



## Position Description

### Regional Training Director

ODEMSA Full-Time Employee

**Effective: January 2023**

7818 E. Parham Road, Suite 911

Richmond, VA 23294-4303

*Regional Training Director*

#### **SUMMARY DESCRIPTION:**

The Training Director is responsible for preparing, facilitating, monitoring, evaluating and documenting training activities sponsored by ODEMSA. This director will also measure the success of the programs on a regular basis and makes changes when necessary to improve their quality. The Training Director will have direct oversight to ensure the success and compliance of ODEMSA Consolidated Testing and National Registry sites. This employee will have direct oversight and responsibility to audit equipment, files and prepare/maintain all training records associated with ODEMSA. The Training Director will oversee the Preceptor Training for Accredited Programs (PTAP). The Coordinator will oversee the ODEMSA Central Clinical Scheduler. This person will develop, in concert with the Executive Director and other assigned staff, a schedule of ODEMSA sponsored education. In addition, this position will have direct responsibility for attending Medical Direction, Professional Development and Performance improvement committee meetings. The Training Director will ensure compliance with all educational contractual requirements.

#### **QUALIFICATIONS:**

Certification as Paramedic with a minimum of five years' experience in the delivery of prehospital EMS at the ALS level. A solid working knowledge of computer systems, including Microsoft Office applications (Word, Access, Excel, Power Point, Publisher, etc.). Ability to work evenings and weekends and to travel. Own or have use of a private vehicle. Strong ability to organize, plan and coordinate EMS projects and programs. Excellent writing and verbal communication skills. Ability to develop and maintain excellent working relationships with career and volunteer EMS providers, hospital personnel and governmental officials and coworkers. Driving record in compliance with ODEMSA policy regarding insurability. Current credentialing or must obtain within six (6) months of hire, Virginia Education Coordinator.

#### **Workplace Atmosphere:**

ODEMSA is a small staff with a large purpose and mission, we are connected to one another by a common purpose, and we take pride in that obligation.

1. A proper personal appearance as well as the appearance of our facilities and equipment must be upheld.
2. As a commitment to co-workers, employees deserve each other's respect and support. Colleagues will display courtesy, friendliness, approachability, helpfulness and honesty amongst each other.

#### **DISTINGUISHING FEATURES:**

This person will have extensive interaction with the public and with EMS providers and administrators in the region – in person and on the phone. The initial and lasting impression that ODEMSA's customers take with them will depend in large part on how they have been received and treated by the Training Director.

1. Your attitude is expected to be kind and courteous while providing the highest quality service and meeting customers' needs. Direct eye contact and an open smile are only a few of the attributes of an acceptable workplace attitude.
2. Courtesy, consideration and customer service are essential elements of this position.
3. Another key aspect of this position is the ability to know when to act, and when to defer action and to seek advice or additional information.
4. Prompt service, customer satisfaction and respect are paramount attributes that must be possessed by each employee.

**GENERAL DUTIES AND RESPONSIBILITIES:**

1. Serve as a resource to EMS providers, agencies, hospitals and local governments in the region.
2. Training Director shall report on the objectives of the position, as well as the mission of the agency. The report should also include interaction with the providers and agencies of the region and be submitted in each quarterly report.
3. Develop and maintain effective liaison with the training officers of EMS agencies and OEMS Dept. of Educational Development.
4. Assist in the direct resolution of problems and issues involving the development of EMS-related plans and programs.
5. Heavily publicize the ODEMSA awards and ceremony through all feasible means.
6. Attend the following meetings:
  - a. State Committees
    - i. Training and Certification Committee
    - ii. Medical Direction
  - b. Local/Regional
    - i. Bon Secours Quality Forum
    - ii. Chippenham/Johnston-Willis EMS Advisory Group
    - iii. Crater Criminal Justice Academy EMS Training Group
    - iv. John Tyler Community College EMS Program Advisory Group
7. Assist the Executive Director in working with the emergency physicians, pharmacists, Operational Medical Directors and other EMS and hospital stakeholders to encourage their participation in ODEMSA's standing committees and assist in implementation and continuation of the regional performance improvement plan.
8. Assist agencies in the use of PPCR/PPDR for appropriate patient records, effecting standardization for data collection and submission as outlined by the Virginia Office of EMS.
9. Assist the Executive Director in evaluating, revising and publishing various plans and policies including the regional EMS Plan, the Drug Box and Ambulance Restocking Plan. Assist the Executive Director in preparing ODEMSA for initial and subsequent regional council designation.
10. Assist the Web Master with maintaining and updating the ODEMSA website and other means of communicating information to the EMS community and general public.

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- a. Generate content to promote ODEMSA and post to social media accounts on daily or weekly basis with a goal of 3-4 posts per week with a reach of 1,000 uses per week.
11. Maintain day-to-day contact with the Executive Director, updating current status of activities. Submit reports, as requested to the Executive Director to document the progress toward established objectives in the region.
12. Adhere to all company policies and procedures, and perform other duties as requested by the Executive Director.

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

### **1. Consolidated Test Site Administration:**

- a. Oversee the coordination of Regional Consolidated Test sites in cooperation with ODEMSA's Administration Coordinator. Audit a minimum of 6 sites per calendar year.
- b. Ensure, along with the CTS Coordinator, adherence to all guidelines stipulated in the OEMS Consolidated Test Site Policies and Procedures Manual.
- c. Assist the CTS Coordinator in maintaining a pool of EMT evaluators, patients, and moulage technicians.
- d. In direct communication with the CTS Coordinator, submit to OEMS the Consolidated Testing schedule for the next fiscal year (July 1-June 30) by the state OEMS contract required deadline. The schedule shall be placed on the website no later than 30 days after submission to the OEMS.
- e. Oversee the CTS Coordinator and VAEMS CTS registration website and student registration.

