

GEORGETOWN-SCOTT COUNTY EMS JOB DESCRIPTIONS

Position Classification: Education Coordinator

Department: Emergency Medical Services

Immediate Supervisor: Director of EMS

Supervises: Education of GSCEMS Staff

Characteristics of Position: Coordinates all aspects of training for internal staff and external groups needing education. This is an administrative position however, individual will be required to work on an ambulance during high call volume. The individual occupying this position will coordinate and track all training and education for GSCEMS. Education coordinator will work closely with the Assistant Director overseeing QA/QI and the Medical Director to identify areas of needed training. This person will schedule and coordinate training to ensure staff meets the minimum requirements to recertify/relicense at the state and national level. This person will also track training and provide a year-end report to both Director of EMS and the Medical Director. Administers advanced life support care to sick and injured persons in the pre-hospital setting as authorized and directed by the Physician Medical Director. These procedures may be done in a controlled environment or hazardous environments such as crime scenes, traffic accidents, chemical spills and/or caring for combative patients. The individual may also be exposed to communicable diseases and be called on to perform high-risk procedures such as IV insertion and endotracheal intubation. The individual will have to work in extreme weather conditions to include excessive heat, below freezing temperatures, rain, sleet, snow and thunderstorms. May have to work many hours without rest.

General Duties and Responsibilities:

Essential:

- Schedules, teaches and coordinates training courses for GSCEMS employees which will satisfy licensure/certification requirements at both the State and National level.
- Works with medical director to ensure patient care protocols meet current standards.
- Maintain hard copies of employee's certificates and training records.
- Keeps a computerized record of training for GSCEMS and all employees.
- Teach and coordinates joint training programs with the local fire departments, Emergency Management Agency, hospital, and law enforcement agencies.
- Coordinate and teach community education programs such as CPR/First Aid, stroke and heart attack awareness.
- Attend meetings as assigned by the EMS Director.
- Coordinate with educational institutions to schedule student internships and maintain records on each student.
- Will oversee all training/orientation for new employees.
- Completes other duties as assigned by the Director of EMS

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Non-essential: None

Qualifications/Requirements

Training and/or Experience: Graduation from an accredited high school or GED equivalence. A minimum of an Associate's Degree in the medical field and/or a minimum of five (5) years clinical EMS field experience. Possess and maintain the following: Kentucky Paramedic License, Kentucky Operator's License, Current instructor card in ACLS and PALS, EPC, or PEPP. Must obtain instructor credentials in CPR, PHTLS or ITLS, ASLS and Kentucky level III EMS instructor within one year of appointment. Other preferred instructor certifications include AMLS, and GEMS.

Special Knowledge, Skills and Abilities

Knowledge: Knowledge in the delivery of Emergency Medical Services, the operation of all medical equipment and medication delivery and dosages. Must have thorough knowledge of departmental Standard Operating Guidelines and medical protocols as well as the Scott County Personnel manual. Knowledge of adult learning is also essential to this position.

Skills: Skill to operate needed equipment and organize records.

Abilities: Ability to motivate staff and to communicate using the chain of command.

Special Licensing Requirements: As noted above.

Additional Requirements

Education: As above.

Certification: As above.

Schedule: "Exempt" administrative position and the schedule is a 40-hour work week, Monday thru Friday, during regular business hours and available to respond at all hours and on weekends and holidays. Work times may have to be altered at times to meet the needs of special events and/or public education. Must be available for contact twenty-four hours a day, seven days a week.

Instructions: General.

Processes: Frequently refines existing methods and develops new techniques, concepts or programs within established limits.

Review of Work: General.

Analytical Requirements: Decisions based on training and experience and carried out under emergent conditions. Must be able to make rational decisions under extreme conditions.

Public/Internal Contact: Public 50%; Internal 50%.

Mental Effort: Heavy.

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Interruptions: Constant.

Physical Demands

Standing/Walking: *Frequently.* Must be able to stand and walk for long periods of time and for long distances. Standing and walking could be on all types of surfaces, including but not limited to: asphalt, concrete, dirt, wood, sand, etc. The individual must be able to go up and down slight inclines or declines that may be found at roadsides, agricultural areas, etc.

Sitting: *Frequently.* Must be able to sit for long periods of time without standing. Some patient transports may last up to 3 hours. The time performing the sitting activity on a call would depend upon the specific situation.

Lifting and Carrying: *Occasionally.* Must be able to lift and carry a minimum of 150lbs. Employee will need to lift and carry, with one team member, adult patients, lifting them from various positions (such as a bed or a chair) onto various patient movement devices, such as an ambulance stretcher, a stair chair, long back boards, etc., and then efficiently move them into an ambulance. Other object that would need to be carried include oxygen cylinders, stair chair, medical bags, cardiac monitor, office equipment, furniture, etc.

Bending and Stooping: *Frequently.* Throughout a work shift the individual will be required to bend in a range of 1 to 90 degrees. The average situation will require the individual to work in a range of 35 to 65 degree bends. This would involve: lifting a patient, lifting equipment, lifting boxes of medical supplies, treating a patient at ground level, sitting on a bench located in the ambulance. This activity may be prolonged and last up to 30 minutes or more. During any given call, the provider may have to bend and/or stoop multiple times.

Crouching and Kneeling: *Occasionally.* Crouching and kneeling may be performed when on the scene picking up equipment, assisting patients or accessing patients or when performing maintenance checks on vehicles. The actual number of times this is done depends on the incident.

Climbing: *Occasionally.* Must be able to climb up and down steps and or climb a ladder. Generally, the climbing would require lifting and carrying heavy objects such as medical equipment or a stretcher loaded with a patient. Balancing may be required when backing down staircases.

Reaching: *Frequently.* Must be able reach continuously throughout the work shift to operate monitoring equipment, communication equipment and other medical equipment and supplies used in providing medical care. May be required to reach in precarious positions, such as in a vehicle which has been crushed in an accident or in other confined spaces. Reaching will involve partial to full extension of the arms.

Pushing and Pulling: *Frequently.* Must be able to push and pull stretcher loaded with a patient and/or medical equipment up hills, across uneven terrain and through grass, gravel, mud and snow.

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Use of Equipment: Must remain proficient in the use of several pieces of equipment, including but not limited to: Cardiac Monitor with all components, ventilator, CPAP, computer, fax machine, copier, telephone and two-way radio.

Vehicle Operations: Must operate an emergency response vehicle and an ambulance in emergency and non-emergency situations.