



JOB DESCRIPTION

Training Supervisor

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

Position Overview

Position Title:	Training Supervisor
Rank:	Lieutenant
Supervised by:	Clinical Care Manager
Supervises:	Field training Officers (FTOs) and Trainees
Status:	Full Time, Non-exempt employee
Work Schedule:	Various days, various shifts

General Purpose

Develops, supervises, and manages the training activities of the agency including administration of the orientation program, initial field training, Continuing Medical Education (CME) recertification program, Field Training Officer (FTO) program and the general education/training of personnel.

Essential Duties and Responsibilities

- Coordinate, develop, schedule, and organize training and education for all staff.
- Manage and lead the Training Department.
- Coordinate training activities with Operations Officers.
- Coordinate, schedule, assign and manage annual required training.
- Develop, manage, and conduct a new employee Orientation program.
- Solicit feedback on the Orientation program for future improvement.
- Develop and regularly review Training Department materials for updates.
- 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 for independent practice.
- Maintain and organize all training attendance, course completions and other training records.
- Assure all training records are properly filed upon completion of training.
- Manage and administer of the agency Continuing Medical Education Recertification Program in coordination with the Agency Medical Director and Agency CIC.
- Administer, implement, and support agency policies, procedures and training guidelines as set forth by the Chief, Deputy Chief, and the Clinical Care Manager.
- Foster and promote professional standards of clinical performance, training, and development.
- Foster and demonstrate a team-oriented and patient-centered learning atmosphere.
- Promote and model Just Culture behaviors and decision-making.
- Promote a culture of lifetime learning and incremental improvement.
- 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.



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- Develop or coordinate the development of training content to meet the needs of the Training Department, as able.
- Coordinate the development of training sessions, programs, lectures, and online courses by staff and outside experts.
- Advertise training internally, and externally as appropriate.
- Develop, manage, and conduct a new employee Field Training program.
- Establish goals for the Field Training program and monitor progress.
- Collect and report data on the Field Training program.
- Manage the Field Training Officer (FTO) program.
- Solicit feedback on the Field Training program for FTO and program improvement.
- Continuously evaluate the effectiveness of the agency Training programs, FTOs, and progress of trainees.
- Review trainee and FTO evaluations, provide feedback as appropriate.
- Provide regular feedback to FTOs and Operations on the status of trainees.
- Coordinate FTO education and development.
- Interface with the Clinical Care Manager to develop strategies for individual and team learning.
- Work with Clinical Care Manager to identify gaps in training and education.
- Assist in developing and monitoring Learning Improvement Plans.
- Prepare an annual report of significant activities, achievements, specific goals, or major tasks achieved.
- Assists Clinical Care Manager with Quality Improvement initiatives.
- Assist with preparation of data for personnel performance evaluations.
- 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 four 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.
- Previous Supervisory or Training Officer (or equivalent) experience desired.

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;

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- 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 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.