

## **Omega Leo Medical Explorer Job Description**

### **EMS Liaison**

After a Senior Advisor opens the door for us, the EMS liaison is responsible for contact with each EMS we normally ride with. A Senior Advisor can get you introduced. After making contact, file the contact's name, telephone number, and e-mail address with the Vice-President of Operations responsible for EMS ride-long and the Senior Advisor. Review the unique steps required by each EMS for Medical Explorers to ride with them, carefully documenting the detailed procedures and steps in a SOP for that EMS. Review the Standard Operating Procedures for each EMS (or help write one), to ensure we keep our procedures updated and current. Report any changes to the Standard Operating Procedure to the Vice President of Operations, Vice President of Systems, and the Senior Advisor.

This is one of our most important volunteer opportunities. It is important that you work with a Senior Advisor to ensure that the EMS is ready to accept Medical Explorers for ride-along.

The EMS Liaison is responsible for keeping up with all Medical Explorers who are riding (in any non-paid capacity) on trucks of any EMS service, including San Marcos Hays County EMS, Wimberley EMS, San Antonio Helicopter EMS, or others. A monthly report of any Medical Explorer involved in EMS ride-along is to be submitted to the Vice-President of Operations and our Senior Advisor responsible for EMS. An accumulated report is to be submitted for the Fall and Spring semesters and an end-of-year report is submitted after June 30.

You will be the first contact for members who wish to begin ride-along with SMHC EMS or another EMS. You will first check to ensure that the medical explorers have completed all Level One core training requirements; 1) CPR at BLS level, 2) First-aid, 3) HIPAA Basics & Cyber-Security, 4) Blood-borne pathogens and Safety, 5) Youth protection online and face-to-face, and 6) Stop-the-Bleed. You will then show the Medical Explorer the procedures how to register for ride-along.

Members are required to wear our Medical Explorer embroidery tan Polo shirt (or officer polo if an officer or liaison) when they ride with any EMS. Check with the

Quartermaster for a supply of these shirts. Be sure our members pay for the shirt with our Treasurer. Check with Dr. Johnson about our policy in regard to tan polo shirts. He has been known to give away shirts if they have been in our inventory for many years. They can purchase the shirts during our regular meetings from our Treasurer. They currently cost \$23. Wearing a polo shirt that clearly identifies the member as a Medical Explorer is a regulation required for liability insurance purposes, and is usually also a requirement of the EMS. This helps prevent a bystander civilian from trying to get involved and help at an accident scene. Medical Explorers need to look official by wearing a polo shirt.

Instruct each medical explorer to report the date and time to you by e-mail when they ride with EMS. Prepare a monthly spreadsheet showing ride-alongs during the month by name, date, and EMS service. Accumulate the ride-along data by Medical Explorer name in a report for the full semester. Submit this report to the Vice-President of Operations, with a copy to the Senior Advisor.

The Medical Explorer member is to also record the volunteer hours in their volunteer hour spreadsheet as shown in the Standard Operating System for Volunteer Hour Reporting.

It is your responsibility to review and update this job description before new officers and liaisons are brought onboard early in the spring semester. You are to also write, review, and update any Standard Operating Procedures related to your position

Originally prepared: September 11, 2019

Last modified: January 12, 2026 by Dr. Charles Johnson