

EXHIBIT A

SCOPE OF SERVICES

- A. **General Duties and Responsibilities.** The Medical Director shall perform and assume all legal responsibilities attendant to the role of Medical Director, as codified in Section 401.265, Florida Statutes, Chapter 64J-1 of the Florida Administrative Code (“F.A.C.”), and any other pertinent laws, regulations, or rules issued by competent governmental authorities. The Medical Director shall also fulfill any supplemental obligations upon written notice from the Florida Department of Health, consistent with changes or amendments to the governing statutes and regulations.
- B. **Provision of Necessary Resources.** The Medical Director shall furnish all labor, materials, supplies, and equipment necessary to fulfill the duties prescribed herein and under applicable law.
- C. **Oversight of EMTs and Paramedics.** As prescribed by Section 401.265, Florida Statutes, and Rule 64J-1.004, F.A.C., the Medical Director shall supervise and bear direct responsibility for the clinical performance of all emergency medical technicians (“EMTs”) and paramedics employed by, or affiliated with, Delray Beach Fire Rescue (the “Department”).
- D. **Infection Control Standards.** The Medical Director shall remain conversant with, and ensure compliance with, the standards articulated in National Fire Protection Association Standard 1581 (Standard on Fire Rescue Department Infection Control).
- E. **Incident Command System Knowledge.** The Medical Director shall possess a working knowledge of the Incident Command System and, within one (1) year of commencing services, shall obtain NIMS IS-100, IS-200, IS-700, and IS-800 certifications, or such other certifications as may be mandated to maintain compliance with National Incident Management System (NIMS) requirements.
- F. **Protocol Development and Approval.** The Medical Director shall develop, review, and authorize the use of Advanced Life Support (“ALS”), Basic Life Support (“BLS”), and inter-facility protocols that empower personnel to adequately address medical emergencies in accordance with Chapter 401, Florida Statutes, and Chapter 64J-1, F.A.C. Such protocols must be sufficiently detailed to ensure proper treatment of immediately life-threatening conditions.
- G. **Additional Protocols, Policies, and Procedures.** At the request of the City, the Medical Director shall create, review, and approve additional protocols, policies, and procedures pertinent to the provision of emergency medical services (“EMS”), including, but not limited to, operational policies affecting Department personnel.
- H. **Attendance at Monthly EMS Provider Meetings.** The Medical Director shall attend monthly EMS Provider meetings as coordinated by the Association of EMS Providers.
- I. **Attendance at Other Meetings.** Upon request by the City, the Medical Director shall attend other meetings that may be necessary to fulfill the responsibilities outlined in this Exhibit.

- J. **Meetings with EMS Chief.** No less than once every two (2) weeks, and for a minimum duration of two (2) hours, the Medical Director shall meet with the EMS Chief. The EMS Chief, or a designee, shall prepare meeting agendas, which may address matters relating to continuous quality improvement (“CQI”), training and training implementation, infection control, electronic patient care report (“ePCR”) documentation, performance evaluations, and protocol updates.
- K. **Field Evaluations and Hands-On Training.** The Medical Director may accompany Supervisors and/or rescue units on assignments to evaluate EMT and paramedic skills and to foster professional rapport. During such ride-alongs, the Medical Director shall provide hands-on training to EMTs and paramedics, addressing scenarios encountered in the field and topics aligned with ongoing training initiatives. Scheduling of these ride-alongs shall be coordinated by the Chief of EMS or a designee.
- L. **Continuous Quality Improvement Program.** Pursuant to Section 401.265, Florida Statutes, and Rule 64J-1.004, F.A.C., the Medical Director shall oversee the implementation and maintenance of a Continuous Quality Improvement Program. Such program shall include, at a minimum, audits of medical reports—consistent with the Department’s CQI policy—to verify accuracy, completeness, and compliance with established standards. All paramedics and EMTs shall be incorporated into the CQI Program.
- M. **CQI Participation.** The Medical Director shall engage cooperatively with the Department’s CQI Program by actively reviewing and enhancing CQI processes.
- N. **Patient Outcome Data.** The Medical Director shall assist the Department in procuring patient outcome information from local hospitals as part of the CQI Program.
- O. **Monthly Activity Reports.** The Medical Director shall prepare and submit a monthly report to the City detailing all activities performed, including tasks carried out by any Associate Medical Director. Such report shall demonstrate adherence to the obligations set forth in this Agreement. The City shall provide administrative support to facilitate the preparation of said report.
- P. **Training Evaluations.** Upon request from the Department’s Training Division, the Medical Director shall evaluate Department EMTs and paramedics during training exercises, including the Recruit Paramedic Supervised Training & Evaluation Program (“STEP”).
- Q. **Training Content Review and Approval.** At the request of the Chief of EMS or Chief of Training, the Medical Director shall review the medical accuracy of, and formally approve, the Department’s EMS training content, which may include Advanced Cardiac Life Support (ACLS), International Trauma Life Support (ITLS), Pediatric Advanced Life Support (PALS), Neonatal Resuscitation Program (NRP), Pre-Hospital Trauma Life Support (PHTLS), and related programs.
- R. **Approval of Continuing Education.** Upon request by the Division Chief of Training or a designee, the Medical Director shall review and approve the content and allocation of continuing medical education (“CME”) credits offered to EMTs and paramedics by the Department.

