

EMS TRAINING OFFICER

GENERAL STATEMENT OF DUTIES

Performs administrative work in planning, organizing and directing the training program for EMS personnel

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for conducting and coordinating training and education for EMS personnel in the practice and techniques in prehospital care. Work includes the preparation and evaluation of instructional materials and continuing education classes, the coordination of training with other health care professionals, maintenance of accurate records, and ensuring personnel meet and maintain state certification requirements. Considerable judgement and initiative are required in planning, evaluating and directing the training component of the program. Considerable tact and courtesy are required in dealing with a variety of medical personnel, community college instructors and officials, other governmental agencies, EMS personnel, and the general public. Duties are performed under the general direction of the Emergency Medical Services Manager through conferences and reports and the overall effectiveness of the training program.

DUTIES AND RESPONSIBILITIES

- Plans, organizes, and directs the activities of the training program.
- Maintains accurate records and reports; ensures that EMS personnel meet and maintain local and state certification requirements.
- Participates in the recruitment and selection of EMS personnel; serves as a clinical preceptor and trainer; participates in the evaluation of all personnel in field performance.
- Evaluates and makes recommendations for new equipment; develops and updates medical protocols.
- Provides quality assurance review.
- Prepares special reports and studies; participates in short and long range planning.
- Serves on local, state, and regional advisory councils for emergency medical services.
- Responds to emergency medical calls, performs necessary rescue work and administers emergency medical care.
- Coordinates and participates in public education and special event programs.
- Performs related work as assigned.

RECRUITMENT AND SELECTION GUIDELINES

Knowledge, Skills, and Abilities

Thorough knowledge of advanced emergency medical care practices, procedures and techniques.

- Thorough knowledge of the laws, regulations, and policies governing emergency medical care.

- Thorough knowledge of current emergency medical service needs of the county.
- Thorough knowledge of equipment and supplies used in emergency medical service.
- Considerable knowledge of automotive and radio communication equipment.
- Considerable knowledge of the geography and layout of the county including the location of roads and streets within the county.
- Ability to plan, organize, and direct the operations of a training program.
- Ability to provide instruction, training and supervision to adults.
- Ability to prepare and maintain accurate records and reports.
- Ability to respond quickly and calmly to emergency situations.
- Ability to establish and maintain effective working relationships with local, state, and federal officials, employees and the general public.
- Ability to communicate effectively both orally and in writing.
- Ability to perform duties and responsibilities of an EMS-Paramedic.

Physical Requirements

Physical requirements required of positions within this classification are contained in the ADA Checklist attached to respective job descriptions.

Minimum Education and Training

Graduation from a four year college or university and two years of experience in emergency medical care and one year of experience in providing emergency medical care training; OR an associates degree in emergency medical care and four years of experience in emergency medical care and one year experience in providing emergency medical care training; OR an equivalent combination of education or experience.

Special Requirements:

Certification by the NC Board of Medical Examiners as an EMT-Paramedic.

Certified AHA ACLS and PALS Instructor.

Possession of a valid NC driver's license.

Certified BTLS Instructor and North Carolina Instructor\Coordinator, preferred.

Special Note: This generic class description gives an overview of the job class, its job functions and recommended job requirements. However, for each individual position assigned to this class, there is available a completed job description with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.