

City of Kenosha
Request for Proposals

RFP No. # 18- 17

(revised 09_18_2017)



Consulting Agreement:
Medication Direction for
Emergency Medical Services
Provided by the Kenosha Fire Department

City of Kenosha

Request for Proposals

Consulting Agreement for Medical Direction- Kenosha Fire Department Emergency Medical Services

The City of Kenosha Fire Department is seeking proposals from any person or party who is interested, able and willing to enter into a consulting agreement with the City for the purpose of providing medical direction to the City of Kenosha Fire Department.

History

The Emergency Medical Services division of the Kenosha (WI) Fire Department has provided paramedic-level emergency medical service to the citizens and visitors of the City of Kenosha since 1989. The department is staffed by 148 cross-trained medical providers, of which 74 are paramedics and 74 are EMTs. The service area of the city is 27.6 square miles serving a population of 99,489. All calls for service are answered at the paramedic response level. The department has 5 primary paramedic units staffed 24/7/365 by two paramedics and one EMT. In 2016 the department answered over 11,000 requests for emergency medical care. Of these calls over 8,000 were transported to one of the three area hospitals serving the community with an estimated 27% receiving advanced (paramedic) level care.

Position Description

The Kenosha Fire Department Medical Director is a licensed physician who has the overall medical responsibility for the planning, implementation, operation, and monitoring of the emergency medical services provided by the Kenosha Fire Department. He/she has the medical and legal responsibility for all EMS system

operations and for all medical services provided by the department as outlined in the department's EMS operational plan. He/she is responsible for the supervision, direction and management of pre-hospital medical care provided by the department. He/she is also responsible for the EMS continuous quality improvement program and is actively engaged in the training and education of the department's EMS providers. It is estimated that the department Medical Director would perform services ten hours per week or forty hours per month.

Qualifications

The Kenosha Fire Department Medical Director shall:

1. Be licensed to practice medicine and surgery in the State of Wisconsin. Board Certification in Emergency Medical Services through the American Board of Emergency Medicine or the American Osteopathic Board of Emergency Medicine is highly desirable.
2. Provide duties and oversight outlined in Chapter DHS 110 and Chapter 256, Wisconsin Administrative Code.
3. Have significant knowledge, education, training and experience in the field of out-of-hospital emergency medical services.
4. Possess understanding, training and experience in the EMS quality improvement process with demonstrated leadership.
5. Be familiar with the criteria of the Commission on the Accreditation of Ambulance Services and, with all department personnel, work towards to the goal of acquiring accreditation.
6. Be familiar with modern patient care equipment used in EMS.
7. Understand the methodology and requirements of EMT and paramedic continuing education.
8. Be familiar with the skills, equipment, environment, schedule, design and functioning of municipal pre-hospital emergency medical service systems.
9. Have previous teaching experience with EMTs and other healthcare providers.
10. Possess current certification in CPR and Advanced Cardiac Life Support through the American Heart Association.

11. Provide an annual report to the Mayor and Common Council by October 15th, to include a list of goals and objectives for the forthcoming year.

Relationships

The medical director is responsible to the Fire Chief of the Kenosha Fire Department. He/she will work in conjunction with the Fire Chief, Deputy Fire Chief, (3) Battalion Chiefs, EMS Division Chief, Training Division Chief, (3) EMS Coordinators and EMS instructors and other staff, as well as all personnel affiliated with the Kenosha Fire Department. He/she will work with participating hospital staff and their administration as well as participating emergency services and state and local governmental agencies, including the Kenosha County Joint Services dispatch center.

Responsibilities and Duties

1. Be responsible for the design and administration of the department's EMS continuous quality improvement initiatives and actively participate in concurrent and retrospective review of patient care records.
2. Using the data mining capabilities of the department's EMS reporting system, identify areas for clinical and operational improvement and suggest changes.
3. Responsible for and participate in the department's pre-hospital EMS system audit and quality assurance process; suggest improvements to same.
4. Work with department staff to develop and refine the EMS system to exceed the needs of the department and the community.
5. Establish written emergency medical treatment guidelines and standard operating guidelines for licensed department personnel.
6. As needed, approve all Kenosha Fire Department Emergency Medical Services system policies and procedures related to pre-hospital medical treatment and care.
7. Assist and guide the EMS Division in establishing standards for equipment, supply and medication acquisition.

