

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines</i> – Training Officer	SOG #101-003M
	Approved: Chief Christopher J. Reynolds	Initiated: October 2023 Revised: N/A

Classification

Committee Head

Reports to

Clinical Care Coordinator

POSITION DESCRIPTION

Summary/Objective

The Training Officer will coordinate and oversee a committee of individuals that will maintain records of member certifications, conduct in-station training, and coordinate regional training courses for LPEMS. The Training Officer will work hand in hand with the Volunteer Coordinator, Clinical Care Coordinator, and Chief of Operations to ensure all members have a consistent point of contact.

Essential Functions

1. Remain in compliance with ACT 37.
2. Provide pre-hospital care to ill or injured patients at current certification level, utilizing the decision making needed to properly transport patients to necessary medical facilities based on facility capability.
3. Establishes and maintains a working environment conducive to positive morale, quality, and teamwork.
4. Coordinate the direction of assigned personnel including monitoring work assignments, work closely with officers and committee heads to direct and mentor their efforts.

Responsibilities

1. Receive and maintain database of all member certifications.
2. Maintain a log of expiration dates of essential certifications.
 - a. The expiration date sheet should be posted in station and updated monthly.
 - i. Individuals nearing expiration shall receive notification via electronic means.
3. Conduct yearly Skills Review sessions for providers.
 - a. Coordinate the verification of letters and completion of yearly skills submitted from outside approved agencies.
4. Conduct training sessions at LPEMS as available
5. Conduct and coordinate regional training sessions as available.
6. Oversee the Volunteer Coordinator.
7. Appoint any assistant(s) as needed for any individual task(s)

8. Will submit a written report to the Chief of Operations and Clinical Care Coordinator by the 3rd Friday of the month.

Competencies

1. Ethical Conduct.
2. Stress Management/Composure.
3. Problem Solving/Analysis.
4. Communication Proficiency.
5. Strategic Thinking.
6. Teamwork Orientation.
7. Diversity and Inclusion.

Supervisory Responsibility

The Training Officer will oversee members of the committee only while engaged in committee assigned responsibilities.

Signatures

This position description has been approved by all levels of management:

Member signature below constitutes understanding of the requirements, essential functions, and duties of the position.

Member _____ Date _____

Chief of Operations : _____

CC: File

