

Job Title: EMS Education Coordinator

Reports to: Executive Director

Status: FLSA Non-Exempt Position
Full-Time (37.5 hours per week)

Work Allocations: EMS 100%

Job Summary:

The EMS Education Coordinator supervises council-sponsored EMS training and testing activities, supports the needs of the Education and Training Committee, and develops and implements related projects to achieve the objectives of the council.

Required Knowledge, Skills, and Abilities:

Specific duties include, but are not limited to, the following and shall be consistent with Virginia Regulations governing EMS and specific Office of EMS course guidelines and procedures:

1. Maintain awareness of EMS educators, instructional resources and EMS-related courses offerings within the region. Identify/facilitate regional opportunities for EMS education enhancement, improved availability and improved accessibility. Facilitate at least one annual region-wide EMS educator network meeting. In conjunction with the Performance Improvement Coordinator, provide regular electronic performance improvement and educational updates to regional EMS educators as needed.
2. Maintains the process for regional written exams and sanctioning boards and works with each agency identified training personnel and physician to complete this process for AEMTs and Paramedics and who desire to practice inside the region. Periodically examine the process and revise the examinations as needed.
3. Assist in filing Virginia OEMS course approval forms for initial and continuing education classes and workshops. Coordinate, monitor and evaluate the effectiveness of various education programs throughout the region.
4. Serve as primary staff support to EMS Education & Training Committee. Fulfill expectations in the council's committee management guidelines.
5. Coordinate the Quarterly Training Education Experience (QTEE) and the annual Tidewater Healthcare Education Expo (EXPO) to provide continuing education (CE) credits for ALL provider types throughout the Tidewater region.
6. Serve as primary staff support for a periodic process to review and revise regional EMS medical protocols. Facilitate development and implementation of educational materials/regional training to support protocol revisions, approved performance improvement educational recommendations, and region-wide changes or initiatives.
7. Periodically develop and submit articles and other information related to EMS education for publication in the e-newsletter Response and council website. Assist with maintaining and updating

the education sections of the council website and quarterly reports.

8. Serves as an educational liaison on behalf of the TEMS Council to other educational institutions in the development and provision of educational programs. Provide collaboration which will encourage consistency and quality assurance of programs including participation in various advisory or liaison committees.
9. Provides support as needed for all standing EMS committees.
10. Perform other duties and tasks as directed or delegated by the Executive Director.

Qualifications:

1. Bachelor's degree in EMS, nursing or closely related field or any equivalent combination of experience and training which provides the required knowledge, skills and abilities including extensive knowledge of emergency medical services principles and techniques.
2. MUST POSSESS VIRGINIA EMS Education Coordinator certification; currently active and in good-standing with the Office of EMS.
3. Proficient in oral and written communication skills.
4. Ability to organize, plan, and coordinate the various programs efficiently and effectively.
5. Ability to establish and maintain excellent working relationships with pre-hospital and hospital personnel involved in the delivery and administration of EMS.
6. Prior leadership or supervisory experience preferred.
7. Personal computer experience including familiarity with Microsoft Office Suite applications.
8. Adaptable to a flexible schedule of working hours that may involve night and weekend meetings and travel. Must provide own reliable transportation.