - B. Provide pre-flight safety briefing
 - 1. Explain the emergency exits
 - 2. Location of the survival kits
 - 3. Procedures to deplane the patient
 - 4. Properly securing the equipment during flight
 - 5. Make sure everyone wears seatbelt during flight
- D-3 Complete the following **during transport**:
- A. Supervise patient boarding and deplaning
 - B. Assist the specialty team members with any tasks requested
 - C. Function as on-site representative for Air Trek operations

JOB DESCRIPTION – FLIGHT SAFETY OFFICER

2 of 2

D-4 Complete the following **post** flight:

- A. Provide Post-Flight Cleaning of the Aircraft
- B. Return medical equipment to supply areas
- C. Complete any required paperwork and forms
- D. Ensure the aircraft is readied for the next mission

D-5 Complete the following **special Situations**:

- A. Complete all task as assigned by the Director of Operations

Qualifications and Duties may be amended by the Director of Operations on an individual bases if necessary.

JOB DESCRIPTION – FLIGHT TRAINING PERSONNEL

1 of 2

The Flight Training Personnel shall meet the following criteria:

QUALIFICATIONS

- Q-1 Be licensed as a DO, MD, RN, and/or Paramedic per local regulations and currently meet all Senior ATS requirements.
- Q-2 Have a minimum of three years current experience in a critical care setting, ie: ICU, CCU, PCU, PACU, ER, etc, or as a Charge/Senior Paramedic as approved by the Medical Director.
- Q-3 Maintain current ACLS certification. (Instructor preferred)
- Q-4 Maintain current American Heart Association BCLS/CPR certification. (Instructor preferred)
- Q-5 Complete the DOT Air Medical Crew Training Curriculum as approved by the Medical Director.
- Q-6 Complete an approved Bloodborne Pathogens/HIV Training Program.
- Q-7 Complete all competencies as required by the Medical Director.
- Q-8 Prior experience in public speaking/public education is desired.
- Q-9 Maintain current Pediatric Advanced Life Support Certification, Advanced Pediatric Life Support Certification, or an equivalent pediatric training program as approved per the Medical Director. (Instructor preferred)
- Q-10 Meet all requirements and recommendations of the Air Trek management and be approved by the Medical Director.
- Q-11 Complete all training as directed by the Medical Director.

DUTIES

- D-1 Assist in developing, implementing, and evaluating all monthly training sessions and new employee orientation programs.
- D-2 Evaluate and educate all ATS personnel per the **Orientation Policies** and assist them in becoming Senior qualified.
- D-3 Act in a respectful and professional manner with all fellow employees and ancillary personnel. Verbal and/or physical abuse of any co-worker will not be tolerated and may be grounds for disciplinary action.

JOB DESCRIPTION – FLIGHT TRAINING PERSONNEL

2 of 2

- D-4 Maintain current licensure and credentials as required by state and local regulations. Be able to show documentation of these credentials during the course of the mission.
- D-5 Complete any additional duties as required by the Medical Director or Air Trek management staff.

Qualifications and Duties may be amended by the Director of Operations on an individual bases if necessary.

JOB DESCRIPTION – LEAD MEDICAL PERSON

1 of 2

The Lead Medical Person shall meet the following criteria:

QUALIFICATIONS

- Q-1 Be currently licensed as a Registered Nurse or Paramedic per local regulations and meet all Senior ATS requirements.
- Q-2 Have a minimum of three years of current critical care experience; i.e.: ICU, CCU, ER.
- Q-3 Have a minimum of one year flight experience.
- Q-4 Document a minimum of 200 aeromedical flight hours.
- Q-5 Maintain current certification in Advanced Cardiac Life Support or equivalent.
- Q-6 Maintain current Red Cross or AHA BCLS or CPR certification.
- Q-7 Maintain current certification in Pediatric Advanced Life Support or equivalent.
- Q-8 Possess previous educational or instructional experience as required to assist with training module development.
- Q-9 Complete the DOT Air Medical Crew Training Curriculum as approved by the Medical Director.
- Q-10 Successfully complete an approved Bloodborne Pathogen/HIV Training Program.
- Q-11 Have successfully completed an approved Safety Module.
- Q-12 Successfully complete all written exams and competency evaluations set forth by the Medical Director.

DUTIES

- D-1 Provide leadership role as a resource for all personnel.

JOB DESCRIPTION – LEAD MEDICAL PERSON

2 of 2

- D-2 Assist with In-Service training and the development of Training Modules as requested by the Director of Operations and/or Medical Director.
- D-3 Assist with the orientation training for the Flight Training Officer (FTO) program.
- D-4 Assist the medical flight team members with additional or advanced training as directed by the Director of Operations and/or Medical Director.
- D-5 Work in conjunction with the Director of Operations to coordinate/assist with any projects, duties, regulatory mandates, etc.
- D-6 Assist the Flight Coordinators in obtaining medical reports, acting as a liaison with the referral agents, or any additional duty required that ensures the flight is completed in a timely and safe manner.
- D-7 Maintain active participation and attendance in the Performance Improvement and Safety Committees, as the flight schedule allows.
- D-8 Assist the Director of Operations in the field evaluation of the medical staff's clinical competencies, skills, and flight related duties
- D-9 Any additional tasks as required from the Medical Director and/or the Director of Operations.

