

**The Ohio Department of Public Safety, Division of Emergency Medical Services is looking to hire Medical Transportation Field Inspectors for the Toledo and Chillicothe areas. 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
  - a. 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.
  - b. 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.
  - a. All mileage, postage, telephone charges, copying charges, and misc. supplies are the responsibility of the inspector.
  - b. All tax liability is your personal responsibility.
  - c. 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 to:**

David Fiffick  
Chief, Medical Transportation  
Division of EMS  
Department of Public Safety  
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