

EMERGENCY MEDICAL SERVICES EDUCATION COORDINATOR

DEFINITION

Under general direction performs a variety of highly specialized work related to provision of Emergency Medical Services (EMS), including development and provision of instruction and training, serving as liaison to other agencies and organizations, and participation in preparation and submission of records and reports; performs other related work as required.

DISTINGUISHING FEATURES

Serves as EMS Training Officer fulfilling and performing those duties and functions as required by the Alameda County Emergency Medical Services Agency (County), including overseeing required EMS training, orientation, and record keeping, along with functioning as liaison between the City and County regarding patient care issues including Quality Assurance and Quality Improvement; assists in the County Emergency Medical Technician accreditation and orientation process.

EXAMPLES OF DUTIES

1. Conducts patient care analysis and evaluates delivery of emergency medical services.
2. Performs EMS training needs assessments and identifies related training and staff development needs.
3. Develops, provides and coordinates provision of training and instruction for all EMS related functions, activities, and processes, such as Basic and Advanced Life Support, CPR, defibrillation, intubation, etc.
4. Develops action plans to promote improvement in clinical activities.
5. Maintains up-to-date knowledge of approved EMS regulations, policies, etc.; ensures departmental compliance with County policies and State EMS regulations; monitors EMS certification mandates; ensures EMS staff maintains level of knowledge, certification and licenses as required.
6. Monitors and controls EMS supply inventory; orders and distributes supplies; evaluates supplies and equipment and makes purchase recommendations.
7. Establishes and maintains various records and complex record keeping systems, which include use of specialized technical computer applications.
8. Researches and prepares a variety of reports, statements and/or logs.
9. Participates in the administration of various programs and policies such as the Controlled Substance Policy.
10. Provides technical assistance, information and instruction; interprets and explains rules and regulations relating to EMS; answers questions and resolves problems or complaints; coordinates investigations of unusual occurrences.
11. Recommends and participates in implementation of goals and objectives; participates in the development, review and update of EMS protocols, procedures, work instructions and policies; establishes schedules, methods and procedures; implements established policies and procedures.
12. Attends various meetings, seminars, conferences, etc.; serves on committees, councils or groups as assigned; serves as liaison to organizations, agencies, and institutions as assigned; may represent the City at various gatherings and meetings.
13. Establishes and maintains work plans, budgets, expenditure reports and schedules.
14. May supervise, evaluate, and train assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education

Equivalent to an Associates degree in Health Science, Nursing, Business Administration, Public Administration, Fire Science or related field.

Experience

Three years of experience within the last five years working with a pre-hospital emergency services system and/or in an emergency room, as an EMT-Paramedic or Registered Nurse (RN).

Certifications - Required

Possession of the following current licenses and certifications, or their equivalent or higher as approved by the appointing authority, as a condition of initial and continued employment:

Registered Nursing License

AND

California State Fire Marshal (CSFM) Instructor Certification OR completion of the National Fire Academy (NFA) "Fire Services Instructional Methodology" course OR a 40 hour training program such as the EMS Educator course of the National Association of EMS Educators OR 60 hours of equivalent teaching experience within the past three years.

Certifications - Within One Year of Appointment

Possession of, or the ability to obtain within one year of appointment, the following licenses and certifications, or their equivalent as approved by the appointing authority, as a condition of continued employment:

Cardiopulmonary Resuscitation (CPR) Instructor Certificate

AND

Advanced Cardiac Life Support (ACLS) Certificate

AND

Pediatric Advanced Life Support (PALS) OR Pediatric Education for Pre-hospital Professionals (PEPP) Certificate

AND

Pre-Hospital Trauma Life Support (PHTLS) OR Basic Trauma Life Support (BTLS) Certificate

Other Certifications as so stipulated by the appointing authority may also be required.

Knowledge

Knowledge of a Fire Department's role and responsibilities as they relate to pre-hospital basic life support, advanced life support and definitive emergency medical care; fire-based emergency medical programs, training methodology, and techniques; principles, terminology, procedures, equipment and supplies used in emergency medical response; legal and ethical guidelines related to the practice and administration of EMS programs and other applicable laws, rules and regulations.

Ability

Ability to effectively perform assigned work related to the provision of Emergency Medical Services; determine EMS training needs, establish training priorities and develop course content to address EMS mandated requirements, specific performance deficiencies or operational issues; provide comprehensive EMS instruction and training; evaluate effectiveness of EMS training activities; perform patient assessment and treatment at the advanced life support level; evaluate staff effectiveness in assessing and treating patients; serve as liaison to other agencies and organizations; interpret and apply state, federal and local laws and regulations; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare complex studies and reports; set priorities, meet deadlines and make sound decision; establish and maintain accurate records, maintain required level of knowledge and certification; participate in the development and administration of EMS budgets; communicate effectively; establish and maintain effective working relationships with employees, training providers and other organizations, agencies and groups; supervise, train and evaluate assigned staff.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

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RY: Human Resources Department

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