

## COORDINATOR OF EMS TRAINING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for coordinating and implementing an emergency medical treatment plan for the Westchester Medical Center and for use by local communities responsible for emergency services. The incumbent will develop training initiatives both for internal personnel and for area hospital personnel, designing programs to improve pre-hospital trauma, burn and pediatric care to decrease the regions' morbidity and mortality rates. Other duties include marketing the training, preparing reports on emergency calls and ensuring procedures and practices are in accordance with protocols. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops courses for trauma, burn, and pediatric emergencies so that patients presented to the medical center will be in the most viable condition possible;

Schedules, coordinates and instructs courses for paraprofessional and professional EMS/hospital personnel, and police, fire, and emergency response personnel in the community;

Directs paramedics and participates in responding to emergency medical requests;

Coordinates, trains and plans the education of program instructors for courses;

Develops course curricula;

Coordinates EMS education for area services and in-house courses including Basic Cardiac Life Support (BCLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), and Continuous Medical Education (CME) lectures;

Participates in the definition, maintenance and interpretation of standards of practice for paramedics;

Promotes programs to the emergency response community to maximize Medical Center exposure and service to the EMS community;

Pursues grant opportunities to fund training instructors and courses for those areas that need further development;

Develops grants for Trauma, Burn and EMS;

Coordinates call audits for area EMS agencies and STAT flight;

Assists in the coordination, assessment and implementation of an emergency medical treatment plan;

May participate in Disaster Planning, including Hospital Emergency Incident Command System (HEICS) and Indian Point Planning (MS-1 readiness);

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### EXAMPLES OF WORK: (Cont'd)

Prepares written reports of emergency calls handled, outlining diagnoses and treatment provided in accordance with NYS and police department guidelines and reviews all documents submitted by paramedics;

Ensures clean and decontaminated medical equipment and maintains an adequate inventory of supplies;

Attends and participates in committee meetings, seminars and conferences as required;

Keeps abreast of current trends in the field;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of EMT-4 procedures; good knowledge of the principles, practices and procedures in the development, coordination and delivery of emergency medical services; good knowledge of community resources and organizations, particularly those providing the delivery of emergency medical services; knowledge of public health practice; ability to perform all functions of an EMT-Paramedic; ability to supervise, train and coordinate the work of others; ability to communicate effectively, both orally and in writing; ability to perform calmly and efficiently in crisis situations; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; good reasoning and judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School or equivalency diploma and five years of experience in Emergency Medical Services which must have included the oversight of educational programs and/or the development of materials and resources for training of EMS personnel.

SPECIAL REQUIREMENTS: At the time of appointment, candidate must have possession of a valid NYS Department of Health Certification as a Paramedic (EMT-Paramedic) and possess a valid motor vehicle operator's license.

West. Co.  
J.C.: Competitive  
MVV3

Job Class Code: C3064  
Job Group XII