



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 655.2

Job Title: **SENIOR EMS EDUCATOR**

Pay Grade: 22

GENERAL SUMMARY:

Assists the EMS Medical Director, EMS Administrators and EMS Educator Coordinators in developing, implementing and monitoring education programs for EMS and by training Houston Fire Department personnel to ensure that the Department efficiently delivers accepted standards of pre-hospital medical care to the community. Performs administrative, educational, clinical and research functions in support of the EMS programs as needed.

RESPONSIBILITIES:

- Assists the EMS Medical Director, EMS Administrators and EMS Educator Coordinators in developing, implementing and monitoring in-service education programs for dispatchers, First Responders, Emergency Medical Technicians (EMTs) and Paramedics.
- Formulates and develops plans, procedures and training for the EMT and Paramedic internship programs, including needs identified by the EMS Quality Improvement Program.
- Creates training manuals, testing and evaluation procedures, multimedia visual aids and other educational materials. Develops and maintains a reference library and organizes educational materials.
- Confers with management and department personnel to identify and assess educational needs.
- Conducts conferences to acquaint management with new EMS programs and their objectives.
- Conducts training classes and one-on-one instruction for dispatchers, First Responders, EMTs and Paramedics.
- Keeps abreast of training developments and techniques by researching industry related publications and maintaining contact with EMS-related companies and training organizations and associations.
- Evaluates and coordinates training courses offered by community colleges and other agencies.
- Acts as department liaison with area hospitals; represents the department at public events and designated conferences.
- Participates in EMS system and medical quality improvement activities. Prepares technical reports regarding EMS activities.
- Participates in EMS-related research projects.
- May counsel EMS employees regarding communicable disease exposure, testing, etc.; conducts serum testing; administers immunizations.
- Performs other duties as assigned by the EMS Medical Director and EMS Administrator.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Health or a field directly related to the type of work being performed.

Substitutions: Two years of experience as a Registered Nurse (diploma or Associate's degree) in emergency or hospital care, or two years of experience as a certified Paramedic (EMT-P) may be substituted for the above degree requirement. Pertinent training experience on a professional level may be substituted for the above educational requirement on a year-for-year basis. These years of experience are in addition to the years of experience required below.

EXPERIENCE:

Three years of experience as a Registered Nurse in emergency or hospital care, or a Paramedic (EMT-P), or pertinent training experience on a professional level are required.

Licenses: Within the first year of employment must obtain certification required in the Medical Director's guidelines and protocols.

COMPLEXITY:

Work requires the direct application of a variety of procedures, policies and/or precedents. Moderate analytic ability is required in applying guidelines, policies and precedents, and in adapting standard methods to fit facts and conditions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors and occasionally with Managers and Assistant Directors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

SPECIFICATIONS: (continued)

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- EMS Educator
- Senior EMS Educator
- EMS Educator Coordinator
- EMS Administrator

Effective Date: January 1996

Revised Date: August 2019