JOB DESCRIPTION – MEDICAL CONTROL PHYSICIAN

The Medical Control Physician shall meet the following criteria:

QUALIFICATIONS

- Q-1 Be currently licensed as a Physician per local regulations.
- Q-2 Maintain current certification in Advanced Cardiac Life Support or equivalent.
- Q-3 ATLS, NALS, and PALS training preferred.
- Q-4 Have completed Aviation Physiology Program or training.
- Q-5 Be experienced and familiar with the general concepts for, utilization of, and altitude physiology effects seen with fixed wing transports.
- Q-6 Board eligibility or board certification in specialty trained area is preferred.

DUTIES

- D-1 Oversee all patient care issues in the absence of the Medical Director.
- D-2 Be readily availability for consultation on those patients as outlined in the Medical Protocols.
- D-3 Notify the Director of Operations of any schedule changes.
- D-4 Act in a respectful and professional manner with all fellow employees and ancillary personnel. Verbal and/or physical abuse of any co-worker will not be tolerated and may be grounds for disciplinary action.
- D-5 Shall be familiar in how to contact any specialty care physicians for consultation as needed. Call Operations first with any concern, and then notify the Medical Director as required.
- D-6 Maintain current licensure and credentials as required by state and local regulations. Be able to show documentation of these credentials during the course of the mission.
- D-7 Will complete any additional tasks as required by the Medical Director or the Director of Operations.

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JOB DESCRIPTION – MEDICAL EQUIPMENT COORDINATOR

1 of 2

The Medical Equipment Coordinator shall meet the following criteria:

QUALIFICATIONS

- Q-1 Have a minimum education of no less than a high school diploma – or equivalent.
- Q-2 Possess basic computer skills with proficiency in all applications of Microsoft Office.
- Q-3 Demonstrate basic office, clerical, and secretarial skills
- Q-4 Be able to work with, service, and maintain the basic medical equipment utilized during the course of a flight, to include the heart monitor, IV pumps, suction, ventilators, etc.
- Q-5 Flexible work schedule to include nights, weekends and holidays, as needed to ensure mission readiness.
- Q-6 Possess strong communications and phone skills.
- Q-7 Maintain excellent multitasking and stress management and organizational skills.
- Q-8 High level of personal and professional organizational skills with attention to the details.
- Q-9 Bi-lingual and aviation background preferred.
- Q-10 Current Registered Nurse, Paramedic, LPN, or Emergency Medical Technician preferred.

DUTIES

- D-1 Maintain inventory of all medical equipment and supplies required to ensure mission readiness.
- D-2 Check, clean, inspect, and organize all medical equipment and medical supply room to ensure mission readiness.
- D-3 Interact with flight, aviation, and office support personnel to ensure all medical equipment and supplies are immediately available when needed for a flight.

JOB DESCRIPTION – MEDICAL EQUIPMENT COORDINATOR

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- D-4 Represent the company in a professional and respectful manner to our customers, family members, ancillary agencies, vendors, co-workers, and flight crews.
- D-4 Coordinate and arrange for preventive maintenance of medical equipment, purchase supplies, and make repairs required while being aware of potential costs and expenses. Maintain prudent purchases as approved by the Director of Operations.
- D-5 Ensure overall medical equipment management is seamless to the internal customer.
- D-6 Provide the flight crews with logistical support throughout each stage of the transport –as requested by the Director of Operations.
- D-7 Make small repairs as needed to address any equipment issues.
- D-8 Communicate with the Director of Operations with regards to medical equipment issues.
- D-9 Communicate with the Director of Maintenance to ensure all medical equipment biomedical inspections are completed in a timely manner.
- D-10 Complete any other tasks as assigned by the management team.
- D-11 Successfully complete all training and educational modules as required by the management team.
- D-12 Work in conjunction with the Director of Operations to coordinate/assist with any projects, duties, regulatory mandates, etc.

JOB DESCRIPTION – MEDICAL DIRECTOR

1 of 2

The Medical Director shall meet the following criteria:

QUALIFICATIONS

- Q-1 Be currently licensed as a Physician per local regulation.
- Q-2 Board eligibility or board certification in specialty-trained area is preferred.
- Q-3 Have completed an Aviation Physiology Program or training.
- Q-4 Be experienced and familiar with the general concepts for, utilization of, and altitude physiology effects seen with fixed wing transports.
- Q-5 Maintain current certification in Advanced Cardiac Life Support or equivalent.
- Q-6 ATLS, NALS, and PALS training preferred.
- Q-7 Meet all the requirements outlined in local regulations Chapter 64E FAC pertaining to Medical Direction.

