

Adopted: 05/2006  
Revised: 05/2006

**TITLE: TRAINING SUPERVISOR**

**REPORTS TO: EDUCATION AND QUALITY IMPROVEMENT  
COORDINATOR**

**SUMMARY:**

Manages all aspects of internal field staff training to include monthly and ongoing continuing education, course development and presentation, new employee orientation, budgeting, and certification monitoring. Supervises Field Training Instructors. Presents educational opportunities to outside agencies. Assists with the quality assurance process and with community outreach programs. Coordinates with state agencies to assure compliance with statutory certification and education requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**EDUCATIONAL RESPONSIBILITIES:**

Coordinates, designs, compiles, and/or presents all internal ALS and BLS training and continuing education efforts in accordance with State and National guidelines. Includes periodic presentation of BTLS, PEPP, AMLS, ACLS and similar courses.

May supervise the activities of Paramedics and EMT's in the delivery of pre-hospital emergency care and treatment.

Design, compile and present educational opportunities to outside agencies.

Assist all field providers with re-certification of State and National certifications.

Remain current on CDPHE and Colorado BME rules and guidelines. May attend CDPHE meetings to this end.

Coordinates Field Training Instructor program.

Coordinate AED training for outside agencies.

Coordinate new employee academy and on-going training.

Maintain all employee training and certification files.

Responsible for training budget and purchasing of training equipment.

Possesses a comprehensive knowledge of EMS practices including the incident command system and mass casualty organization.

Assists the Education and QI Coordinator with the Quality Assurance program.

Assists the Education and QI Coordinator with community outreach activities.

Assist the Education and QI Coordinator and the Physician Medical Director in developing and implementing and periodically reviewing medical protocols.

Coordinates and communicates regularly with the Education and QI Coordinator to ensure completion of overall District mission.

Coordinates and communicates frequently with the field staff.

May assist in the interviewing and selection of prospective employees.

Possesses and demonstrates understanding of basic supervisory and leadership principles.

Helps to promote a fair and ethical work environment.

Other duties as assigned.

### **MEDICAL RESPONSIBILITIES:**

May at times be required to function in a Paramedic role. See Paramedic Job description for further

### **JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY**

Expected to protect the privacy of all patient information in accordance with the District's privacy policies, procedures, and practices, as required by federal and Colorado law, and in accordance with general principles of professionalism as a health care provider.

May access protected health information and other patient information only to the extent that is necessary to complete job duties. May only share such information with those who have a need to know specific patient information to complete their job responsibilities related to treatment, payment or other company operations.

Encouraged and expected to report, without the threat of retaliation, any concerns regarding the District's policies and procedures on patient privacy and any observed practices in violation of that policy to the designated Privacy Officer.

Expected to actively participate in District privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

## **VALUES BASED EXPECTATIONS:**

Expected to act in accordance with our Mission, Vision and Values.

### **Mission:**

Eagle County Health Service District provides skilled, professional and compassionate Emergency Medical Service (EMS) to our community.

### **Vision:**

To care for our community using the highest emergency medical standards while seeking continuous improvement in:

- Personalized emergency medical care
- Proactive community service
- Superior employee development and professionalism

### **Values:**

- **Integrity**  
Everything must be done in a moral, ethical, and legal manner.  
Be trustworthy and show integrity.  
Always consider the internal and external customer.
- **Teamwork**  
Participate in meetings and trainings.  
Remember...we win and we lose as a team, not individuals.  
Have fun. Enjoy working with the group.  
Help your fellow members succeed.  
Recognize fellow employees for a job well done  
Build relationships to improve trust and understanding.
- **Education**  
Increase education and skill level.  
Focus on helping to move the district forward.  
Seek to improve everything we do.  
Think why we can, instead of why we can't.  
Be data driven.
- **Encouragement**  
Treat others the way you wish to be treated.  
See value in others. Everyone has value.  
Care about the other employees and help them succeed.  
Focus more on the positive attributes of others instead of the negative. We will not ignore the negative, but we will emphasize the positive.  
Help energize others by being motivated yourself.
- **Fiscal Responsibility**  
Reuse, Recycle whenever possible  
Is there a less expensive way to do it?  
Can you accomplish the task with greater value.

