**The Ohio Department of Public Safety, Division of Emergency Medical Services is looking to hire a Medical Transportation Field Inspectors for the greater Cleveland area to include, Medina and Lorain counties. This is an “independent contractor” position.**

**THE STATE BOARD OF EMERGENCY MEDICAL, FIRE AND TRANSPORTATION SERVICES DUTIES AND RESPONSIBILITIES OF A FIELD INSPECTOR**

1. Schedule and conduct assigned inspections of service providers to determine compliance with applicable statutes and rules within three (3) calendar days of receipt of the assignment packet.

2. Schedule and conduct re-inspections of individual services to ensure major deficiencies found during an initial, annual, or unannounced inspection have been corrected.

3. Conduct assigned inspections of new vehicles and aircraft added to the fleet of a licensed service provider.

4. Conduct unannounced compliance inspections of services as assigned by the EMS Medical Transportation office.

5. Upon receipt of an inspection assignment immediately report potential conflicts of interest with the service to the EMS Medical Transportation office. The inspection will be reassigned.

6. Submit legible and complete inspection records indicating compliance or non-compliance within 3 working days after completion of the inspection.

7. Report any problems that occur during an assigned inspection involving the owner/operator, management, or staff of the service. If the problem cannot be resolved on site, terminate the inspection, leave the service location, and contact the EMS Medical Transportation office. Follow up with a written report of the incident.

8. **KEEP ALL INFORMATION GATHERED DURING AN INSPECTION CONFIDENTIAL.** Do not discuss this information with any individual who is not an employee or contractor of the State Board of Emergency Medical, Fire and Transportation Services.

9. Conduct preliminary investigations of complaints as assigned by the board. Prepare and submit a written report using an addendum sheet within three (3) days of completion of the investigation. **YOU MAY BE REQUIRED TO TESTIFY** if a hearing is necessary to resolve the situation.

10. Speaking engagements concerning inspections and the inspection process must be approved in advance by the State Board of Emergency Medical, Fire and Transportation Services.

11. Complete all forms and reports with a minimum accuracy rate of 90% as determined by the State Board of Emergency Medical, Fire and Transportation Services.

12. Complete other duties as assigned or required.

**FIELD INSPECTOR REIMBURSEMENT SCHEDULE**

1. Payment to the individual field inspector shall be in accordance with the terms of the annual contract between the Ohio Department of Public Safety and the inspector.
2. Payments will be made once a month
	1. Payment vouchers shall be submitted by Inspectors for each inspection completed. These will be collected and checked against the invoice for payment submitted at the end of the month by the Inspector.
	2. At the end of each month, the Inspector will submit a monthly invoice for payment of all inspections done during the month. This is to be mailed to the address given on the Monthly Report/Invoice form.
3. Inspectors will be paid a flat fee in accordance with the respective contract.
	1. All mileage, postage, telephone charges, copying charges, and misc. supplies are the responsibility of the inspector.
	2. All tax liability is your personal responsibility.
	3. IRS Earnings Statements, 1099 Misc., will be issued at the end of the calendar year.

**Agency Preferred Qualifications: Ohio certified Paramedic with at least 5 years’ experience.**

Send cover letter and resume by **June 1, 2019** to:

David Fiffick, Chief, Medical Transportation

Ohio Department of Public Safety

Ohio Division of Emergency Medical Services

1970 West Broad Street

Columbus, Ohio 43218-2073

614-466-9451



**ADDENDUM**

**The Ohio Division of EMS is looking for Independent Contractors for Medical Transportation Inspections**

The Ohio Department of Public Safety, Division of Emergency Medical Services (EMS) is looking for Medical Transportation Inspectors to serve as a representative of the Division of EMS in each of the following area: Greater Columbus.

Inspectors will serve on an as-needed, contractual basis to support and assist the Division of EMS staff by receiving notices of new headquarter, satellite or vehicle inspections as necessary from the Division of Emergency Medical Services; contacting providers in their respective areas to schedule appointments and re-inspections as necessary; using checklists as provided by the Division of EMS to conduct both announced and unannounced inspections of headquarters, satellite locations, vehicle inspections (Ambulances, Ambulettes, Mobile ICU and Aircraft); conducting re-inspections for any violations found at or within the aforementioned headquarters, satellite locations or vehicles; drafting reports; forwarding reports and invoices to the ODPS Division of Emergency Medical Services for processing; forwarding complaints found during inspections to EMS Investigations for further investigatory action to ensure compliance with applicable law including Ohio Revised Code 4765.101 and 4765.102, as they may be amended from time-to-time.

Inspectors will be paid per site visit assigned and completed according to the following formulary:

- $75.00 per Base Rate Headquarters Inspection

- $50.00 per Base Rate Satellite Inspection

- $15.00 per Vehicle Inspected

- $50.00 per Location Re-Inspection

- $50.00 per Visit to a location over 50 miles from the home of the Inspector

Inspector pay vouchers will be required to be filed with the Division of EMS for each site visited.

The selected Inspectors will be required to attend training prior to the start of their assignment. The Inspectors will utilize standardized Division-approved forms to document the results of each site visit conducted. The Inspectors may also be called upon to attend paid assigned meetings, hearings or other duties as determined by the Executive Director of the Ohio Department of Public Safety, Division of Emergency Medical Services.

Minimum qualifications to apply for the position:

- Holder of a current or past Ohio EMS certification (EMS Paramedic certification preferred)

- Preference will be given to certified EMS Paramedics

- Must not be employed by a Division of EMS regulated and licensed medical transportation

 provider

- Must have valid driver’s license and will be required to travel within their assigned region

- Must have the means to electronically communicate and receive and send documents to and

 from the Division of EMS

- Must have a good working knowledge of vehicle safety features