

DIRECTOR OF EMERGENCY MEDICAL SERVICES TRAINING

DISTINGUISHING FEATURES OF THE CLASS: This class involves responsibility for planning, administering and coordinating a comprehensive emergency medical training program. An employee in this class formulates, conducts and maintains an emergency medical training program. Work is performed under general direction, allowing the incumbent to exercise a considerable amount of independent judgment and initiative in development of the training program. The employee is responsible for assuring that the necessary skills and knowledge are taught. Work is reviewed through personal conferences and by review of written reports. Supervision may be exercised over training activities for all related areas. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, organizes and administers Emergency Medical Training Programs for fire, police, industry, ambulance and medical team personnel;
Schedules instructors, coordinators and special lecturers to teach various courses in EMT Training Program;
Certifies instructors and coordinators to teach CPR;
Prepares and process all required reports to secure funding and for program administration;
Develops and prepares tests and quizzes for courses;
Assures that all required course material is available at time of course instruction;
Establish and maintain student files;
Instructs classes in EMT training as needed;
Evaluates instructors /coordinators performance and insure policies and guidelines are followed;
Keeps abreast of changes in State mandated curriculum;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE.KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and techniques of emergency medical treatment procedures; thorough knowledge of literature, equipment and other materials needed in the instruction of recent developments in the field of emergency medical treatment; good knowledge of recent developments in the field of emergency medical treatment; good knowledge of long-term needs of the County with regard to EMT facilities; ability to plan and develop curriculum and

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lesson plans; ability to establish and maintain successful relationships with people; ability to prepare and write clear and concise reports; ability to prepare and maintain accurate records; initiative and resourcefulness; good judgment; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from an accredited school of nursing and licensed to practice as a registered professional nurse in New York State, and two (2) years of experience as a Registered Professional Nurse in an emergency medical treatment setting; or
- b) A Bachelor's Degree in health-related disciplines, and one year of experience in an emergency medical treatment program; or
- c) Graduation from high school or possession of a comparable diploma and five (5) years, experience in an emergency medical treatment program, two (2) years of which shall have been in a management position; or
- d) An equivalent combination of education and experience as defined by the limits of a), b) and c) above.

SPECIAL REQUIREMENT: New York State Certification as an Advanced Emergency Medical Technician and New York State Instructor Certification.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet fieldwork requirements made in the ordinary course of business in a timely and efficient manner.