

Policy Name:

JOB DESCRIPTION – Education Coordinator Date: XXXXXXXXXXXX

Department: PERSONNEL

Revision Revision date: XXXXXXXX

POLICY STATEMENT:

The purpose of this job is to align the District's, internally and externally, with the strategic mission and vision through a consistently high-level of personal interaction that encourages excellence and growth.

DESCRIPTION

A full-time, non-exempt and salaried employee who reports to the Deputy Chief and Chief/Administrator. The Education Coordinator is tasked with planning, designing, monitoring, evaluating and coordinating the educational programs with consultation from the Medical Director for all EMS personnel. Performs administrative, educational, clinical and research functions in support of the EMS programs as needed to facilitate the effective delivery of pre-hospital medical care to the community. The Education Coordinator will perform chart audits and build quality improvement programs to enhance documentation and further build upon the skills of the employees.

The position will work traditional and non-traditional shifts potentially requiring weekend, holidays, and night shift work. The Education Coordinator will be

required to meet all the standards of an ALS Provider and perform occasional shift work to better understand and develop EMS education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participates in the planning, implementation, coordination, and evaluation of EMS educational program offerings.
- Prepares and delivers instruction either at the EMS agency or off-site, as needed; supervises the activities of course participants during instructional time.
- Evaluates learner performance, provides feedback, and develops learner remediation plans.
- Fulfills EMS educational program administrative requirements, to include calculation and submission of grades, maintenance of program, course, and student/participant records, and preparation and submission of data and reports.
- Develop and implement quality improvement strategies and initiatives to enhance organizational performance.
- Conduct regular audits to evaluate compliance with quality standards, policies, and procedures.
- Analyze data and key performance indicators to identify trends, areas for improvement in cost reduction and improved patient care opportunities
- Participates in continuing professional development programs as appropriate.
- Adheres to established departmental policies and procedures and relevant quality and safety standards.

- Participates in activities that promote the EMS agency, to include student recruiting, and program marketing events, as appropriate.
- May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
- Performs miscellaneous job-related duties as assigned.
- Oversee the orientation of new employees assigned to Operations, keeping the Chief/ Administrator informed of the new employees' performance, progress and readiness for duty.
- Oversee and coordinates employee evaluations and competency testing.
- Responds to EMS calls and assists with coordination of patient care and manage on-scene EMS operations. Observes the performance of EMT's and Paramedics, documenting and addressing areas of concern or in need of improvement with the individual as needed.
- Performs QI/QA of mandated EPCR.
- Coordinate with other members of the Command Staff to provide employees with educational opportunities.
- Participates in the organizational strategic planning process of developing both short-term and long-term objectives.
- Performs other duties as directed or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

FORMAL EDUCATION

- High School diploma or equivalency
- A Degree in Education, Business Administration, Healthcare Management or a related field is desired; however, equivalent industry experience may substitute.

WORK EXPERIENCE

- Five (5) years FT experience of EMS experience related to duties and responsibilities.

CERTIFICATION AND LICENSURE

- Valid Missouri State Paramedic certification or Registered Nursing License
- National Registry Paramedic certification is desired
- Valid Missouri Driver's license

- Provider certification in BLS, ACLS, PHTLS and PALS
- AHA/NAEMT instructor certification is desired

KNOWLEDGE, SKILLS, and ABILITIES REQUIRED

- Knowledge of all operational duty requirements and processes
- Knowledge of PCAD policies, procedures and clinical protocol
- Federal and State EMS regulations
- Computer operations and data analysis
- Knowledge of EMS theory, practice, and trends.
- Knowledge of current EMS curricular content and education standards.
- Communicate effectively in a diverse range of audiences and settings
- Maintain order in an environment of changing priorities
- Effectively manage time
- Ability to negotiate solutions to conflicts and problems
- Maintains an effective working relationship with representatives from outside agencies, fellow employees, subordinate personnel and the public
- Strong interpersonal skills, flexibility, and customer service orientation.
- Ability to adapt EMS curricula to reflect State requirements, local needs, and national trends.
- Knowledge of the delivery of emergency medical services in the State of Missouri
- Knowledge of adult learning theory and methodologies.
- Knowledge of competency-based education principles and methods.

- Ability to assess student performance and progress and to provide appropriate feedback.
- Ability to adhere to established standards for educational quality.
- Ability to maintain complete, accurate educational records.
- Knowledge of EMS educational program accreditation processes and standards.

PHYSICAL REQUIREMENTS

Work requires some physical effort. Lifting or performing work requiring physical exertion (up to 125 pounds) is intermittent (not a routine part of the job). The job may require sitting for long periods of time, with an occasional need to stoop, kneel or crouch; occasional need to work in confined spaces and unusual positions to perform the task of emergency care and rescue.

WORK ENVIRONMENT

- Most of the work is performed under normal working conditions in a standard office environment and EMS work. Work involves intermittent to occasional exposure to unpleasant working conditions or undesirable elements. An occasional potential for cuts, bruises, muscle strains and exposure to blood borne pathogens, and contagious diseases; may be exposed to hazardous materials.