

CITY OF HAMILTON

COMMUNITY & EMERGENCY SERVICES **(FIRE) TRAINING DIVISION – LOCATION – 729 UPPER SHERMAN)**

TRAINING OFFICER - MEDICAL CO-ORDINATOR - LOCAL 288

SUMMARY OF DUTIES:

Working full time in a union position, the Training Officer will report to the office of the Chief of Training, having responsibility for all medical training issues related to the Fire Service. The responsibilities will include the facilitating of all resources necessary to provide an effective and efficient training program for all officers and firefighters including Quality Assurance.

GENERAL DUTIES:

Develops and administers lesson plans.

Participates in the development and administration of all medical aspects of firefighter training for Hamilton Emergency Services Fire.

Monitors and evaluates personnel during medical training evolutions and provides assessment to the Chief of Training on performance that helps establish and maintains a professional and effective fire service team.

Establishes and maintains training records and related files in accordance with policy to ensure that information is organized, complete, current and accessible for future reference.

Co-ordinates under the direction of the Chief of Training to ensure the medical training needs for Hamilton Emergency Services are met as required.

Responsible to ensure that personnel receive Hamilton Emergency Services mandated training.

Assists in the drafting and implementation of policy and procedures or in any other related areas as directed by the Chief of Training.

Performs public relations by providing public assistance, making presentations, participating in special activities, performing demonstrations and projecting a professional image.

As directed by the Chief of Training, shall perform administrative duties by completing standard forms and reports, maintaining records, establishing and monitoring files, and chairing and participating in department meetings so that the Division is run in accordance with organizational regulations, policies and procedures.

Conducts research and development of new equipment and training materials for use within the Fire Service.

May be required from time to time to work flexible hours to ensure attendance as required at meetings, courses, seminars, and etc.

Performs other duties as assigned.

SPECIFIC DUTIES:

Evaluates EMS data; including interpretation of Defibrillation (EKG data) & CPR Data for audit purposes. This information is also subject to the HES-Fire Medical Advisor's review.

Serves as a liaison between the HES-EMS and HES-Fire Medical Director regarding EMS activities, procedures and policies.

Identifies methods of effective emergency medical care; identify methods to correct complex medical issues and patient care delivery situations; design quality assurance programs to measure program outcome and effectiveness.

Develops Standard Operating Procedures (SOP's), educational and operational programs, and make other medical recommendations.

Conducts research and analysis of current and future EMS issues and trends to ensure the Fire Department's medical services reflect the most current technology and service delivery alternatives.

Researches and updates any issue(s) at they relate to the Canadian Competency Profile, Emergency Medical Responder, National Fire Protection Act, Occupational Health and Safety Act, or any other standards that may apply in regards to operational methods and practices.

Responsible for the Maintenance and Quality Assurance of the Respiratory Protection Program for HES-Fire.

QUALIFICATIONS:

1. Demonstrated experience in the development, co-ordination, presentation and evaluation of basic and advanced care training programs for Emergency Medical Services normally acquired through the completion of a college or University Degree in the Healthcare/Emergency Medical Services or equivalent combination of education and experience as a Health Care Provider
2. Proven experience in the Healthcare/Emergency Medical Services, including demonstrated experience in one of the following fields: active in Critical Care Setting as Advanced Care level Paramedic, Primary Care Paramedic, Advanced Emergency Medical Care Assistant or equivalent, demonstrating Supervisory capability.
3. Has received training as an Advanced Care Paramedic (ACP), Primary Care Paramedic (PCP), and or Advanced Emergency Medical Care Assistant (AEMCA) designation would be considered an asset.
4. Fire Service experience including essential instruction experience in Fire Ground Operations such as Hazmat, Water Rescue, and High Angle Rescue will be considered an asset.
5. Working knowledge of treatment protocols, multiple casualty incidents and Hazardous Materials Incidents related to Emergency Medical Services response and scene mitigation considered an asset.
6. Working knowledge of Communicable Disease Protocols, Designated Officer roles and responsibilities, Health Department roles and responsibilities considered an asset.
7. Previous experience with Adult Education Practises and Public Speaking would be preferred.
8. ACLS or ITLS certification would be an asset.
9. Must possess computer skills sufficient to operate a personal computer, input, edit and retrieve data; and type correspondence as necessary. Working knowledge with Windows XP and Microsoft Outlook and or Microsoft Project would be an asset.
10. Must possess sufficient organizational skills to coordinate a number of activities at the same time.
11. Ability to work independently with minimal supervision.
12. Must possess a Class "G" Driver's Licence.