City of Phoenix
PARAMEDIC TRAINING COORDINATOR

JOB CODE 62030

Effective Date: 10/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to develop, implement, monitor, and evaluate all phases of initial and refresher paramedic training for the Phoenix Fire Department. Work includes preparation of lesson plans, developing written and practical examinations, and supervising paramedic students in hospital clinical rotations. Paramedic Training Coordinators work closely with other Fire Department staff and have close and frequent interactions with other health care facilities and governmental agencies. Work is performed with considerable independence under the general supervision of a Captain Paramedic assigned as the Paramedic Training Manager.

ESSENTIAL FUNCTIONS:

- Develops, implements, and monitors initial and refresher paramedic training courses;
- Develops lesson plans, training objectives, and lesson outlines, written and practical examinations;
- Evaluates the knowledge and skills of students by administering written and practical examinations;
- Coordinates hospital clinical rotations for paramedic students;
- Conducts paramedic skills labs;
- Writes training materials;
- Rides along with employees responding to emergency medical service calls in order to evaluate skills;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Emergency room triage techniques.
- Treatment of trauma patients.

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- Educational program and test development.
- Training methods and techniques.

Ability to:

- Instruct others in a classroom setting.
- Use visual aids in making training presentations.
- Comprehend and make inferences from written materials.
- Communicate orally with customers, clients or the public in face-to-face one-on-one settings, in group settings and using a telephone.
- Work cooperatively with other City employees, hospital liaisons, and the public.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Make skillful, controlled manipulations of small objects in order to use medical equipment.
- Coordinate the movement of more than one limb simultaneously to demonstrate emergency medical procedures.
- Bend or stoop repeatedly or continually over time to demonstrate emergency medical procedures.
- Enter data or information into a terminal, PC, or other keyboard device to keep training records.
- Review or check the work of others for conformance with standards.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Incumbents must be licensed to practice as a Registered Nurse in the State of Arizona. By the end of the twelve-month probationary period, incumbents must be certified by the American Heart Association as an Advanced Cardiac Life Support and Cardio-Pulmonary Resuscitation Instructor.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

ACCEPTABLE EXPERIENCE AND TRAINING:

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Two years of experience as an emergency room nurse with experience in training pre-hospital care personnel. Other combinations of experience and education that meet the minimum requirements may be substituted.