CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Medic One Training Captain**	**UNION:106**
		SG:32
CLASS TITLE:	**EMS Captain**	**CS:P**
		FLSA:Y
DEPARTMENT:	**Fire**	**EEO4CODE:PR**

JOB SUMMARY:

The Medic One Training Captain assists the Medical Services Officer (MSO) in the development and administration of the Department's medical education and quality control programs. The focus of this position is on medical education programs for the Department with primary emphasis on initial paramedic training/certification. Responsibilities include: curriculum development, equipment acquisition and maintenance, recruitment of faculty, assisting in all aspects of program coordination and evaluation, maintaining student files, providing instructional materials, teaching and providing liaison support. The person in this position may also assist with or be assigned to other positions within the EMS Captain classification.

SUPERVISORY RELATIONSHIP:

Reports directly to the Medical Services Officer. Acts with considerable independence in implementing the training program. Supervises paramedic students during training hours. Works closely with Fire and EMS Captains to coordinate paramedic training and other Medic One programs.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Under the direction of the MSO, develops the curriculum for the paramedic training classes and coordinates the implementation of the program.
2. Recruits faculty and clinical preceptors and provides orientation to instructional objectives.
3. Prepares and presents recommendations to the Medical Director and MSO concerning programs goals, objectives and projects. Makes recommendations and implements approved changes in all aspects of the training program, including didactic, lab, clinical and field internship components.
4. Directs students' activities and evaluates academic and field performance on an on-going basis. Updates MSO and Medical Director on each student's progress. May conduct or participate in medical performance evaluations of EMT and paramedic personnel.
5. Monitors classroom activities and evaluates faculty to ensure didactic and lab objectives are met.
6. Represents the program to prospective students, faculty, clinical affiliates and potential sponsoring agencies within the North Region.
7. Maintains on-going liaison with academic sponsor, St. Joseph Hospital, and other agencies, organizations or associations, as directed.
8. Develops training aids, instructional guides, and other course materials. Develops and administers quizzes and examinations.
9. Purchases equipment, books, audio-visual, and other support materials. Maintains equipment inventory and ensures equipment is in good working order.
10. Coordinates and schedules all training lectures, labs, and rounds.
11. Maintains student progress files.

12. Instructs in classroom, lab, and didactic sessions, etc., as necessary.
13. Assists in the development of the annual EMS training budget.
14. Responds, as needed, when available, to EMS calls.

ADDITIONAL WORK PERFORMED:

1. Performs related duties within the scope of the EMS Captain classification.

KNOWLEDGE AND SKILLS:

- Demonstrates thorough knowledge of the EMS system in Whatcom County, including Basic Life Support (BLS) and Advanced Life Support (ALS) medical protocol, Departmental operating procedures and incident command.
- Demonstrates knowledge of principles and practices of pre-hospital medicine at both the EMT and EMT-P level.
- Excellent knowledge and skills in paramedicine.
- Excellent oral communication skills to present effective training to groups on paramedicine and the Fire Department's paramedic program.
- Excellent written communication skills for writing reports and developing training materials.
- Good management skills including leadership, supervisory skills, problem analysis, decision making, planning, organizing and time management.
- Excellent interpersonal skills to work effectively with members of the Department, health care professionals, and the public.
- Demonstrated flexibility and adaptability to meet the needs of changing circumstances.
- Working knowledge of City and County geography.
- Skill in using a personal computer for basic word processing, data management, and spreadsheet work.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Working knowledge of the operation and maintenance of the various types of Fire and EMS equipment used by the Fire Department.

WORKING ENVIRONMENT:

The work environment may involve shift work and off-duty recall for major emergencies, including weekends and holidays, in a paramilitary organization. Work is performed in a variety of settings including offices, fire stations, emergency scenes, and emergency response vehicles. The environment ranges from a normal/ routine to the emergency setting with unusual modes of communication, extreme noise, discomfort and hazard. The emergency environment may require the management/ performance of hazardous tasks under conditions that require strenuous exertion with limited visibility, exposure to hazardous or toxic chemicals and gases, extremes in temperature, cramped surroundings, exposed heights, or activities in and around water. It may also involve working with citizens experiencing a wide range of emotions (rage, grief, confusion, etc.) as a result of an emergency. May be exposed to infectious diseases, which require the use of protective equipment, and exposure to the elements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Five years of experience as a paramedic, at least three of which must be with the Bellingham Fire Department. Current certification as a paramedic with the Bellingham Fire Department.
- Ninety or more college credits in education, public health administration, or related field preferred.
- Teaching experience in emergency medical services at the paramedic level preferred.
- Previous experience managing large, on-going projects preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain professional certificates and affiliations as determined by the Department.

PREPARED BY: D. Hammers/S.Mahaffey
11/91

REVIEWED BY: _____
Mike Leigh, Fire Chief

REVISED BY: D.Hammers/S.Mahaffey
2/92
S.Mahaffey/J. Gunsauls
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COMMISSION ALLOCATION: _____