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| <b>DATE</b>     | September 2011 |
| <b>JOB CODE</b> |                |
| <b>FLSA</b>     | EXEMPT         |
| <b>EEO</b>      |                |

JOB TITLE: EMS Training Coordinator  
DEPARTMENT/DIVISION: Fire  
REPORTS TO: Battalion Chief

**SUMMARY:** Responsible for developing curriculum, scheduling and teaching continuing education for Paramedics and EMTs. Duties include: assisting in completing required paperwork and filing with the Texas Department of Health to ensure compliance with all certification and licensing requirements; coordinating and taking an active role in Quality Improvement and Quality Assurance programs; and, overseeing the Field Training Program. Work requires limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Develops and facilitates medical continuing education modules for Fire Department Paramedics and Emergency Medical Technicians. Conducts research on applicable educational topics. Organizes information and develops related training presentations. Evaluates effectiveness of training by preparing and administering module exams for training participants.
- Performs quality reviews and audits on patient care charts originating from medical calls.
- Supervises and oversees the Field Training Officer Program: provides initial FTO training; coordinates FTO program for newest Paramedics; and identifies remedial training for current paramedics, as required.
- Rides along with field personnel to evaluate crews on their medical skills and procedures.
- Reviews medical Standard Operating Procedures (SOPs) for the department and suggests revisions as needed.
- Coordinates, maintains and ensures all certifications/recertifications/licenses are completed in a timely manner and files all necessary paperwork with appropriate agencies for the Fire Department as well as CFR personnel.
- Develops and facilitates continuing education (CE) programs/modules for CFR Paramedics/EMTs.
- Ensures CFR personnel's adherence to UTSWMC/BioTel EMS system guidelines for therapy protocols and pharmacology use and develops/administers exams as appropriate
- Serves as lead trainer/program manager for the "SIM-MAN Patient Simulator" program which is used in team based critical incident management training.
- Ensures CFR Paramedics and EMTs comply with nationally recognized standards including: the American Heart Association (AHA); American College of Emergency Physicians (ACEP); and National Registry of Emergency Medical Technicians (NREMT).
- Performs other duties as assigned.

## **SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Directly supervises and oversees CFR's Field Training Officer (FTO) program.
- Reports, initiates and assists with performance improvement/disciplinary actions associated with EMS quality compliance issues.
- Assists in developing EMS budget and conducts planning, research and purchasing of EMS equipment.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of instructional strategies;
- Knowledge of adult learning theory;
- Knowledge of program management principles;
- Knowledge of applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Knowledge of quality control techniques and practices;
- Knowledge of UTSWMC EMS protocols for Patient Treatment and Pharmacology.
- Skilled in developing and implementing curriculum;
- Skilled in speaking in public;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in conducting paperwork (EMS report) audits;
- Skilled in coordinating training sessions;
- Skilled in developing applicable training collateral materials;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.
- Ability to synthesize various options and reach logical conclusions based on sound reasoning.

## **MINIMUM QUALIFICATIONS:**

- Bachelors Degree in Emergency Medicine, Nursing, Para-medicine, Personnel Development, Teaching or related field
- National Registry Certified Paramedic
- TX Department of State Health Services Certified Paramedic
- TX Department of State Health Services Instructor/Examiner status
- TX Department of State Health Services EMS Coordinator certification
- Instructor certification in ACLS, BTLS, PALS/PEPP and BLS/CPR
- Five years experience as a Paramedic
- Four years of teaching, training and/or program development experience

- Possess a valid TX class C drivers license
- Equivalent combination of education, certifications and experience may be considered in meeting requirements

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in both standard office and outdoor environments.
- Work is occasionally performed near moving mechanical parts.
- Occasional exposure to risk of electrical shock, vibration, fumes, airborne particles, infectious diseases, criminal suspects, and prison inmates.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass background/criminal history check.
- Must pass motor vehicle records check.
- Must pass psychological/polygraph exam
- Must pass medical physical exam