

EMERGENCY MEDICAL SERVICES TRAINING COORDINATOR

DEFINITION

Under the general supervision of the Emergency Planning Director, coordinates on-going medical training and informational programs for the lay public, emergency medical technicians, medical professionals and paraprofessionals; develops and instructs in-service training programs for emergency medical service districts; performs other related duties as required.

EXAMPLES OF DUTIES

Under policy guidance from the Emergency Medical Services Commission and its Training and Medical Advisory Sub-Committees, develops a uniform EMS in-service training program for area EMS districts including instructional and media materials; instructs or arranges for instructors of such in-service programs as well as EMT refresher training courses; develops EMS public information programs and materials; acts as a liaison with medical and training facilities and agencies in Dane County; develops and coordinates supplementary training to medical advisors and training coordinators in area EMS districts; supervises the enrollment of all EMT and EMT refresher courses in Dane County; studies and makes recommendations for the incorporation of new training concepts, programs, and field equipment in the EMS area.

EMPLOYMENT STANDARDS

Education and Experience: One year of professional teaching experience in emergency medical care or allied health field.

Knowledges and Abilities: Knowledge of how an EMS system operates including pre-hospital delivery and hospital-based definitive emergency care and treatment; knowledge of public finance, planning, and human resource allocation; considerable knowledge of the methods of community organization, planning, management, and supervision; knowledge of media resources and equipment as well as an ability to develop and produce such resources; ability to teach and speak effectively before groups; ability to develop and maintain effective working relationships with government officials and employees; ability to write clear and concise statistical and historical reports

Licenses and Other Requirements: National Registration as an Emergency Medical Technician or licensure as a Registered Nurse in Wisconsin and eligibility for certification by the State as an EMT Coordinator. Possession of a valid Wisconsin driver's license (or eligibility) and access to personal transportation.