

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

**POLICY TITLE:** EMS Primary Instructor  
**POLICY NUMBER:** 2353

**Issue Date:** 9/29/2014  
**Revised:**

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**2353.1** Under the direction of the EMS Program Director and the EMS Clinical Coordinator, the EMS Primary Instructor acts as the lead instructor for EMS classes and programs delivered by the Authority.

**2353.2** Essential Job Functions:

**2353.2.1** Teaches and performs administration as required for class.

**2353.2.2** Reviews and evaluates courses to meet student needs and interests.

**2353.2.3** Works as administrator for all record keeping, grading and/or certification of students.

**2353.2.4** Assures all objectives of the course curriculum are met.

**2353.2.5** Supervises other instructors and assistants.

**2353.2.6** Interacts with other agencies to ensure compliance with mandated course content, accuracy, and certification requirements.

**2353.2.7** Schedules classes, collects appropriate fees, and orders materials for instruction.

**2353.3** Additional Job Functions:

**2353.3.1** Prepares lecture materials, demonstrations, exercises, and evaluations for class.

**2353.3.2** Administers and provides security for grades. Records certification and performance examinations.

**2353.3.3** Monitors other instructors and assistants to assure course objectives are met.

**2353.3.4** Acts to prevent and/or control unacceptable student behavior and maintain order in classrooms and laboratories.

**2353.3.5** Selects instructors and assistants to help with the delivery of class.

**2353.3.6** Assures instructors and students meet pre-requisites for participating in the class.

**2353.4** Minimum Qualifications:

EMS Primary Instructor shall be approved by the EMS Program Director in coordination with the EMS Clinical Coordinator as qualified to teach the topics which she/he is assigned.

**2353.4.1** Education & Experience

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- 2353.4.1.1 Possess a high school diploma or equivalent GED certificate
- 2353.4.1.2 Associate degree and four (4) years related occupational experience which meet the requisites of the class.
- 2353.4.1.3 Certificate and/or license required to perform the instruction/work.
- 2353.4.1.4 Shall be a physician, registered nurse, physicians assistant or paramedic currently licensed in California or be an EMT-II/EMT Advanced or EMT-I who is currently certified in California;
- 2353.4.1.5 Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or pre-hospital care in the last five (5) years;
- 2353.4.1.6 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.
  - 2353.4.1.6.1 California State Fire Marshal Fire Instructor 1A & 1B or Training Instructor 1A, 1B & 1C.
  - 2353.4.1.6.2 National Fire Academy's Instructional Methodology
  - 2353.4.1.6.3 Training Programs that meet the United States Department of Transportation (US DOT) National Emergency Medical Services Education Standards DOT HS 811 077A, such as the National Association of EMS Educators Course
  - 2353.4.1.6.4 EMS Primary Instructors assigned to the EMT Program shall be a physician, registered nurse, physician assistant, or a paramedic currently licensed in California; or be an Advanced EMT or EMT who is currently certified in California AND have at least two (2) years of academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years.
  - 2353.4.1.6.5 EMS Primary Instructors assigned to the Paramedic Program shall be a physician, registered nurse, physician assistant, or paramedic, currently certified

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or licensed in the State of California; and have six years (6) experience in an allied health field and an associate degree or two (2) years experience in an allied health field and a baccalaureate degree.

**2353.4.2** Ability To:

**2353.4.2.1** Lecture in front of large groups of students.

**2353.4.2.2** Explain the subject material in a clear, logical and concise fashion.

**2353.4.2.3** Interact effectively with students, peers and Authority administration and staff.

**2353.4.2.4** Work independently to solve problems.

**2353.4.2.5** Maintain integrity, honesty, reliability and cooperation.

**2353.4.2.6** Adhere to all policies of the Authority.

**2353.4.3** Age:

Must be at least 21 years of age.

**2353.4.4** Knowledge Of:

**2353.4.4.1** Fire/Rescue/EMS technology practices and processes.

**2353.4.4.2** Teaching practices, methods and techniques.

**2353.4.4.3** Current trends in the subject matter including theory and research.

**2353.4.5** Physical Requirements:

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

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| 2353.4.5.1 | Stand, sit, walk and turn to deliver lectures, other instruction, or instruction materials, deliver lectures.   |
| 2353.4.5.2 | Work in the confines of a classroom and or laboratory environment.  |
| 2353.4.5.3 | Reach overhead to operate equipment, lift, push, pull, stoop, squat, bend and carry (up to maximum of 50 lbs.). |
| 2353.4.5.4 | Move and operate equipment and prepare laboratory materials.  |
| 2353.4.5.5 | Utilize manual and finger dexterity to operate equipment, computers and prepare laboratory materials.           |
| 2353.4.5.6 | Utilize hearing to respond to student questions, normal conversation, telephone calls                           |
| 2353.4.5.7 | Utilize vision, near and far, to read written materials, computer screens and to operate equipment.             |
| 2353.4.5.8 | Shall not pose a direct threat to self, other individuals in the workplace, or the public.                      |