8. Maintain compliance with all requirements of Wisconsin State Statutes, Administrative Codes and EMS rules respective to operations and training.
9. Participate in lectures, skill instruction, testing, field internships and other aspects of training and continuing education.
10. Participate in the evaluation of personnel competency as it relates to EMS.
11. Review pre-hospital personnel and EMS operations to assure compliance with established patient care guidelines, policies and procedures, and EMS skill standards. Recommend appropriate action and training as identified.
12. Award and remove EMS practice privileges for licensed department personnel.
13. Participate in the local credentialing agreement process through the state E-licensing system.
14. Assist in the updating of the department EMS operational plan.
15. Work with physician representatives and EMS staff of receiving hospitals.
16. Mediate and resolve problems and complaints from receiving hospital physicians.
17. Serve as the department's medical liaison with receiving hospitals.
18. Recommend and approve EMTs and paramedics for certification and recertification.
19. Supervise licensed EMS providers within the system to insure that an acceptable and standardized level of pre-hospital emergency care is consistently provided.
20. Participate in the interview and selection process for new EMTs.
21. Approve and endorse all EMS field training officers/preceptors.
22. Participate in orientation classes, training and clinical experience for current and recruit firefighter/EMTs and other persons as necessary.
23. Develop competent staff.
24. Provide on-line medical control as necessary.
25. Provide for the maintenance of accurate system records and statistics for operation.
26. Acquire controlled substances (DEA 222) from local hospital pharmacies for use by field providers. Participate in audit of controlled substance usage.
27. Identify EMS system problems and suggest changes and improvements.

28. Participate in paramedic and CQI meetings as required.
29. Accompany department EMS personnel on emergency calls on a periodic basis.
30. Participate in grant application process as necessary.
31. Coordinate the department's participation in and application for the American Heart Association Mission Lifeline.
32. Interact with local, regional and state medical direction and other local EMS agencies to coordinate and provide for effective systems of care.
33. Understand the local mass casualty plan and suggest improvements.
34. Work with Kenosha County Joint Services dispatch staff to establish dispatch procedures to assure that appropriate department resources are dispatched to medical emergency scenes.
35. Review and make recommendations on EMS medical equipment.
36. Advise staff on mobile integrated healthcare and community paramedicine.
37. Perform other duties as assigned by the Fire Chief.

Submittal of Proposals

Sealed proposals should be sent directly to Fire Chief Charles Leipzig, City of Kenosha Fire Department, 4810 60th Street, Kenosha, Wisconsin 53144 on or before Friday, October 6th, 2017 at 4:30 P.M.

Interested person/parties shall provide a cover letter, detailed list of qualifications, resume and/or curriculum vitae.

Interested person/parties shall provide a list of (3) professional references which will be contacted.

Proposals must include (3) copies of all included material. In addition to the (3) copies include the original signed and dated set of documents. All documents should be included in a sealed envelope clearly marked "Medical Direction". Proposals received after October 6th will not be considered and will be returned unopened. No email or fax proposals will be accepted.

Proposal for compensation for services provided as medical director must be submitted. In a separate sealed envelope included with the proposal documents, clearly marked with the interested person/parties name and RFP number, provide a proposed per annum consulting fee which includes medical malpractice insurance.

The City of Kenosha reserves the right to reject any proposal and is not liable for any costs incurred by the applicant in the development, submission or review of the proposal. Any costs incurred or associated with the preparation of the proposal, including any travel associated with interviews or site visits, shall be borne by the applicant and will not be reimbursed by the City of Kenosha.

The successful physician will be required to furnish the City with required insurance certificates prior to performing services to include:

- \$1,000,000 automobile liability.
- \$2,000,000 Errors and Omissions/ Commercial General Liability
- Medical malpractice and medical professional liability in accordance with Chapter 655 of Wisconsin Statutes.

Projected Timetable

RFP open: September 5th -- October 6th.

Proposals reviewed: October 9th – October 13th.

Finalists contacted: October 13th.

Interview with senior department staff: October 24th.

Negotiations and contract finalized: October 25th- November 10th.

Medical Director consulting services commence: November 23rd, 2017.

Any questions regarding this RFP should be directed to James Poltrock, Division Chief of EMS, at (262) 653-4097 or jtpoltrock@kenosha.org.