



Adair County Ambulance District
Kirksville, MO 63501
660-665-0000
www.academs.us

JOB DESCRIPTION

JOB TITLE:	Internal Training Coordinator		
DEPARTMENT:	Training	EMPLOYMENT STATUS:	Full Time
REPORTS TO:	Director of EMS Education	FLSA STATUS:	Click here to enter text.
PAY GRADE:	Click here to enter text.	SHIFT/HOURS	1 shift, 8 hours/day, 5 days/week
REVISION	Click here to enter text.	EFFECTIVE DATE	Click here to enter text.

POSITION DESCRIPTION

The Internal Training Coordinator is responsible for providing management, leadership, direction and administration of all aspects of the internal training program for the Adair County Ambulance District (ACAD) as well as conducting run reviews based on the retrospective review process as defined in the ACAD Quality Assurance Program. The position reports to the Director of EMS Education. The position also works under the direction of The Director of Quality Assurance when performing job responsibilities related to the quality program and works in collaboration with other administrative team members. Incumbent is subject to covering paramedic shifts, when all other methods have failed to provide adequate coverage. Incumbent is also subject to callback as required by the Adair County Ambulance District.

PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

- Responsible for completing daily retrospective review of ambulance patient care reports in accordance with established CQI process.
- Responsible for planning, development, implementation, evaluation, and management of a comprehensive training program that addresses specific training needs identified by the continuous quality improvement process, and ensure the National Registry/Missouri Bureau of EMS re-certification requirements are met by the professional staff.
- Coordinates and conducts various training sessions that meets the “core” and “flexible” content as defined by the National Registry of EMT’s, and are consistent with current trends in EMS.
- Ensures crew members are compliant with the current guidelines of the American Heart Association in regard to Basic and Advanced Life Support.
- Ensures crew members are compliant with the current guidelines as defined by International Trauma Life Support and Pediatric Education for Prehospital Professionals.
- Ensures crew members are able to satisfy the “core” competencies to perform their duties as an EMS provider for the Adair County Ambulance District.

- Ensures crew members maintain a good understanding of the current Clinical Care Protocols as authorized by the ACAD Medical Director.
- Assists the Director of EMS Education in ensuring Preceptors maintain education, and meet the requirements consistent with the KATC EMS Education Program.
- Assists Director of EMS Education in the preparation of the annual training budget. Is responsible for managing the training budget as it relates to internal training within established parameters.
- Responsible for establishing and maintaining strong professional relationships with team members.
- Participates in the organizational strategic planning process of developing both short term and long term objectives.
- Performs other duties as directed or assigned.

QUALIFICATIONS AND SKILLS

Formal Education

- | | | | |
|-------------------------------------|---|-------------------------------------|--------------------|
| <input checked="" type="checkbox"/> | High School Diploma or GED | <input checked="" type="checkbox"/> | Associate's Degree |
| <input type="checkbox"/> | Vocational School or some college courses | <input type="checkbox"/> | Bachelor's Degree |
| <input type="checkbox"/> | Trade or Technical School | <input type="checkbox"/> | Master's Degree |

Bachelor's degree in Business Administration, Healthcare Management, or related field is preferred.

Work Experience

A minimum of 7 years experience as a Paramedic and 3 years experience in a training development program is required.

Certification and Licensure

The Internal Training Coordinator must be a Nationally Registered Paramedic and have the following, current designations:

- BLS provider and instructor
- ACLS provider and instructor
- PEPP provider and instructor
- ITLS provider and instructor
- Basic Life Support (EMT) Instructor Certification
- Advanced Life Support (Paramedic) Instructor Certification

Knowledge

- Knowledge of Quality Improvement Methods.
- Knowledge of teaching methodology and the various learning methods.
- Knowledge of budget preparation and management.
- In depth knowledge of ACAD operational equipment.
- In depth knowledge of training aids.

Critical Skills

- Organization skills.
- Leadership skills.
- Time management skills.
- Ability to objectively and accurately evaluate performance.
- Management skills.
- Computer skills.
- Data analysis skills.
- Writing skills.

SPECIAL REQUIREMENTS

- | | |
|--|--|
| <input type="checkbox"/> Critical Position | <input type="checkbox"/> Shift Work |
| <input type="checkbox"/> Valid MO Driver’s License | <input type="checkbox"/> Overtime |
| <input type="checkbox"/> Public Driving Record | <input type="checkbox"/> On-Call |
| <input type="checkbox"/> Drug and Alcohol Test | <input type="checkbox"/> Travel |
| <input type="checkbox"/> Other (Describe) | <input type="checkbox"/> Travel Outside of Normal Business Hours |

EQUIPMENT, TOOLS, MACHINES AND VEHICLES USED

- | | |
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PHYSICAL REQUIREMENTS

Work requires some physical effort. Lifting or performing work requiring physical exertion (up to 175 pounds) is intermittent (not a routine part of the job) and secondary to the job. The job requires sitting for long periods of time, with an occasional need to stoop, kneel or crouch; occasional need to work in confine spaces and unusual positions to perform the task of emergency care and rescue.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Work is performed under basically normal working conditions as in a standard office environment. Work involves intermittent to occasional exposure to unpleasant working conditions or undesirable elements. An Occasional potential for cuts, bruises, muscle strains and exposure to blood borne pathogens, and contagious diseases; may be exposed to hazardous materials.

DISCLAIMER AND ACKNOWLEDGEMENT

This job description does not constitute an employment agreement between the Adair County Ambulance District and the employee. The job description is subject to change by the District as the needs of the employer and requirements of the job change.

Signatures of Approval:

Executive Director: _____ / _____ / _____

Director of EMS Education: _____ / _____ / _____

Director of Human Resources: _____ / _____ / _____

Employee: _____ / _____ / _____