

Echo Hose Ambulance:

Job Description: Practical Lab Coordinator

Reports to: Paramedic Program Coordinator and Education Coordinator

SUMMARY OF DUTIES:

The Practical Skill Coordinator will be responsible for the overall organization of the practical skills lab sessions. The Practical Lab Coordinator will be required to develop practical scenarios, skill stations and be responsible for the program equipment and supplies. They will need to instruct and supervise students, evaluate students, prepare reports, maintain equipment and supplies, and work with the Paramedic Program Coordinators to ensure competency in all students. The Practical Skills Coordinator will act as a liaison between practical Lab instructors at Bridgeport Hospital- Yale New Haven Health Center of EMS instructor team.

The Practical Skills Coordinator will adhere to all policies and procedures specific to Echo Hose Ambulance and Yale New Haven Health/Bridgeport Hospital Paramedic Program partners regarding teaching standards, good moral character, and ethics.

Duties and Responsibilities

1. Develop competency-based instructional lesson plans that meet USDOT curriculum requirements.
2. Supervise, provide instruction, and evaluate students enrolled in the Paramedic program.
3. Prepare reports as required by the Paramedic Program Coordinator or Education Coordinator.
5. Coordinate all activities associated with practical skills labs, Simulation Labs, teaching scenarios and testing scenarios.
6. Coordinate ALS training equipment maintenance and repairs when necessary
7. Maintain all necessary ALS training equipment, order all durable supplies, keep an accurate inventory records of all training equipment and prepare requests and work with Program Director to determine future equipment needs.
8. Report all incidents to the Paramedic Program Coordinator immediately.
9. Maintain professional standards at all times.
10. Follow all policies and procedures required by:
 - Clinical sites
 - Office of Emergency Medical Services
 - Echo Hose Ambulance, and Bridgeport Hospital-Yale New Haven Health Center of EMS
11. Other duties as assigned by the EMS Program Coordinator
12. Data entry as needed to help maintain student records and class information.

Job Qualifications

The position requires a high school diploma or GED. The candidate must also hold current licensure or certification at or above the level of the program. The candidate must exhibit excellent communication, interpersonal skills, have a great attitude, have a professional demeanor, possess critical thinking skills, and be team-oriented.

Experience Requirements:

The position prefers a minimum of two year's work experience at or above the program level.

State of CT EMS Instructor certification is preferred but required within 12 months of hire.

AHA and NEMT instructor certifications are preferred.

Working Hours

Must be available for most of the Saturday classes that will meet every other week– some evening classes may be required.

Salary/Benefits:

Per-Diem: \$35 per hour

Staff Appreciation Events

Continuing Education Benefits

ESSENTIAL FUNCTIONS

Must be able to perform essential functions with or without reasonable accommodation.

Strength/Mobility: Ability to walk and stand. Able to sit for prolonged periods. Able to move about in confined spaces and in and out of automobiles. Able to travel between floors. Able to stand for prolonged periods and to remain in uncomfortable positions for long periods as in providing direct patient care procedures. Able to push, pull, and lift objects more than 50 lbs.

Manual Dexterity/Coordination: Frequent standing, walking, bending, stooping involved in patient care activities. Able to perform tasks that require hand-eye coordination such as keyboard skills and arm-hand steadiness such as establishing an IV.

Visual/Auditory Discrimination: Able to see objects far away as in driving. Able to see objects closely as in reading thermometers, Blood Pressures, and in reading computer screen, etc. Able to distinguish colors as in traffic lights. Able to distinguish sounds as in auscultation and to hear normal sounds within some background noise as in individual conversation, answering phone, etc.

ENVIRONMENTAL CONDITIONS

Occupational Exposure Risk: Exposure to blood, body tissue, or fluids working with Patients and/or students with a wide range of medical problems. Average office environment with normal equipment noise and use of computers and other modern office equipment and technology.