- S. **Equipment/Vendor Reviews.** At least twice per year, the Medical Director shall attend sessions for the review and evaluation of equipment or vendor offerings and shall actively participate in hands-on assessments. These reviews are organized by the EMS Chief, and the Medical Director is encouraged to propose new equipment or procedural ideas during such sessions.
- T. **Post-Change Training.** The Medical Director shall ensure that appropriate training is provided to Department personnel following any material modification of EMS protocols or the introduction of new or revised medical equipment.
- U. **Enhancement of Department Education.** The Medical Director shall collaborate with the Department's Training Division by contributing new educational resources and methodologies consistent with Department training objectives.
- V. **Recertification.** In accordance with Section 401.2715(3), Florida Statutes, the Medical Director shall review, confirm, and provide written documentation of the recertification training for EMT and paramedic personnel.
- W. **Recruit Training.** The Medical Director shall participate in developing the STEP probationary Paramedic program and the EMS component of new recruit orientation as necessary and shall attend at least one orientation session for each new recruit class and each Recruit Paramedic STEP cycle.
- X. **Availability for Online Medical Control.** The Medical Director shall remain accessible via radio or telephone around the clock (24/7) to provide online medical control. However, the Medical Director shall exercise professional judgment in deciding whether to personally respond to on-scene incidents.
- Y. **Associate Medical Director Requirement.** The Medical Director shall retain at least one Associate Medical Director, who shall serve throughout the term of this Agreement and provide medical oversight in conjunction with, and as a backup to, the Medical Director. No additional compensation from the City shall be provided for any Associate Medical Director.
 - 1. The Associate Medical Director must meet the requirements of Rule 64J-1.004, F.A.C., and Section 401.265, Florida Statutes, and shall be approved by the City's Fire Chief, Chief of Operations, and EMS Chief prior to beginning services. The Medical Director bears primary responsibility for ensuring the Associate Medical Director's full compliance with the duties set forth herein.
 - 2. Any proposed replacement or successor to the Associate Medical Director shall require written approval from the Department Fire Chief, Chief of Operations, and EMS Chief.
 - 3. The Associate Medical Director shall satisfy the requirements enumerated in Subsections (C), (D), (J), and (K) of this Exhibit A at all times during the term hereof.
 - 4. When acting as backup, the Associate Medical Director shall assume responsibility for the obligations detailed in Subsections (A) through (Y), except for (A), (B), (E), (F), (L), (O), and (R).

5. The Medical Director may authorize the Associate Medical Director to assist with the duties covered in Subsections (A) through (Y), except for (A), (B), (O), and (R).
6. Nothing herein relieves the Medical Director of responsibility for ensuring comprehensive medical oversight. The Associate Medical Director's services merely supplement the Medical Director's obligations.
7. Prior to executing a contract with any Associate Medical Director, the Medical Director shall obtain the written approval of the Chief of Operations and the EMS Chief. All remuneration or costs associated with the Associate Medical Director shall be borne exclusively by the Medical Director, with no financial liability accruing to the City.

Z. Appointment of Backup Physician. Should both the Medical Director and the Associate Medical Director be unavailable, the Medical Director shall designate a pre-approved backup physician to handle online medical control.

1. Any such backup physician shall satisfy the requirements of Rule 64J-1.004, F.A.C., and Section 401.265, Florida Statutes. The City shall not provide additional compensation for these services.
2. The Medical Director retains sole financial responsibility for compensating the backup physician.
3. The Medical Director is entitled to a maximum of four (4) weeks of vacation per year, during which period the Associate Medical Director or another pre-approved backup physician shall remain on-call. Additional vacation time may be requested at the discretion of the Fire Chief.

AA. Responsibility for Associate and Backup Physicians. The Medical Director is fully accountable to the City for any and all actions of the Associate Medical Director and any backup physicians. The Medical Director shall promptly rectify any performance deficiencies and, at all times, shall remain responsible for fulfilling the legal obligations of a Medical Director under Chapter 401, Florida Statutes, Rule 64J-1.004, F.A.C., and related laws. The Medical Director shall not delegate or transfer the specific responsibilities set forth in Subsections (A), (B), (N), and (Q) to any Associate Medical Director or backup physician.

BB. Active Participation in EMS Organizations. In furtherance of best practices and professional oversight, the Medical Director shall maintain active engagement in regional and statewide EMS organizations, consistent with the standards established by the FEMA Handbook for EMS Medical Directors (March 2012). Monthly staff meetings with the EMS Chief shall include a report on the Medical Director's involvement and related outcomes.

CC. Additional Duties. The Medical Director shall further:

1. Provide liaison services as requested between the Department and any other City, County, or State entities, as well as with educational, governmental, or medical institutions or agencies concerning EMS matters.

2. Retain definitive authority to authorize or restrict any EMT or paramedic in the performance of BLS or ALS procedures, patient evaluation, and patient stabilization.
3. Offer recommendations to the Fire Chief, Operations Chief, or EMS Chief regarding disciplinary measures relating to clinical performance, upon request.
4. Serve as the Department's Physician for the purpose of advising the Fire Chief on issues of occupational safety and health.
5. Maintain an active membership in the State Association of EMS Medical Directors.