

# EMS TRAINING OFFICER



## **Description:**

Under general direction, coordinates, plans and monitors training related to Emergency Medical Services (E.M.S.), as provided by the San Bernardino County Fire Department and other fire districts.

## **Distinguishing Characteristics:**

Positions in this class are characterized by their ability to organize, plan, and direct an E.M.S. program, and be familiar with Federal, State and County Regulations as they pertain to E.M.S. This position reports to the EMS Training Supervisor.

## **Duties may include, but are not limited to:**

1. Administrates the Continuing Education Provider program with the Inland Counties Emergency Medical Agency, ensuring continuous compliance and monitoring of the program
2. Coordinates, plans and monitors E.M.T. and C.P.R. training and re-certification; trains personnel to state required "First Aid" levels.
3. Provides guidance for the operation, maintenance, purchasing, and inventory of E.M.S. related equipment and supplies.
4. Attends, monitors and provides input at various State level E.M.S. committee meetings relating to fire service activities.
5. Researches new equipment and develops skills for continued emergency medical service.
6. Establishes and maintains documents relative to training, information guides and procedures affecting the divisions activities in the E.M.S. program.
7. Writes various reports and documents as needed; possesses good written and oral communication skills.
8. Provides vacation and temporary relief as required.
9. Provides other duties as required.
10. Develops lesson plans using standardized software programs and conducts multiple repetitive EMS courses during a training cycle.
11. Ensures department compliance with Inland County Emergency Medical Agency's (ICEMA) policies and State EMS statutes and regulations.
12. Ensures that Paramedics and Emergency Medical Dispatchers are maintaining certifications, licenses, accreditations and are performing required patient care benchmark skills.

13. May perform the duties of Designated Officer for exposures to personnel on airborne and bloodborne exposure incidents.
14. Rides with medics on department apparatus and observes performance during actual responses.
15. Assists in development of personal improvement plans
16. Assists in development of CQI Indicators and conducting CQI inquiries on field incidents

**Typical Qualifications:**

Five (5) years of experience working as a registered, licensed Paramedic.

A current valid California Paramedics license. Must possess and maintain a current valid California Class C Driver's License.

Fire instructor A B C or EMS Specific Teaching Credential i.e. NAEMSE Accreditation (National association of EMS Educators) highly desirable

AHA ACLS, AHA BCLS, AHA PALS, PHTLS Instructor, BCLS Instructor, AHA First Aid, First Responder instructor certification

**Health and Physical Condition:**

Persons seeking appointment to this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties established by the San Bernardino County Fire Department.

**The statements in this class specification are intended to describe the general nature and level of work being performed by incumbents assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, qualifications and skills required of personnel so classified.**

**Job Code:** 44821

**Salary Range:** H49

**Representation Unit:** Hazardous Materials

**Last Updated:** 5/20/10