

December 19, 2022

EMS Division State of Nevada
4126 Technology wy
Carson City, Nv 89706

To who it may concern,

With a passion for exceptional patient care combined with my strong clinical and communication skills, it is with great interest that I submit my resume for the EMS Advisory Board opening at the state of Nevada.

As a paramedic, I have hands-on knowledge in handling various medical emergencies and complications due to chronic/severe illness, including strokes, seizures, diabetic comas, cardiac arrests, fractures, poison ingestion, burns, drug overdoses, and injuries. Over the past 17 years as a paramedic, I have effectively delivered basic and advanced life support, and critical care transportation services to 3000+ patients with life-threatening situations.

As an EMS/Clinical coordinator I have managed training and deployment plans for REMSA and currently Truckee Meadows Fire Protection District. I have worked with Medicaid for fee for service billing and licensing through Medicare. I also work with data driven care so we are able to balance patient care and finances to provide the most appropriate care delivery in the district.

Please consider the following highlights: Associates in Science in Information technology, Bachelors in Health Science, and Masters of Business Administration with an emphasis in Health Management. I reached at [REDACTED] [REDACTED] to arrange an interview.

Thank you for your consideration.

Zeb Nomura

Zebulon Nomura

EMS Coordinator~Clinical Coordinator ~ Paramedic ~ EMS Supervisor

Summary Qualification

A confident and knowledgeable professional with 13+ years of combined experience as an administrator and Emergency Medical Services expert. Possesses a passion for clinical excellence, with advanced knowledge of EMS practices and equipment, medical terminology, and medical systems. An innovative thinker with strong critical thinking, solid conceptual and problem-solving skills, and analytical abilities. Competently understands and interprets applicable federal, state, and local laws. Highly-qualified with advanced emergency medical procedures and inpatient assessment techniques. Has the ability to work independently and as part of a team. A decisive leader with productive management skills to motivate and guide workers. Instilled with strong organizational, administrative, and planning skills, excellent time management, and record keeping proficiency. A specialist with proficient communication and IT skills that contributes to the efficient day-to-day activities of the healthcare facility. Equipped with the essential ability to effectively react to and handle medical emergencies. Works comfortably under pressure, and adeptly manages multiple tasks at once in a fast-paced environment.

CORE COMPETENCIES

- Clinical Expertise
- Record Keeping Skills
- Education and Training
- Organizational / Administrative Skills
- Public Safety and Security
- Advanced Paramedic Training
- Administration and Management
- Emergency Medical Services Training
- Law and Government
- Medical Software Proficiency
- Extensive Medical Knowledge
- Customer and Personal Service

PROFESSIONAL EXPERIENCE

EMS Coordinator

Truckee Meadows Fire Protection District (TMFPD) ♦ Reno, NV

Sept 2019-Present

- Expertly ensure efficiency of day-to-day activities, competently manage and oversee staff, effectively communicate with different departments to make sure of consistent adequate patient care administration
- Meticulously review medication, treatment log, medication discrepancy reports, and treatment audit to ensure accuracy
- Objectively evaluate personnel (including chart review, protocol evaluation, skill assessment) and prepare monthly reports
- Establish and implement training programs geared towards developing employees' skills, protocol use, and general knowledge
- Research evidence-based medicine for regional protocol adjustments and new procedures that promote patient care
- Assist with recruitment and screening process, enrollment procedures, and onboarding program of new hires in the EMS Week
- Educate new hire employees on TMFPD's policies and procedures, provide open and prompt feedback to new hires regarding knowledge, assessment and skills performed on patients, and pathophysiology of disease or injury

Clinical Coordinator

Regional Emergency Medical Services Authority (REMSA) ♦ Reno, NV

April 2016-2019

Perform duties and implement policies and procedures within the Health Insurance Portability and Accountability Act

- Expertly ensure efficiency of day-to-day activities, competently manage and oversee staff, effectively communicate with different departments to make sure of consistent adequate patient care administration
- Coordinate with all clinical disciplines to direct patient care services, and execute optimum patient care by using all resources
- Meticulously review medication, treatment log, medication discrepancy reports, and treatment audit to ensure accuracy
- Objectively evaluate personnel (including chart review, protocol evaluation, skill assessment) and prepare daily reports
- Establish and implement training programs geared towards developing employees' skills, protocol use, and general knowledge
- Research evidence-based medicine for protocol adjustments and new procedures that promote proactive patient care
- Assist with recruitment and screening process, enrollment procedures, and onboarding program of new hires in the academy
- Collaborate with Field Training Officer (FTO) to complete new hires' training and systematically monitor their progress
- Organize and oversee administrative aspects of the facility, authorize admissions and/or treatment as per agreed protocols
- Employ financial acumen in budgeting and expenditure, ensure stock levels' adequacy and timely placement of orders
- Communicate medical results to patients under clinical supervision, complete timely, accurate documentation of patient visits
- Schedule center audits, medical records, CQI and emergency preparedness and assign appropriate personnel as necessary

