



**North Eastman Health Association Inc.
Job Description**

**Emergency Medical Services
Education Officer**

Draft

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 Management team and adheres to professional standards of practice, Manitoba Health Emergency Services Branch G2 Code of Ethics and applicable laws while functioning in a manner consistent with, and supports the Mission, Vision and Values of the North Eastman Health Association.

Reports To: Director, Emergency Medical Services and Disaster Management

Location: Oakbank – service will be delivered at various sites

Supervises: Not applicable

Union: Non Union

QUALIFICATIONS:

Education and Experience

- Diploma, at a level recognized by Manitoba Health, or Baccalaureate Degree or Diploma in a related health discipline. (An equivalent combination of education and experience may be considered).
- Currently licensed and/ or eligible for licensure with the Manitoba Health Emergency Services Branch.
- Minimum five years knowledge and experience in the area of clinical education.
- Emergency Services Instructor or Certificate Adult Continuing Education (CACE) Certification preferred.
- Demonstrated competency in needs assessment; developing, implementing and evaluating education programs and managing projects.
- Certification/ experience in related clinical programs would be an asset, e.g. ITLS, ACLS / CPR instructor.

Knowledge, Skills and Abilities

- 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.
- Demonstrated leadership ability.
- Ability to work independently within a team environment.

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- Knowledge in infection control preferred.
 - 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.

POSITION DUTIES AND RESPONSIBILITIES:

A. Educational & Training Programs

- In consultation with the Director of EMS 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.
- Establishes and 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.
- Develops yearly regional training schedule, to include Transfer of Function, and all other required or optional regional EMS training.
- Delivers and oversees the delivery of all regional skills training, to include Transfer of Function and all other required or optional regional EMS training.
- Coordinates and delivers the annual Transfer of Function 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 off 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.

B. Orientation Program

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

C. Accreditation Process

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

D. Human Resource Management

- In collaboration with the EMS Manager, actively participates in recruitment, evaluation, mentoring and discipline of EMS personnel.
- Conducts performance appraisals for EMS staff.
- Conducts disciplinary reviews and investigations.
- Responsible for evaluation and decisions related to the retention or dismissal of casual and probationary employees.
- 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.
- Participates in labour relations matters as required, ensuring consistency in application across the EMS.

D. Leadership & Professional Development

- Participates in the EMS Management Team meetings.
- Assists the Director, EMS / Participates in developing and evaluating the program's strategic direction and plan.
- Maintains and updates professional skills and knowledge base through continuing education programs, literature reviews, and publications.
- Provides educational documentation to the Director of EMS, EMS Operations Manager and the EMS Administrative Manager with respect to front line staff performance.
- Provides a written report to the Director of EMS highlighting issues, trends and relevant program information on a monthly basis.
- Prepares monthly audit reports and forwards to the EMS Director and EMS Medical Director.
- 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
- Responsible for the development, maintenance and execution of a comprehensive regional EMS Quality Improvement, Risk Management System.
- Assess and certifies/ de-certifies regional EMS personnel in advanced Transfer of Function skills, in consultation with the Regional Medical Director.
- Ensures Regional Quality Insurance (q/I) system operates as per provincial and regional policies.
- Contributes to planning process by making recommendations as they relate to education needs, including training and resource material.

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- Consults with the EMS Director, EMS Supervisors and Regional Medical Director, determining the remediation of identified problem areas individual or system EMS practise areas.
 - Acts as a Regional EMS representative in the absence of the EMS Manager.

Workplace Safety and Health

- 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.
- Other duties as assigned.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Director, Human Resources Date