



POSITION DESCRIPTION

POSITION TITLE:	EMS – EDUCATION OFFICER
DEPARTMENT:	EMS
CLASSIFICATION:	EMS – EDUCATION OFFICER
UNION:	MGEU – PROFESSIONAL TECHNICAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL DIRECTOR, EMS
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

The EMS - Education Officer is responsible for establishing evidence based practices for clinical education, ongoing performance evaluation and educational remediation planning for all EMS personnel. This includes the development, implementation and ongoing evaluation of continuing education, orientation and infection control programs. The EMS Education Officer is a member of the EMS Leadership Team and adheres to professional standards of practice, Manitoba Health Emergency Services Branch G2 Code of Ethics and applicable laws. The position of EMS – Education Officer functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Educational & Training Programs

- In consultation with the EMS Education Manager determines regional skills training needs.

- Assesses the educational needs for staff in EMS.
- Develops, implements and evaluates educational programs and in-services projects and resources.
- Maintains an effective communication process with front line personnel, the EMS Operations Manager, EMS Administrative Manager, and Director of EMS.
- Distributes educational material related to workshops, seminars etc.
- Development of yearly regional training schedule, to include Medically Delegated Acts, and all other required or optional regional EMS training.
- Delivers and oversees the delivery of all regional skills training, to include Medically Delegated Acts and all other required or optional regional EMS training.
- Coordinates and delivers the annual Medically Delegated Acts Education.
- Coordinates and delivers required Regional Education Sessions such as CPR/ ACLS rectification, etc.
- Develops all required regional written and practical exams, and maintains a regional exam bank.
- Evaluates and documents attendees test scores and or demonstration of knowledge.
- Evaluates staff functioning in emergency situations.
- Conducts the competency assessment of regional EMS personnel prior to skill progression.
- Coordinates and ensures the submission of all required pre, ongoing and post course data to include applications, certifications, pre and post registry forms and required licensing information.
- Maintains a database of all regional EMS certification/ re-certification dates, including transfer of function skills.
- Develops and implements specialized training/ education plans to address deficiencies, disciplinary and development issues as appropriate and evaluates for effectiveness.

Orientation Program

- Develops, implements and evaluates a comprehensive program orientation for all new employees in EMS.

Accreditation Process

- Participates in the programs' accreditation process.
- Participates in the program's Action Committee.

Human Resource Management

- Develops and implements individual staff remediation plans /remedial measures as needed to correct performance or disciplinary problems and is responsible for recommending discipline including suspension or dismissal in consultation with Management Team.

Leadership & Professional Development

- Participates in the EMS Management Team meetings.
- Maintains and updates professional skills and knowledge base through continuing education programs, literature reviews, and publications.

- Provides educational documentation to the EMS Education Manager with respect to front line staff performance.
- Provides a written report to the EMS Education Manager highlighting issues, trends and relevant program information on a monthly basis.
- Prepares monthly audit reports and forwards to the EMS Education Manager.
- Works with EMS Supervisors, facilitating and translation and implementation of Regional policy directives pertinent to EMS.
- Participates on EMS Quality Assurance and Quality Control Programs
- Contributes to planning process by making recommendations as they relate to education needs, including training and resource material.
- Acts as a Regional EMS representative in the absence of the EMS Manager.

OTHER

- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Current Technician-Primary Care Paramedic Licensure with Manitoba Health, Healthy Living and Seniors Emergency Medical Services Branch or eligible for licensure within 3 months
- Emergency Services Instructor required.
- Certification/ experience in related clinical programs would be an asset, e.g. ITLS, PALS, ACLS /BCLS instructor.

REQUIRED KNOWLEDGE:

- Demonstrated competency in needs assessment; developing, implementing and evaluating education programs and managing projects.
- Demonstrated ability to review data, research and literature to analyze, interpret and synthesize this information.
- Demonstrated ability to apply principles of adult learning and teaching strategies.
- Knowledge in infection control preferred.

EXPERIENCE REQUIRED:

- Minimum five years knowledge and experience in the area of clinical education.

SKILLS/COMPETENCIES:

- Demonstrated leadership ability.
- Ability to work independently within a team environment.
- Ability to foster and maintain positive working relationships both individually and in a team setting.
- Demonstrated computer skills and proficiency in Microsoft Word, Power Point, Excel and email applications.
- Excellent oral and written communication skills.
- Must possess a valid Class 4 Manitoba Driver's license and have access to personal vehicle.
- University of Manitoba Fit Test certificate.

- Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
 - No hazardous or significantly unpleasant conditions.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: _____
Date

Revised: _____
February, 2016
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.