



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Field Training Officer	Job Code:
Reports to: Director of Emergency Medical Services	FLSA Status:
Department: Emergency Medical Services	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

Position Overview:

This position is responsible for the supervision of medical staff operating on a designated shift. The position is also responsible for administration of appropriate pre-hospital emergency medical treatment to the ill and injured. Must be able to multi-task several complex projects simultaneously while managing administrative functions that support day-to-day operations.

Principal Duties and Responsibilities (Essential Functions):

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. All knowledge and skills outlined are required for this classification, as emergencies are unpredictable and the potential exists for any of these tasks to be implemented.

Perform all Principal Duties and Responsibilities (Essential Functions) outlined in the paramedic job description for Effingham County EMS.

Evaluate newly hired medical personnel to ensure competency, professionalism, and accuracy of skills according to standards set forth by the Training Officer.

Ensure newly hired medical personnel have reviewed and understand the department's Standard Operating Guidelines.

Ensure newly hired medical personnel have reviewed and understand the department's Prehospital Clinical Operating Guidelines.

Recommend newly hired personnel to be cleared for independent duty as warranted.

Recommend newly hired personnel for remediation as warranted.

Precept student clinical ride-along shifts.



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Principal Duties and Responsibilities (Essential Functions), continued:

In the absence of a Shift Supervisor or at the request of a Shift Supervisor:

- Complete the assigned shift at EMS Site One.
- Contact all medical personnel at the beginning of the shift to communicate pertinent information such as hospital diversion status, scheduled meetings, scheduled vehicle maintenance, public relations events, required training, staffing issues, changes in operational policy, etc.
- Prioritize duties for operational efficiency. Utilize decision making and problem-solving skills to maximize availability of emergency services to the citizens of Effingham County.
- Review electronic patient care reports (ePCR) for accuracy, quality, and completeness.
- Assist Logistics Manager with oversight and scheduling the maintenance of equipment and vehicles. Receive and review service requests from personnel for vehicle repairs. May make routine adjustments and minor repairs/maintenance.
- Conduct/organize/assign special projects, work detail, and additional duties as necessary.
- Communicate with other shift supervisors and administration. Inform the Director of EMS promptly and fully of problems or unusual matters of significance.

Operate with a team-focused approach, maintaining a favorable working relationship with other department personnel to foster aid and promote a cooperative and harmonious working climate which will be conducive to maximum morale, productivity and efficiency/effectiveness.

Perform all duties and responsibilities in a timely and effective manner in accordance with established policies and procedures to achieve the overall objectives of this position.

Supervision Received:

Field Training Officers will report to the following:

- The Training Officer
- The Shift Supervisor
- The Director of Effingham County Emergency Medical Services.

The Director, Shift Supervisor, and Training Officer assign work in the form of general instruction, requiring the use of much judgment for all types of tasks. Continuing instruction as a task proceeds may



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also be given. The Director, Shift Supervisor, and Training Officer spot-check work in progress and upon completion for accuracy and compliance with instruction and standardized procedure.

Supervision Exercised:

Field Training Officers are responsible for supervision and direction of any Emergency Medical Technician, Cardiac Technician, First Responder, or Student operating under his/her license, to include any aspect of patient care which is the ultimate responsibility of the operating Paramedic.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).



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Tasks may also involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (100 pounds or over).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions, however, performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Skills (Core Competencies):

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Knowledge of EMS systems, including emergency dispatch/communication procedures
- Knowledge of county employment rules and regulations
- Paramedic level medical and life sustaining techniques including cardiac care, trauma and shock care, ventilation, and cardiopulmonary resuscitation
- Paramedic level medical and traumatic injury assessment
- Knowledge of basic algebra, pharmacology and chemistry for the administration of drug modalities
- Medical terminology
- County road system and geography
- FCC rules and regulations
- Radio communications equipment
- Operation of Emergency Vehicle (Ambulance)

Ability to:

- Supervise subordinate positions
- Operate both as a member of a team and independently at incidents of uncertain duration
- Perform a variety of tasks in environments of high noise, poor visibility, limited mobility, at heights, on slippery or hazardous terrain, in enclosed or confined spaces, in hot/cold/inclement weather
- Work in areas where the potential for traumatic or thermal injury is possible and where exposure to contagious/infectious disease is possible



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- Perform complex tasks during life-threatening emergencies
- Work for long periods of time requiring sustained physical activity and intense concentration
- Make rapid transitions from rest to maximal exertion without warm up periods
- Make rapid transitions from hot environments to cold environments and from humid to dry atmospheres
- Make rapid transition between sitting, standing, walking, stooping, bending or crouching
- Lift light and heavy objects (such as equipment and patients).
- Distinguish between colors.
- Make life or death decisions during emergency conditions
- Drive an ambulance in emergent and non-emergent situations
- Understand and carry out orders in both emergency and non-emergency situations
- Demonstrate adequate speaking skills to communicate in person as well as by radio and telephone.
- Read English and demonstrate adequate reading skills
- Write in English and demonstrate adequate writing skills
- Operate or quickly learn to operate computer and documentation software

Qualifications:

Level of competency commonly associated with completion of specialized training in the field of Emergency Medical Services, in addition to basic skills typically associated with a high school education

Education/Training:

- High school diploma or GED; supplemented by college level course work or vocational training in emergency medical services; supplemented by one (1) year previous experience and/or training that includes emergency medical services; **or** any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job

Experience:

- College level course work or vocational training in emergency medical services; supplemented by three (3) years previous experience and/or training that includes EMT and Paramedic work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Experience sufficient to thoroughly understand the diverse objectives and functions of subunits in order to direct and coordinate tasks.



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License or Certification:

- Valid driver's license issued by the State of Georgia
- High school diploma or GED
- Appropriate Georgia State EMS certification
- Cardiopulmonary Resuscitation Basic Life Support Certification
- Cardiopulmonary Resuscitation Advanced Life Support Certification