



REQUEST FOR QUALIFICATIONS
EMS Medical Director – Contract Position
Rocky Boy Health Center

RFQ Issue Date: August 12, 2025

Submission Deadline: September 12, 2025

Contact for Submission & Questions:

Brian Molina, MBA, MSML

Director of Human Resources and Regulatory Affairs

Email: bmolina@rbclinic.org

1. Introduction & Background

Rocky Boy Health Center (RBHC) is a tribally operated ambulatory healthcare facility serving the Chippewa Cree Tribe of the Rocky Boy's Indian Reservation in north-central Montana. RBHC provides comprehensive outpatient, behavioral health, dental, and emergency medical services to the community.

RBHC is seeking a qualified physician to serve as EMS Medical Director on a contractual basis. The EMS Medical Director will provide medical oversight, leadership, and guidance to ensure the delivery of safe, high-quality, and compliant prehospital care.

2. Scope of Services

The EMS Medical Director will provide services including, but not limited to:

1. Provide medical oversight for EMS personnel (EMRs, EMTs, AEMTs, Paramedics).
2. Develop, approve, and periodically update clinical protocols and standing orders.
3. Participate in onboarding, credentialing, and training of EMS staff.
4. Conduct quality assurance and quality improvement (QA/QI) activities, including case reviews and incident follow-up.
5. Serve as clinical advisor to the EMS Manager and leadership.
6. Ensure compliance with Montana EMS Board requirements, tribal regulations, and RBHC policies.
7. Be available for consultation regarding clinical questions, unusual cases, and high-risk incidents.
8. Attend quarterly EMS meetings (in-person or virtual).
9. Maintain compliance with all Montana EMS Board requirements for medical directors, including completion of the Montana EMS Medical Director Course.
10. Ensure compliance with all duties required of an EMS Medical Director under Montana Administrative Rules.
11. Coordinate closely with the RBHC Medical Director (Chief Medical Officer) to align EMS clinical protocols, patient care standards, and integration with other RBHC services.

3. Minimum Qualifications

- Doctor of Medicine (MD) or Doctor of Osteopathic Medicine (DO) with current, unrestricted license to practice in Montana (or ability to obtain).
- Successful completion of the Montana EMS Medical Director Course prior to assuming duties
- Minimum two (2) years of EMS medical direction experience.
- Knowledge of prehospital care protocols and QA/QI practices.
- Strong communication and organizational skills.

4. Preferred Qualifications

- Experience in rural or tribal EMS systems.

- Instructor certifications (BLS, ACLS, PALS, or similar).
- Board certification in Emergency Medicine, Family Medicine, or other relevant specialty.
- Familiarity with Montana EMS regulations and tribal healthcare delivery models.

5. Submission Requirements

Interested candidates must submit the following:

1. Letter of Interest outlining qualifications and approach to EMS medical direction.
2. Curriculum Vitae (CV) or professional résumé.
3. Copy of current Montana medical license and board certification.
4. At least two (2) professional references familiar with EMS or clinical oversight work.
5. Proposed rate structure (hourly, monthly retainer, or fee schedule).

6. Evaluation Criteria

Submissions will be evaluated according to the following:

Criteria	Weight
EMS medical direction experience	35%
Clinical qualifications & certifications	25%
Familiarity with rural/tribal EMS systems	15%
Availability & responsiveness	15%
References & professional reputation	10%

7. Contract Term & Compensation

- Term: One (1) year initial contract, renewable upon satisfactory performance.
- Compensation: Based on qualifications and proposed rate structure, subject to negotiation.
- Start Date: As soon as possible after selection and contracting.

8. Submission Instructions

All responses must be received no later than September 12, 2025 at 4:00 PM.

Submit via email to:

Brian Molina, MBA, MSML

Director of Human Resources and Regulatory Affairs

Email: bmolina@rbclinic.org

Questions must be submitted by September 8, 2025. Responses will be shared with all interested parties.

9. Additional Information

RBHC reserves the right to reject any or all submissions, waive informalities, and modify or cancel this RFQ at any time. Indian Preference applies per applicable law and policy.

I hereby approve the release of this Request for Qualifications (RFQ) for the EMS Medical Director – Contract Position.

DocuSigned by:

Joel Rosette

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Joel Rosette, CEO

Rocky Boy Health Center

Date: 8/12/2025