

CLASSIFICATION: EMERGENCY MEDICAL SERVICES TRAINING COORDINATOR

Class Code: 4040-19

Date Established: 06-02-77

Occupational Code: 7-3-3

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To coordinate new and existing state emergency medical services training programs, including recommending, revising and implementing necessary program modifications.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Researches, develops and implements statewide training program curricula, guidelines and protocols for instructors and emergency health care providers at both basic and advanced care levels.
- Develops and administers qualifying examinations for various levels of emergency health care programs.
- Organizes, publicizes and coordinates emergency health care programs for health care facilities, communities, schools, industry, government agencies and the private sector.
- Trains and supervises EMT course instructors in order to ensure standardized examination methodologies.
- Establishes, maintains and updates inventory system for all training equipment in the region.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

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Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in health or business administration, education, nursing or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in emergency medicine, health administration, nursing, public health or related field. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must be certified as an Emergency Medical Technician with two years of pre-hospital emergency experience. Must maintain current EMT certification during tenure of this position.

RECOMMENDED WORK TRAITS: Knowledge of emergency medical service systems and procedures. Knowledge of methods and techniques of assessing and measuring the effectiveness of training programs and examinations. Knowledge of office procedures. Ability to develop strategies to remedy deficiencies identified through assessment. Ability to communicate effectively. Ability to influence and supervise instructional personnel. Ability to establish and maintain effective working relationships with employees and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.