DUTIES

- D-1 Work in coordination with the management team in overseeing the hiring, initial orientation, and on-going training for the medical flight team members.
- D-2 Act in a respectful and professional manner with all fellow employees and ancillary personnel. Verbal and/or physical abuse of any co-worker will not be tolerated and may be grounds for disciplinary action.
- D-3 Coordinate all disciplinary actions per Director of Operations.
- D-4 Coordinate all Infection/Communicable Disease Control.
- D-5 Coordinate a Stress Management Program.
- D-6 Immediately inform the Director of Operations of any schedule changes.
- D-7 Shall be active member of the Performance Improvement (PI) **AND** Safety Committees.

JOB DESCRIPTION – MEDICAL DIRECTOR

2 of 2

- D-8 Shall be readily available for consultation as outlined in the Medical Protocols. Call Operations immediately with any concern.
- D-9 Oversee all patient care issues, including the review all flight reports for adherence to protocol and acceptable patient care performance.
- D-11 Maintain current licensure and credentials as required by state and local regulations. Be able to show documentation of these credentials during the course of the mission.

Qualifications and Duties may be amended by the Director of Operations on an individual bases if necessary.

JOB DESCRIPTION – SENIOR AEROMEDICAL TRANSPORT SPECIALIST 1 of 3

The Senior ATS shall meet the following minimum criteria:

QUALIFICATIONS

- Q-1 Be currently licensed as a MD, DO, RN, and/or Paramedic required by local regulations.
- Q-2 Have a minimum of three years current experience (within the past six months) in a critical care setting, ie: ICU, CCU, PCU, PACU, ER, etc, or as a Charge/Senior Paramedic as approved by the Medical Director.
- Q-3 Provide documentation of 5 successful live or manikin adult intubations.
- Q-4 Maintain current Advanced Cardiac Life Support certification or equivalent.
- Q-5 Maintain current Red Cross or AHA BCLS or CPR certification.
- Q-6 Have completed the DOT Air Medical Crew Training Curriculum, or equivalent, as approved by the Medical Director.
- Q-7 Successfully complete an approved Bloodborne Pathogen/HIV Training Program.
- Q-8 Have successfully completed an approved Safety Module.
- Q-9 Obtain a minimum of 50 (fifty) patient care flight hours.
- Q-10 Have successfully completed all written and practical exams set forth by the Medical Director.
- Q-11 Attend all In-Service training meetings and/or complete the Training Mod as outlined by the Medical Director.
- Q-12 Complete all additional training as directed by the Medical Director.
- Q-13 Specialty Care Providers must maintain training as required:
 - A. Pediatric Team members shall maintain current training in PALS, APLS, or an equivalent pediatric training program as approved by the Medical Director.
- Q-14 Any of the above may be waived at the discretion of the Medical Director.

JOB DESCRIPTION – SENIOR AEROMEDICAL TRANSPORT SPECIALIST 2 of 3

Q-15 Maintain a current TB test on file.

DUTIES

- D-1 Provide caring and professional medical care as outlined in the Air Trek's Protocols, generally accepted standards in Aeromedical Care, and the standards outlined in local regulations.
- D-2 Perform all patient care procedures as outlined in the Medical Protocols or as requested by the sending physician. Call Operations first with concerns, and then notify Medical Director as required.
- D-3 Adhere to Air Trek's Policy & Procedures.
- D-4 Act in a respectful and professional manner with all fellow employees and ancillary personnel. Verbal and/or physical abuse of any co-worker will not be tolerated and may be grounds for disciplinary action.
- D-5 Act in a respectful and professional manner with all fellow employees and ancillary personnel. Verbal and/or physical abuse of any co-worker will not be tolerated and may be grounds for disciplinary action.
- D-6 Notify the Flight Coordinator of any schedule changes.
- D-7 Supervise Aeromedical Crewmembers and provide guidance to new medical staff.
- D-8 Work closely with fellow team members to ensure the safety of all concerned.
- D-9 Call the sending facility and obtain a report on the patient's medical condition prior to the flight's departure.
- D-10 Notify the Medical Director of the patient's condition per the **NOTIFICATION OF THE MEDICAL DIRECTOR PROTOCOL.**
- D-11 Ensure the patient receives the proper medical care during the transport.
- D-12 Complete the appropriate flight records and paperwork associated with each flight.

JOB DESCRIPTION – SENIOR AEROMEDICAL TRANSPORT SPECIALIST 3 of 3

- D-13 Ensure the aircraft is stocked with the proper medical equipment and supplies.
- D-14 Account for all of the controlled substances found aboard the aircraft.
- D-15 Maintain current licensure and credentials as required by state and local regulations. Be able to show documentation of these credentials during the course of the mission.
- D-16 Complete any other tasks as assigned by the management team.
- D-17 Meet with the Pilot in Command to review any limitations placed on the flight by the patient and or flight operation that may affect the patient and to relay any other pertinent information.
- D-18 Assist with the development of new protocols, policies, and procedures needed to improved patient care and flight operations.

Qualifications and Duties may be amended by the Director of Operations on an individual bases if necessary.

RESERVED