



POSITION DESCRIPTION

POSITION TITLE: EMS MANAGER, EDUCATION

DEPARTMENT: EMS

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL DIRECTOR, EMS

POSITIONS SUPERVISED: TECHNICIAN, TECHNICIAN – PARAMEDIC, TECHNICIAN INTERMEDIATE PARAMEDIC, TECHNICIAN ADVANCED PARAMEDIC, EMS OPERATIONS SUPERVISOR, EMS EDUCATION OFFICER, EMS EDUCATION OFFICER/TECHNICIAN INTERMEDIATE PARAMEDIC

POSITION SUMMARY

Reporting to the Regional Director, EMS; the EMS Manager, Education is responsible for development, implementation and overseeing of EMS educational programs and clinical practice. Through a collaborative process, the incumbent provides direction for the EMS program through education and evaluation of clinical practices; development of clinical policies and procedures; integration of quality and risk management systems; support of education and research and application of effective communication and relationship development processes.

All duties are performed in accordance with the Emergency Medical Response and Stretcher Transportation Act, The Manitoba Health Emergency Treatment Guidelines, policies and procedures.

The position of EMS Manager, Education functions in a manner consistent with, and supports the Mission, Vision, & Values of the Interlake – Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Coordination and Delivery of EMS Skills Training Programs

- Provides and oversees the delivery of all regional training/ maintenance programs for all regional EMS staff and Manitoba First Response Agencies if required.
- Determines regional skills training needs, in consultation with the Regional Medical Director/ Regional Director EMS.
- Develops yearly regional training schedule, to include Transfer of Function and all other required 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.
- Conducts the competency assessment of regional EMS personnel prior skill progression and develops class formation based on this evaluation.
- Ensures the completion and submission of all required pre and post training data including any required regional or provincial applications; registrations or forms.
- Develops/ updates regional training programs/ packages for all required areas of regional EMS training.
- Conducts required research projects/ data collection.
- Develops required programs /packages /curriculum, including all applicable exams and maintains same in a current and accessible format.
- Maintains a current inventory of all regional EMS training equipment.
- Ensures proper communication regarding upcoming regional basic and Transfer of Function training classes, and the distribution of all required information/ training packages to Regional EMS personnel.
- Maintains a database of all regional EMS certification/ re-certification dates, including Transfer of Function skills.

Policy & Procedure Development

- Identifies the need for, and participates in revision to EMS Policy and Procedures to meet provincial and best practice requirements.
- Participates on Regional and Provincial committees to ensure coordination and consistency in the application of EMS Policy and Procedures.

Continuous Quality Improvement and Risk Management Program

- Collaborative maintenance and implementation of a comprehensive regional EMS Continuous Quality Improvement (CQI/ Risk Management System consistent with regional and provincial requirements
- Identifies, recommends and implements remedial actions for individual EMS staff clinical performance issues.
- Assesses and certifies/ decertifies regional EMS personnel in basic and advanced Transfer of Function skills, in consultation with the Regional Medical Director.
- Provides, if required, front line mentorship by attending to EMS calls and observing and providing direction to EMS staff.

Miscellaneous

- In collaboration with the Regional Director, EMS ensures regional EMS pharmaceutical requirements are maintained.
- Selects and purchases training equipment and supplies.
- Approves expenditures relevant to areas of responsibility.

- Monitors the budget on a regular basis and takes corrective action as necessary;
- Prepares and submits required documentation and reports in a timely manner, as required by Manitoba Health and the IERHA.
- Attends committee, management, and staff meetings as required.
- Participates in strategic planning for EMS.
- Participates on an on-call rotation approved by the Regional Director, EMS
- When so assigned, provides coverage for other EMS Manager(s) or Regional Director, EMS in her/his absence.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS:

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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Certification or Degree in Human Resource Management or Health Services Management
- Completion of Technician Intermediate Paramedic level and or Advanced Technician Paramedic preferred
- Certification in numerous medical training programs such as ACLS, PALS, NRP, PHTLS, BLS and any other programs as may be deemed necessary by the department and/or Medical Director in order to ensure the current knowledge of a high level of emergency medical care and/or to provide training to other medical providers
- ACLS Instructor Certification preferred
- Valid Province of Manitoba Class 4 Driver's license

REQUIRED KNOWLEDGE:

- Knowledge of regulations governing Emergency Medical Services
- Understanding of the development, maintenance and implementation of a comprehensive regional EMS Continuous Quality Improvement (CQI) /Risk Management System consistent with regional and provincial requirements.
- Good understanding of Collective Agreements an asset

EXPERIENCE REQUIRED:

- Minimum of 5 years previous EMS experience

- Minimum 3 years supervisory experience in an EMS environment
- Minimum 3 years instructional experience in an EMS environment
- Experience in employee and labor relations
- Experience and demonstrated skills in the use of personal computers and computerized software

SKILLS/COMPETENCIES:

- Ability to communicate effectively verbally and in writing – essential
- Ability to work independently or with minimal supervision – required
- Ability to manage and facilitate groups
- Ability to maintain positive working relationships both internal and external - essential.
- Physical and mental health necessary to meet the demands of the position required.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- No hazardous or significantly unpleasant conditions.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- 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

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment

which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: _____
Date

Revised: _____
November 20, 2014
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.