



CENTRAL DUPAGE HOSPITAL
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: EMERGENCY MEDICAL SERVICES ADMINISTRATIVE DIRECTOR

SECTION: SYSTEM OPERATIONS

POLICY NUMBER: F-5

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 AUGUST 2019

NUMBER OF PAGES: 1

PURPOSE:

To define the Central DuPage Hospital Emergency Medical Services System’s (CDHEMSS) Administrative Director’s role within the CDHEMSS.

POLICY:

The CDHEMSS Administrative director shall meet the following requirements:

1. Have a background / experience in Emergency Medical Services (EMS)
2. Act as the liaison between the CDHEMSS and the Resource Hospital leadership and administration
3. Support the CDHEMSS and ensure:
 - a. Budget to support operations exists
 - b. Staffing to support operations exists
 - c. Communication with administration exists
 - d. Goals are set and measured
 - e. Conflict resolution between CDHEMSS and Hospital staff is met

Effective Date:	01 August 2019				
Review Date(s):					
Revision Date(S):					