

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: EMS Program Technician
POLICY NUMBER: 2356

Issue Date: 9/29/2014
Revised:

2356.1 Under general the direction of the Fire & EMS Programs Administrator, EMS Program Director, EMS Clinical Coordinator, and/or EMS Primary Instructor, the EMS Program Technician provides support service and assistance to EMS instructors and staff, in normal daily operations as well as program development.

The EMS Program Technician duties will include, but are not limited to, pickup/deliveries,

2356.2 Essential Job Functions:

2356.2.1 Support skills based sessions through logistical functions including set up and tear down of teaching demonstrations and lab sessions.

2356.2.2 Record, total, and document all performances as required on all skill evaluation forms.

2356.2.3 Check all equipment, props, and moulage prior to and during the course and or skills session including regular maintenance and care of equipment and supplies.

2356.2.4 Briefing any simulated patient and EMS program volunteer for the assigned skills and/or scenario.

2356.2.5 Coordinate with EMS Primary and Lab Instructors regarding class support needs, including supplies, copies, food, facilities, medical, and communication issues.

2356.2.6 Performs miscellaneous errands, service, fuel and expedite repairs as needed for EMS Program tools/equipment.

2356.2.7 Interacts with EMS Program Instructors & Staff to provide a high quality uniform class.

2356.3 Minimum Qualifications:

The EMS Program Technician shall be approved by the EMS Program Director in coordination with the Fire & EMS Programs Administrator as qualified to perform the duties which she/he is assigned.

2356.3.1 Education & Experience

2356.3.1.1 Possess a high school diploma or equivalent GED certificate

2356.3.1.2 Possess a current EMS certificate or licensure.

2356.3.2 Ability To:

2356.3.2.1 Operate communication equipment including two-way radio and

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public telephone.

2356.3.2.2 Interact effectively with students, instructors, peers and Authority administration and staff.

2356.3.2.3 Work independently to solve problems.

2356.3.2.4 Maintain integrity, honesty, reliability and cooperation.

2356.3.2.5 Adhere to all policies of the Authority.

2356.3.3 Age:

Must be at least 18 years of age.

2356.3.4 Knowledge Of:

2356.3.4.1 Fire/Rescue/EMS technology practices and processes.

2356.3.4.2 Teaching practices, methods and techniques.

2356.3.4.3 Current trends in the subject matter including theory and research.

2356.3.5 Physical Requirements:

Maintain physical ability and stamina to meet the essential job functions and perform the following, with or without reasonable accommodation:

2356.3.5.1 Stand, sit, walk and turn to deliver instructions, or instruction materials.

2356.3.5.2 Work in the confines of a classroom and or laboratory environment.

2356.3.5.3 Reach overhead to operate equipment, lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.).

2356.3.5.4 Move and operate equipment and prepare laboratory materials.

2356.3.5.5 Utilize manual and finger dexterity to operate equipment, computers and prepare laboratory materials.

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- 2356.3.5.6 Utilize hearing to respond to student questions, normal conversation, telephone calls
- 2356.3.5.7 Utilize vision, near and far, to read written materials, computer screens and to operate equipment.
- 2356.3.5.8 Shall not pose a direct threat to self, other individuals in the workplace, or the public.