

**CLASS TITLE:**

**TRAINING COORDINATOR  
(EMERGENCY MEDICAL SERVICES)**

**Class Code: 02734700**

**Pay Grade: 31A**

**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for overall development of the pre hospital training and educational component of the State's Emergency Medical Care Delivery System; to coordinate training programs; to develop examination content, schedule and administer licensing examinations; to supervise the work of subordinates involved in the maintenance of records relating to the training and licensing of emergency medical technicians; to assist a superior in matters related to other regulatory processes; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior with wide latitude for the exercise of initiative and independent judgement; work is subject to review through oral and written reports for conformance to law, standards, policies, rules and regulations and program objectives.

**SUPERVISION EXERCISED:** As required, supervises and reviews the work of clerical staff assigned to assist; supervises the work of a staff of EMT instructors-coordinators, nurses and other professional and technical personnel employed from the emergency care delivery system for the presentation of training programs and the administration of practical skills examinations for emergency medical technicians.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Department of Health, Division of Emergency Medical Services, to be responsible for overall development and coordination of all aspects of pre hospital training and education on a statewide basis, to provide for the provision of the highest quality pre hospital emergency care training programs and to provide for the development of new and/or improved services.

To establish and maintain a liaison with state and regional resource personnel and to assist in the development of educational programs relevant to the training needs of the emergency services delivery system.

Under the direction of the Division Chief and in consultation with the division's medical consultant, to develop and modify protocols published for the guidance and direction of emergency medical technicians to assure compliance with the latest developments in emergency medical care procedures and techniques.

Under the direction of the Division Chief and in consultation with the medical consultant, to develop and maintain a system of EMT training courses covering all levels of pre hospital emergency medical care.

To maintain a liaison with local fire department and rescue service training officers to assure that all training is being conducted in accordance with the established educational and administrative standards.

To organize and supervise EMT licensure and re-licensure written and practical examinations to assure that all examiners conduct the examinations in accordance with established standards of performance and to certify the results of all written and practical skills examinations.

To assist local communities and services with the organization and preparation of non licensure courses for first responders, defibrillator, basic trauma life support, and endotracheal intubation training and other programs of a highly technical nature.

To coordinate with the Department of Health's Emergency Mobilization Coordinator and with officials of other agencies in the preparation and planning of the pre hospital care components of the state's disaster and mass casualty contingency plans.

To attend state, regional and national meetings and conferences as the representative of the Department of Health on matters relating to the training, testing and licensure of EMTs.

To prepare regular and special written reports of a technical nature relating to the training of EMTs and the delivery of pre hospital emergency medical care.

To review applications and supporting documentation to include the evaluation of transcripts and other records of educational preparation for the purpose of determining eligibility of applicants for admission to licensure examinations.

To assist in the preparation and/or revision of laws, rules and regulations relating to emergency medical services.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles and practices involved in the delivery of emergency medical care at the pre hospital and hospital emergency room level and of the training and skills necessary for the provision of care at all levels of the emergency medical care delivery system; a working knowledge of applicable federal and state regulations and standards concerning the training of emergency medical technicians; the ability to analyze and resolve problems; the ability to establish and maintain effective working relationships with superiors, subordinates, the members of the emergency care system and the public; the ability to work creatively and independently with other professionals, public and private agencies and institutions, community representatives and the general public; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Master's Degree in Social or Behavioral Sciences or Health Sciences, or a closely related field; and

Experience: Such as may have been gained through: considerable employment as an EMT in a field setting and/or significant employment in a hospital emergency room setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment must possess a valid license as an emergency medical technician at the level of cardiac technician or higher in the State of Rhode Island and must maintain such licensure as a condition of employment.

Class Revised: May 24, 1987

Editorial Review: March 15, 2003