Paramedic Field Training Officer

Regional Emergency Medical Services Authority (REMSA) ♦ Reno, NV

April 2013-2019

Lead, mentor, and guide new EMTs, keep seasoned EMTs current, provide refresher and remedial training as needed

- Adeptly function as the leader in the EMS team in addition to carrying out routine paramedic duties and responsibilities
- Educate new hire employees on REMSA's policies and procedures, provide open and prompt feedback to new hires regarding knowledge, assessment and skills performed on patients, and pathophysiology of disease or injury
- Participate in the pre-screening and hiring process of new EMTs, provide onboarding orientation to new EMTs

- Train, mentor and evaluate EMT staff, serve as mentor and role model, and develop remedial training exercises for EMTs
- Revamped field training program to ensure concepts are updated based on new technologies and medical research
- Created a website comprised of refresher training videos on infrequently used skills and uncommon procedures
- Researched evidence-based medicine for field practice and protocols, protocol development, and data analytics
- Created and implemented new equipment testing procedures to ensure safety and readiness for operation

Emergency Medical Services Supervisor

Regional Emergency Medical Services Authority (REMSA) ♦ Reno, NV

March 2012-2019

Expertly utilize advanced paramedic training and leadership skills to EMTs, while maintaining a safe working environment

- Dynamically assist with personnel training, develop creative and suitable work improvement plans within the department
- Ensure stringent enforcement of policies and procedures, make certain that all applicable laws are followed and conformed to
- Manage co-responders/field employees, mediate with personnel issues, document grievances, disciplinary actions or accolades
- Oversee and coordinate EMS budget, forecast future expenses to plan budget allocation and anticipated expenditures
- Meticulously inspect emergency vehicles, ensure that all equipment complies with rules, ordinances, and regulations
- Create schedules, assign and distribute work, prepare staff reports, back up workers in call-off situations within the department
- Evaluate patients, provide emergency treatment and deliver patients to hospitals, as well as provide organized triage reports
- Methodically handle accident logs, prepare and document staff reports, and submit grant proposals for EMT personnel
- Employ top-notch mental acuity to preside over medical emergencies, guide EMTs on difficult or unusual assignments
- Interact and collaborate with managers, boards and dispatch centers in responding to inquiries and resolving problems

Paramedic, Regional Emergency Medical Services Authority (REMSA) ♦ Reno, NV January 2006-2019

Assess injuries, administer emergency medical care, extricate trapped individuals, transport injured/sick persons to medical facilities

- Competently deliver first aid treatment or life support care to ill or injured persons, perform emergency diagnostic and treatment procedures in prehospital settings, provide patient care and apply protocols to each patient scene
- Transport patient via mobile ICU to most appropriate hospital following instructions from emergency medical dispatch
- Systematically coordinate work with other emergency medical team members or police or fire department personnel
- Assess nature and extent of illness or injury, determine the circumstances of the emergency to establish and prioritize medical procedures, coordinate with treatment center personnel to obtain patients' vital statistics and medical history
- Attend training classes to maintain certification licensure, keep abreast of new developments in the field, or maintain existing knowledge on medications, skills, procedures, and equipment provided by REMSA on each ambulance

VOLUNTEER WORK

Big Brother Big Sisters of Northern Nevada

April 2001-August 2005

CERTIFICATES AND TRAINING

Paramedic Program ♦ *Truckee Meadows Community College*

May 2005

***Advanced Cardiovascular Life Support (ACLS)**

***Pediatric Advanced Life Support (PALS)**

***Neonatal Resuscitation Program (NRP)**

***National Registry of Emergency Medical Technicians - Paramedic**

***International Trauma Life Support (ITLS)**

***Emergency Medical Responder**

***EMS instructor**

EDUCATION

MBA in Healthcare Management ♦ Western Governors University

June 2019-July 2021

BS in Health Science ♦ Bellevue University

August 2013-March 2016

AS in Computer Science ♦ Morrison University

September 2011-July 2012

COMPUTER SKILLS/TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook), Zoll Data Systems, OSX, iOS, Target Solutions, Check it

Others: 47 wpm Typing Speed, Website Creation (through Google), Video and Music Editing

Professional Affiliation

National Registry of EMT's

Licensed Emergency Medical Technician