



## JOB DESCRIPTION

### Training Coordinator

Policy Number:	
Original:	06/12/2020
Last Revised:	
BOD Approval:	
Effective:	

**Position Title:** Training Officer  
**Supervised by:** Clinical Care Supervisor  
**Supervises:** Trainees  
**Status:** Non-exempt employee  
**Work Schedule:** Various days, various shifts

#### General Purpose

This position coordinates the various training activities of the agency including administration of the initial training of new field staff and the general education/training of our personnel.

#### Essential Duties and Responsibilities

- Assist in coordinating, developing, scheduling and organizing training and education for all staff;
- Coordinate and schedule annual required training;
- Assist in developing and executing new employee orientation and initial field training;
- Develop and regularly update Training binders and materials;
- Work closely with new personnel during their training process and be their first line of communication in resolving any issues that may arise during the process;
- Recommend approval of newly trained personnel;
- Maintain and organize all training attendance, course completions and other training records;
- Assure all training records are properly filed upon completion of training;
- Assist with coordination and administration of the agency Continuing Medical Education Recertification Program;
- Administer, implement and support agency policies, procedures and training guidelines as set forth by the Chief, Deputy Chief, and the Clinical Care Supervisor;
- Foster professional standards of clinical performance, training, and positive morale;
- Collect, organize and display clinical data to assist with training and education;
- Support the decisions of Operations and Board of Directors in a positive manner;
- Assist Operations in policy development related to training and education;
- Seek outside instructors/presenters and foster professional relationships;
- Serve as an ambassador and liaison for other agency Training Officers;
- Coordinate training with other agencies and organizations;
- Represent Perinton Ambulance at local Training meetings;
- Schedule instructors/presenters for training sessions;
- Coordinate the development of training sessions, programs, lectures and online courses;
- Advertise training internally and externally, as appropriate;
- Continuously evaluate the effectiveness of the agency Training Program, Field Training Officers (FTOs), and progress of trainees;
- Review trainee and FTO evaluations, provide feedback as appropriate;
- Communicate with FTOs and Operations on the status of trainees;
- Seek feedback and input on the Training Program, implement updates as appropriate;
- Provide recommendations to the Clinical Care Supervisor for FTO vacancies;
- Coordinate FTO education and development;
- Interface with the Clinical Care Supervisor to develop strategies for individual and team learning;



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- Work with Clinical Care Supervisor to identify gaps in training and education;
- Assist in developing Performance Improvement Plans;
- Establish goals for the Field Training Program;
- Prepare a report of significant activities, achievements, specific goals or major tasks achieved, at least annually;
- Provide recommendations to the Chief for training equipment and budgeting;
- Assist with preparation of performance evaluations by providing feedback regarding FTOs;
- Prepare and submit annual budget request for the Training Department to the Chief;
- Coordinate with the Health & Safety Officer regarding all required OSHA training;
- Other duties as assigned.

### Minimum Qualifications

#### Education & Experience

- Associates degree in healthcare, business, education, management or related area desired;
- Valid NYS EMT or Paramedic certification;
- Must be 21 years or older at time of appointment;
- Valid insurable NYS driver's license or equivalent;
- Must be an independently practicing EMT or Paramedic for a minimum of three years at a transporting EMS agency;
- Must be able to read, write, and speak the English language;
- Current MLREMS Preceptor (ALS or BLS), or ability to obtain within 6 months;

#### Necessary Knowledge, Skills and Abilities

- Familiar with NYS Article 30, Part 800 and DOH Policy Statements;
- Thorough knowledge of NYS DOH and MLREMS REMAC Protocols;
- Thorough knowledge of emergency scene operations;
- Must be able to achieve cleared EMT or Paramedic status within 90 days of appointment;
- Must be able to read, write, and speak the English language;
- Computer Skills: Knowledge of Microsoft Word, Excel, Power Point and emsCharts software preferred.

### Physical Demands

- Must be able to meet or exceed the requirements outlined in the job description of an EMT/AEMT as per NYS DOH Policy Statement 00-10.
- Unimpaired Mobility: Must be able to quickly respond to ambulance, must be able to access patients in difficult terrain, must be able to climb stairs, must be able to work in close and dangerous environments such as damaged vehicles, must be able with partner to carry equipment and patients weighing up to 250 pounds and independently lift and carry equipment weighing up to 125 pounds.
- Physical Abilities: Must be able to perform strenuous physical requirements such as CPR, lifting and moving of equipment and patients in a variety of environmental conditions.
- Fine Motor Skills: Must be able to perform required medical skills and techniques within their scope of practice, such as bandaging, splinting, CPR. Vision: Must have correctable vision acceptable for day and night operation of emergency vehicles, must have color acuity adequate



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for the determination of skin and blood color. Must be able to read medication dosages on drug labels and syringes.

- Hearing: Must be able to hear and understand information provided by patients, family or bystanders; must be able to hear breath sounds and accurately determine auscultated blood pressures; must be able to differentiate separate conversations in active, distracting environments; must be able to hear and understand radio traffic when responding with lights and sirens.
- Speech: Must be able to speak and enunciate clearly and at a level audible to others in loud conditions, must be able to speak clearly in stressful situations, must be able to verbally communicate with patients, families and other emergency personnel.

#### Disclaimer

The Chief reserves the right to waive any of the minimum qualifications set forth above, and consider any other qualifications or combinations that, in the Chief's opinion, will serve as an adequate substitute for those minimum qualifications.