

**ORDER: APPROVE EMPLOYMENT OF MEDICAL DIRECTOR/JAIL
DOCTOR, TOM FOWLKES WITH A SALARY OF \$83,600.00
EFFECTIVE JANUARY 1, 2022**

Motion was made by Brent Larson, duly seconded by Larry Gillespie, to approve employment of Medical Director/Jail Doctor, Tom Fowlkes with a salary of \$83,600.00 effective January 1, 2022.

The vote on the motion was as follows:

Supervisor Brent Larson, voted yes
Supervisor Larry Gillespie, voted yes
Supervisor David Rikard, voted yes
Supervisor Chad McLarty, voted yes
Supervisor Mike Roberts, absent

After the vote, Vice President McLarty, declared the motion carried, this the 3rd day of January, 2022.



Chad McLarty, Vice President
Board of Supervisors



Sherry Wallace, Chancery Clerk



Lafayette County

MISSISSIPPI

New Hire/Change in Position Form

Department: _____

Employee Name: Tom Fowler

☐ New Employee ☒ Existing

☒ Full Time ☐ Part Time

Current Salary: 33,600

Current Position: jail doctor

New Salary: 83,600

New Position: Medical Director / jail doctor

Effective Date of Hire: 1/1/2022

Signature of Department Head: _____

Date Board approved: _____

Position Description

Position Title:	Medical Director	Date:	01-03-2022
Department:	Administration	Location:	Lafayette Co.
Reports To:	BOS/County Admin.	FLSA Status:	Exempt

Summary:

Under nominal direction, responsible for clinical oversight of pre-hospital treatment rendered by Baptist Ambulance EMS personnel, Lafayette County Fire Dept./City of Oxford Fire Dept. EMS personnel practicing under the physician license of the Medical Director.

Essential Duties and Responsibilities:

- Responsible for medical oversight by delegating authority for all aspects of patient care to ensure maintenance of accepted standards of EMS medicine practice. This includes credentialing of certified and licensed emergency medical technicians, paramedics and nurses. This includes the responsibility and authority to suspend or decredential any of the EMS personnel above as it relates to their practice under his license, applicable to location, and/or report the incident to the State Office of EMS.
- Responsible for establishment, implementation and modification of Standards of Care, the field practice of medicine, Communication Standards and Quality Improvement. Implementation, evaluation, and testing of all systems providers practice according to Standards of Medical Care.
- Develop, implement, and revise policies and procedures of pre-hospital care, patient triage, transport, transfer, dispatch, extrication, rescue, communications, and education development, and training by System Credentialing process.
- Conduct system audits and quality assurance of programs. Development, implements, and monitors management of patient care incidents of complaints and deviations from established protocols.
- Develop guidelines for review of any incident, which potentially has an adverse or negative impact on the patient or system.
- Be the point of contact for citizen complaints regarding EMS service. Investigate all such complaints and provide a report to the EMS Steering Committee in addition to taking any required clinical action.
- Liaison with various local, regional, state and national medical communities regarding emergency medical service system by reviewing and responding to community needs. Specifically, liaison with the two fire departments in the county, the city/county governments, Baptist Memorial Healthcare and its ambulance vendor to endeavor to provide a coordinated EMS system for Lafayette County.
- Define scope of responsibility to credentialed emergency medical technicians, paramedics and nurses and provide policy and procedures as indicated.
- Authority for control of medical services provided at the scene of a medical emergency.
- Develop and implement standards for transport or non-transport of patients, including when specific methods of transport, such as air transport, should be used. Establishment of criteria for selection of patient destinations.
- Be a member of the any required local EMS Steering Committee and actively participate in the EMS Medical Director position.

Knowledge, Skills and Ability:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of the principles and practices of pre-hospital care. Knowledge local, state, and federal laws pertaining to pre-hospital care. Knowledge of the local EMS Clinical Practice System Standards of Care and System Credentialing process.
- Knowledge of the practices and principals of leadership, management and supervision.
- Knowledge of Incident Command practices and principals.
- Knowledge of radio and personal communications equipment use and application. Knowledge of computer aided dispatch systems, their use and application.
- Knowledge of and skill in emergency vehicle driving skills.

- Skill in establishing and maintaining good working relationships with support agencies. Skill in providing direction for employees to ensure efficient customer service. Skill in the application of training, supervisory and management practices. Skill in technical writing and budget preparation. Skill in operations forecasting and grand strategy design and implementation. Skill in communicating effectively with various customers including patients, EMS personnel, County boards and commissions, executives, managers, personnel, and general public. Skill in establishing and maintaining effective working relationships with patients, EMS personnel, and other agencies.

Minimum Qualifications

Graduation from a college or university accredited by the American Medical Association with a Doctor of Medicine degree. Experience in the evaluation and management of acutely ill and injured patients in the out-of-hospital environment.

License and Certifications Required

License to practice medicine applicable to work location

Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus. *Fine Motor Skills: Must be able to perform required medical skills and techniques, such as bandaging, splinting, establishing an IV, performing endotracheal intubation and other advanced airway techniques, manual , pleural decompression. *Vision: Must have correctable vision acceptable for day and night operation of emergency vehicles, must have color acuity adequate for determination of skin and blood color, must be able to read medication dosages on drug labels and syringes.

*Hearing: Must be able to hear and understand information provided by patients, family or bystanders; must be able to hear breath sounds and accurately determine auscultated blood pressures; must be able to differentiate separate conversations in active, distracting environments; must be able to hear and understand radio traffic when responding with lights and sirens. *Speech: Must be able to speak and enunciate clearly and at a level audible to others in loud conditions, must be able to speak clearly in stressful situations, must be able to verbally communicate with patients, families and other emergency personnel.

Working Environment:

Working conditions are normal for a medical office environment.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted, as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees, assigned to this job.

Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.