

UW HEALTH JOB DESCRIPTION

EMS Education Coordinator

Job Code: 5815	FLSA Status: Exempt	Mgt. Approval: A. Rifleman	Date: 9.2018
Department: 18030/Emergency Education Center Program		HR Approval: M. Buenger	Date: 9.2018

JOB SUMMARY

It is essential that University of Wisconsin Hospital and clinics (UWHC) maintain its status in the State of Wisconsin as an American Heart Association (AHA) approved Training Center (TC). This position is responsible for assuring that the UWHC Emergency Education Center Program (EEC) meets all of the criteria as a Training Center established by the American Heart Association (AHA), for Basic Life Support (BLS), Advanced Life Support (ACLS) and Pediatric Life Support (PALS).training courses.

The EMS Education Coordinator for the EEC is a member of the EEC Program staff, as well as, a Coordinator for the AHA program. As an EEC program member, the incumbent participates in coordinating activities with other faculty in the EEC Program. This may include assessment of educational needs, development of training objectives and curriculum, development of teaching materials, and monitoring evaluation and feedback. Teaching activities may include any courses offered by the EEC. Responsibilities include: accessibility to AHA; respond to training network on AHA information; coordinating and participating in accreditation review; as well as responding to customer service problems/complaints.

The EMS Education Coordinator will interface with all levels of personnel such as hospital staff, pre-hospital providers, and members of the community. This position requires patient care during clinical rotations; including but not limited to inpatient, emergency, clinic and pre-hospital settings.

A wide range of teaching techniques such as lectures, discussion, simulations, video, and computers will be utilized and adapted to learning styles of participants.

MAJOR RESPONSIBILITIES

AHA Education

- Design, implement, and teach programs for community education and faculty.
- Instructs AHA courses as needed by Emergency Education Center to students at all levels, including physicians, nurses, pre-hospital providers, technical college, undergraduate students in the Center for Health Science programs and the general public.
- Prepares teaching materials that are appropriate to course objectives and student populations.
- Participates in coordination of any of the AHA courses the UW EEC presents.
- Selects and organizes facilities, equipment and educational materials as necessary.
- Participates in coordination and communication with resource people within UWHC and outreach communities to organize and coordinate educational programs.
- Demonstrates skills on mannequins and equipment.
- Maintains clinical knowledge and skills.
- May perform clinical rounds that include patient care with students in clinical settings, including inpatient, emergency, clinic and pre-hospital settings.

AHA Program Coordination

- Serves as a liaison to the AHA.
- Member of the EEC program faculty.
- Ensures that TC has access to the regional faculty assigned by the AHA for each program offered at all times and notifying AHA staff if this is not the case.
- Coordinates and participates in TC's initial and subsequent site reviews. These are performed every 1-2 years for each discipline.
- Maintain networking relationships with other TC's.
- Respond to all AHA correspondence in a timely manner.
- All record keeping required as part of the TC contract with the AHA. Records must be maintained for all instructors, courses held, and correspondence with the AHA.
- Updating the training network, by a TC Newsletter, with the latest information on AHA courses, science guidelines, policies, and procedures.

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- The EMS Education Coordinator for the Training Center will also provide instructors with information on subscribing to the AHA newsletter *Currents in Emergency Cardiac Care*.
- Completing and forwarding the TC Activity Report.
- Participates in research appropriate to TC activities.
- Complies with AHA procedures to resolve complaints/problems related to the TC or courses sponsored by the TC.
- Ability to identify internal and external customers and interact in a professional, respectful manner in keeping with UW Health values and behavioral standards.
- Responsible for documenting course completion in Hospital education record system, currently that system is Harmony.
- May coordinate and prepare registration, scheduling and other activities related to non-AHA courses such as ENA courses.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree
	Preferred	Bachelor's Degree in Health Care related field
Work Experience	Minimum	Two (2) years teaching experience in American Heart Association (AHA) Provider courses.
	Preferred	
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Wisconsin State licensure as a Registered Nurse or Wisconsin State licensure as an EMT-Paramedic. • Current AHA Instructor in BLS, ACLS, PALS, ACLS-EP or must obtain within six months from date of hire.
	Preferred	RN Licensure or Paramedic Licensure
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Considerable knowledge of and experience in American Heart Association operations/policies and procedures as pertain to administration of a community training center. • Capability to provide leadership for all organizations and personnel affiliated with the EEC as pertains to TC activities. • Considerable knowledge of and experience in emergency medical services/critical care theory, skills, and practices. • Demonstrate high degree of professionalism and service excellence. • Excellent communication skills, both written and verbal as well as ability to formally present to both large and small groups. • Ability to work in a changing/dynamic work environment. • Ability to work in a self-directed environment with minimal supervision. • Ability to make knowledgeable clinical assessments and judgments. • Ability to maintain confidentiality of medical records. • Excellent organizational skills. • Ability to work independently and self-motivate as well as motivate others. • Ability to meet deadlines. • Ability to multi-task. • Knowledge of the scope of practice in all levels of EMS. • Ability to use PC Software including, e-mail, word processing, database spreadsheet development and on-line learning programs. • Ability to educate all levels of clinical, non-clinical and EMS personnel.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

X	Infants (Birth – 11 months)	x	Adolescent (13 – 19 years)
X	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
X	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)

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x	School Age (6 – 12 years)	x	Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
x Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.