

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: EMS Programs Director
POLICY NUMBER: 2342

Issue Date: 2/27/2013
Revised: 9/29/2014

2342.1 General Job Description

Under the direction of the Fire & EMS Programs Administrator, the EMS Programs Director acts as the chief instructor and administrator for EMS classes and programs delivered by the Authority through the California Regional Fire Academy.

2342.2 Essential Job Functions:

- 2342.2.1 Responsibility for the overall quality of medical content of the program
- 2342.2.2 Approval of the qualifications and hiring of the principal instructor(s) and teaching assistant(s)
- 2342.2.3 Administering the training programs
- 2342.2.4 Approving course content
- 2342.2.5 Approving all written examinations and the final skills examination
- 2342.2.6 Oversee the Coordination of all clinical and field activities related to the course
- 2342.2.7 Signing all course completion records
- 2342.2.8 Assuring that all aspects of the EMS training program(s) are in compliance with this County, State and other related laws
- 2342.2.9 Reviews and evaluates courses to meet student needs and interests
- 2342.2.10 Works as administrator for all recordkeeping, grading, and/or certification of students
- 2342.2.11 Assures all objectives of the course curriculum are met
- 2342.2.12 Supervises other instructors and assistants
- 2342.2.13 Interacts with other agencies to ensure compliance with mandated course content, accuracy, and certification requirements
- 2342.2.14 Ensure that equipment is current and operational and that expendables are of sufficient quantity to meet the needs of the instructional programs. Recommend purchase of additional/replacement equipment as needed.

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2342.2.15 Support EMS program simulation activities via provision of AV technical support, presentation of case studies and scenarios, student debriefing and equipment maintenance

2342.2.16 Provide EMS career/technical program advising to prospective students in the absence of designated program advisors

2342.3 Additional Job Functions:

2342.3.1 Approves lecture materials, demonstrations, exercises, and evaluations for class

2342.3.2 Administers and provides security for grades. Records certification and performance examinations.

2342.3.3 Monitors other instructors and assistants to assure course objectives are met

2342.3.4 Acts to prevent and/or control unacceptable student behavior and maintain order in classrooms and laboratories

2342.3.5 Selects instructors and assistants to help with the delivery of class

2342.3.6 Assures instructors and students meet prerequisites for participating in the class

2342.4 Qualifications:

2342.4.1 Knowledge Of:

2342.4.1.1 Fire/Rescue/EMS Technology practices and processes

2342.4.1.2 Teaching practices, methods and techniques

2342.4.1.3 Current trends in the subject matter, including theory and research

2342.4.2 Ability To:

2342.4.1 Lecture in front of large groups of students

2342.4.2 Explain the subject material in a clear, logical and concise fashion

2342.4.3 Interact effectively with students, peers, and Authority administration and staff

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2342.4.4 Work independently to solve problems

2342.5 Experience and Education:

2342.5.1 Shall be either a physician, registered nurse, physician assistant, or a paramedic currently licensed in California

2342.5.2 Shall have two (2) years of academic or clinical experience in emergency medicine or pre-hospital care in the last five (5) years

2342.5.3 Shall possess a minimum of a Bachelors degree from a regionally accredited institution of higher education.

2342.5.4 Shall be qualified by education and experience in methods, materials, and evaluation of instruction, which shall be documented by at least forty hours in teaching methodology. The courses include, but are not limited to, the following examples:

2342.5.4.1 State Fire Marshal Instructor 1A and 1B or
National Association of EMS Educators (NAEMSE) Educator Courses

2342.5.4.2 National Fire Academy's Instructional Methodology

2342.5.4.3 Training programs that meet the United States Department of Transportation/ National Highway Traffic Safety Administration 2002 Guidelines

2342.5.4.3 Bachelors degree from an accredited university and eight (8) years of related occupational experience which meet the requisites of the class

2342.5.4.5 3 years related management experience

2342.6 Drivers License:

Maintain a valid California Drivers License and satisfactory driving record