



City of Irving Job Description

EMS Training Specialist

FLSA Status:	EXEMPT	Job Department:	Fire
Job Code:	33091	Reports To (Job Title):	EMS Battalion Chief

PURPOSE

This position is responsible for developing curriculum, scheduling and teaching continuing education for Paramedics and EMTs. Additionally, this position assists with the completion of required paperwork and its filing with Texas Department of Health Services to ensure regulatory compliance. Further, it takes an active role in quality improvement and quality assurance programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Develop and facilitate medical continuing education modules for Fire Department Paramedics and Emergency Medical Technicians. Conduct research on applicable educational topics. Organize information and develop related training presentations.
- Evaluate effectiveness of training by preparing and administering module exams for training participants.
- Perform quality reviews and audits on patient care reports originating from emergency response calls. Identify remedial training for paramedics, as required.
- Go on “ride-alongs” with field personnel to evaluate crews on their medical skills and procedures.
- Assist EMS Battalion Chief with review of departmental procedures related to emergency medical services and suggest revisions as needed; further, report and assist on any performance improvement issues identified in the course of routine EMS quality compliance issues.
- Assist EMS Battalion Chief with the coordination and maintenance of all (re-) certifications and licenses, assuring they are completed in a timely manner, and file all necessary paperwork with appropriate agencies for the Fire Department, as well as Irving Fire Department (IFD) personnel.
- Develop and facilitate continuing education (CE) programs / modules for Irving Fire Department Paramedics and EMTs.
- Ensure IFD personnel’s adherence to UTSWMC / Biotel EMS system guidelines for therapy protocols and pharmacology use and develop & administer exams as appropriate.
- Ensure that IFD Paramedics and EMTs comply with nationally recognized standards, including: the American Heart Association (AHA); American College of Emergency Physicians (ACEP); and, the National Registry of Emergency Medical Technicians (NREMT).
- Function as the designated Infection Control Officer for the Irving Fire Department as required by the Texas Department of State Health Services and the Texas Health and Safety Code.

OTHER DUTIES AND RESPONSIBILITIES

- Perform other duties as assigned

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 215 Paramedics and 60 EMT's employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Assist EMS Battalion Chief with development of EMS budget as it relates to Continuing Education activities, including planning and research of instructional materials.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university in a relevant field of study.
- A Bachelor's of Science in Nursing (BSN) would be beneficial.

EXPERIENCE

- At least five (5) years as a field paramedic, with at least two (2) years of experience as instructor.
- Preferred to have Texas Department of State Health Services Course Coordinator credentials.

CERTIFICATES, LICENSES, REGISTRATIONS

- BLS Instructor certification
- ACLS Instructor certification
- A valid Texas Class C driver's license, or the ability to obtain one, is required.
- A Texas Department of State Health Services Course Coordinator credential would be beneficial.

KNOWLEDGE OF

- Education and Training: Instructional methods and training techniques, including curriculum design principles, adult learning theory, group and individual teaching techniques, design of individual development plans, and test design principles.
- Program Management principles and quality control techniques and practices.
- UTSWMC / BioTel Medical System protocols for patient treatment and pharmacology.
- EMS Regulation & Law: Federal, State, and local laws, rules, and regulations as related to emergency medical services.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

- Office / Industry Software: Current word processing, presentation, and spreadsheet programs used by the City, as well as database, learning management system, and/or reporting software.
- Office Systems: Administrative / clerical procedures and methods such as word-processing systems, filing & records management systems, form design principles, and office terminology.

SKILLS AND ABILITIES IN

- Teaching: Conveying new concepts and confirming comprehension by listener.
- Training & Direction: Effectively guiding and critiquing adult learners.
- Active Learning: Working with new material or information to grasp its implications.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand. This includes one-on-one communication as well as with diverse groups of varying sizes.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Interactive Presentation: Effectively presenting information to groups and responding to questions.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Confidentiality: Handling information that is confidential and sensitive in nature.
- Implementation Planning: Developing approaches for implementing an idea.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.

GUIDANCE RECEIVED

Accepted Methods and Procedures

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

CONTACTS

Interacts with paramedic / EMT personnel of the Fire Department, as well as department management regarding performance and compliance issues. Externally, may engage with vendors of training supplies and instructional programming, as well as professional associations.

EQUIPMENT AND PROPERTY

Emergency Medical Services vehicles and responder equipment, computer / laptop and other office equipment (e.g., telephone, copier, printer), presentation equipment, and/or scantron machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee frequently is required to reach, sit, stand, walk, talk, see, hear, smell, and otherwise demonstrate manual dexterity. Occasionally, s/he is expected to lift and carry items over 75 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The typical work environment is that of an office and/or classroom; however, work will occasionally be conducted outdoors, and/or be performed near moving mechanical parts. Also, there is the occasional exposure to risk of electrical shock, vibration, fumes, airborne particles, infectious diseases, and criminal suspects. The noise level is quiet to moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.