FORT SCOTT COMMUNITY COLLEGE
Position Description NU07

NAME: JOB TITLE: EMS Instructor/Coordinator

DIVISION/DEPARTMENT: Nursing/Allied Health

RESPONSIBLE TO: Director of Nursing/Allied Health

MONTHS PER YEAR: 10 HOURS PER WEEK: 32 UPDATE: 11.17.2017

CREDENTIALS/EDUCATION:
Bachelor's Degree required
Master's in Education preferred
Certification as EMT-I/C by Kansas Board of EMS

JOB PURPOSE:
1. Coordinate, prepare, and present EMS courses with approvals from Kansas Board of EMS and other agencies as needed
2. Coordinate required Clinical and Field Training experiences for EMS courses

SUPERVISORY RESPONSIBILITIES:
1. Lab Staff
2. Adjunct Faculty
3. Clinical and Field Training Preceptors

MAJOR DUTIES AND RESPONSIBILITIES:
1. Coordination of EMS courses
2. Seek state of Kansas approval of EMS courses
3. Instruction of EMS, CPR, First Aid and related courses
4. Supervision of lab staff and adjunct faculty personnel
5. Coordination of clinical and field training preceptors
6. Recruitment of students, adjunct faculty, and training preceptors
7. Evaluation of student progress with preceptor input
8. Initiate and maintain clinical agency contracts
9. Initiate and maintain medical director coverage for the EMS program
10. Initiate and maintain course records
11. Ensure compliance with state, federal, and local regulations
12. Liaison with community emergency programs and agencies
13. Coordinate Advisory Board Meetings scheduled at least once per semester and as needed

Reviewed by Supervisor: Bill Rhoads, RN 11.17.2017
Signature Date

All job descriptions are subject to revision based on changing needs of the college.

Revised: June 8, 2010; Nov. 17, 2017