Understand our budget is limited. How can we make the biggest impact with what we have?

- **Pride**  
Be proud of individual and group accomplishments.  
You belong to an elite family and that is no mistake.  
Look professional, act professional and you will feel professional.
- **Positive Attitude**  
When you bring a concern to a supervisor bring two possible solutions.  
Do not engage in chronic complaining. Be part of the solution, not part of the problem.  
Complaining does little to improve the organization. Help us work towards positive solutions.  
Don't accept negative behavior in others. Bring negativity to their attention.  
Avoid negative thinking. Negative thinking is contagious and limits our potential.  
Remember...Attitude is a choice; choose to have a good one.  
Develop a "Can Do" attitude. You are in control of your potential.  
Focus on making a positive impact on others and the district.  
Deal in FACTS, not assumptions.  
Play to win versus play not to lose
- **Commitment**  
Remember... you're here to help the district succeed.  
Stay focused on contributing to the mission, vision, and goals.  
Don't get distracted with personal agendas.  
You are our most valuable resource... we will support you through education, training, coaching and counseling.  
Every task that you engage in must be aligned with the mission.
- **Innovation**  
Challenge the process! Anything can be improved.  
Bring creative solutions to the table regardless if there is a problem or not.  
Look at problems as opportunities. How can we improve?  
Seek out opportunity and ways to implement.  
Build a better mousetrap but let someone else prove it works rather than our patients.
- **Empowerment**  
Seek out opportunity any time you are confronted with adversity.  
You are in control of your destiny.  
This organization was built around self-starters and people who speak their mind.
- **Open Communication**  
Communicate by participation in meetings, trainings, special events and community education opportunities.  
Communicate by asking questions and offering positive solutions.  
Participate by helping the organization be better today than it was yesterday.
- **Leadership**  
Keep communication open.  
Always seek win-win solutions.  
Allow mistakes. We will all make mistakes when we try new ideas.  
Learning must take place when we make mistakes.  
Poor performance is not tolerated.  
We are constantly faced with adversity and problems. Don't let the problems pull you down. Our job is to adapt and overcome problems.

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write grammatically correct reports and correspondence. Ability to effectively interact and communicate with patients, co-workers and other District staff.

### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and interpret EKG charts.

### **Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Technology Skills:**

Computer literate with proficiency in the use of Office suite applications and presentation software.

### **Certificates, License, Registrations:**

Current Paramedic Certificate in the State of Colorado. Current certifications in ACLS (Advanced Cardiac Life Support), and CPR (Cardiopulmonary Resuscitation). Valid State of Colorado motor vehicle operator's license with acceptable driving history. ACLS instructor, BLS instructor, highly desirable. Colorado EMT course coordinator designation within one year of hire.

### **Education:**

Bachelor's Degree or higher required.

### **Experience:**

Minimum of 3 years experience as a Paramedic. Prefer experience in the classroom setting. Supervisory experience and/or course work helpful.

### **Other:**

All applicants must be willing to undergo thorough background and driving record checks in addition to pre-employment drug screening.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, equipment, or controls; reach with hands and arms; see, talk and /or hear. The employee is occasionally required to climb or balance and stoop, kneel, sit, crouch, or crawl. The employee is occasionally required to taste or smell. Frequently requires lifting 25+/- lbs.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee works mostly inside, but may work outside and may be exposed to hazardous situations of all kinds. High emotional effort sometimes required.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

I understand that signing this job description does not create a contract of employment nor guarantee employment for any definite period of time. I understand that I have been hired at the will of the Eagle County Health Service District and my employment may be terminated at any time, with or without cause and with or without notice.

I have read and understand the above, and by my signature consent to these statements.

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Supervisor Signature      Date