### **2. Training and Education Committee:**

- a. Serve as primary liaison to the committee.
- b. Responsible for development and maintenance of all documents generated for and from the TEC.
- c. Send out meeting reminders 2 weeks in advance to all members.
- d. Release draft minutes to members within 2 weeks following meetings.
- e. Responsible for overseeing action items and/or projects generated in meetings.
- f. Maintains updated list of regional preceptors that have completed the Regional Preceptor Training for Accredited Programs (PTAP).

### **3. Regional Continuing Education Program:**

- a. Maintain and execute a continuing education (CE) program, to include AHA and NAEMT courses, in all four planning districts.
- b. Responsible for developing, coordinating and executing the ODEMSA Virtual-Led Instructor Training (VILT) CE program and serves as course moderator.
- c. Responsible for course registration, rosters and maintaining proper records of all courses.
- d. Responsible for marketing courses on the ODEMSA website, the ODEMSA app and all ODEMSA social media.
- e. Ensure submission of student CE records, via scanner, within 15 days of the course date.

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- f. Ensure CEU calendar is posted to the website no later than July 1 of the contract year. These calendars are due to the Executive Director before the state OEMS contract required deadline.
- g. Will coordinate instructors for all ODEMSA sponsored courses.
- h. Oversee contractors and staff to ensure OEMS Regulations, T-PAM and VILT guidelines are being followed for all ODEMSA educations programs offered.
- i. Identify new/updated areas or negative trends in EMS practice regionally and develops courses to address those topics and/or geographical areas.
- j. Maintains profits/loss report for each program administered and report to the Executive Director within 15 days after the end date of the program.
- k. Work with training officers to assist in training needs at individual agencies.

**4. Regional EMS Instructor Network:**

- a. Maintain pools of ALS evaluators and instructors within the region and provide annually a Regional Instructor and Evaluator Update.
- b. Notice to all Education Coordinators, EMT Instructors, ALS Coordinators, OEMS Division of Educational Development, OEMS Program Representatives and Emergency Operations Instructors including a prepared agenda will be sent out at least 30 days prior to the meeting.
- c. Roster, agenda and minutes are to be reported to the Executive Director before the state OEMS contract requirement deadline.
- d. Meeting must be arranged for face-to-face networking, per OEMS contract language.

**5. National Registry:**

- a. Direct/assist the coordination of ALS practical testing and National Registry testing in capacity assigned by Executive Director and ODEMSA.
- b. Work directly with the Accredited Program Directors to develop a National Registry test site schedule based on need.
- c. Schedules National Registry exams for the following year by Oct 31 annually.
- d. Oversee NR test site staff.
- e. Develops and trains NR evaluators as needed.
- f. 2 weeks before any test, submit to the Executive Director a confirmed manifest of students, evaluators and their stations.

**6. Equipment:**

- a. Maintain training equipment to be clean, in proper working order at all times and facilitate repair as needed.
- b. Maintain all equipment rooms and storage to be organized, concise and labeled.
- c. Maintain breakout rooms to be clean, organized and ready at all times for classes and/or student participation.
- d. Oversee and track equipment lending program using both paper and electronic tracking systems (Libib).

**7. Central Scheduler**

- a. Oversee the coordination of the Regional Centralized Scheduling (Platinum Planner) Program.

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- b. Work with EMS Educational Programs that utilize the Centralized Scheduler to access clinical rotations within ODEMSA to ensure proper vetting of students as written in the Program Director's Guide.

**8. General EMS Performance Improvement Program (PI):**

- a. Attend quarterly meetings.
- b. Support the committee and its members by performing any necessary work.

**9. Medical Direction:**

- a. Attend quarterly meetings.
- b. Support the committee and its members by performing any necessary work.

**10. Stroke Committee:**

- a. Attend quarterly meetings.
- b. Support the committee and its members by performing any necessary work.

**11. STEMI Committee:**

- a. Attend quarterly meetings.
- b. Support the committee and its members by performing any necessary work.

**12. EMT Courses:**

- a. Oversee/serve as Education Coordinator to EMT certification courses offered through ODEMSA.
- b. Ensure all course activities and administration comply with OEMS Regs. and TPAM policies.
- c. Develops syllabi and course schedules for each course.
- d. Develops, validates assessment tools (quizzes, tests, etc.) and posts/delivers in a timely manner.
- e. Develops course materials such as presentations, videos, etc.
- f. Coordinates and oversees contract instructors and lab assistants.
- g. Maintain records of expenses and income throughout the course. Delivers profit and loss reports to the Executive Director no more than 15 days after the end of the course.
- h. Maintains participation, grades and assignment records throughout the course.

**13. Preceptor Training for Accredited Programs (PTAP)**

- a. Oversee the coordination of the Preceptor Training for Accredited Programs (PTAP) in conjunction with the Training and Education Committee and the EMS accredited program directors.
- b. Be familiar with the maintenance and upkeep of the PTAP, including preceptor rosters.
- c. Work with EMS Accredited Programs to ensure proper working order of the PTAP.

**CLASSIFICATION:**

This is a full-time non-exempt position. Full-time, is defined in the ODEMSA Personnel Handbook. ODEMSA encourages the use of flextime instead of working overtime. Conditions of

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compensatory time can be found in Section 3 of the ODEMSA Employees' Handbook.

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Signature of Employee

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Date

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Printed Name of Employee

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