



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: EMERGENCY MEDICAL EDUCATION COORDINATOR

DEFINITION: Under direction, responsible for all aspects of pre-hospital care education for the Fire Department

EXAMPLES OF DUTIES:

- Develops curriculum for EMT-P continuing education programs, EMS research/pilot programs, and other pre-hospital care education programs;
- Supervises Emergency Medical Educators and other assigned personnel;
- Designs, implements, monitors, and evaluates pre-hospital care education programs;
- Analyzes and provides recommendations on legislation and policies and procedures relative to pre-hospital care programs;
- Evaluates State and County policies and procedures relative to pre-hospital care programs;
- Assists in the development, implementation, and evaluation of departmental standards, procedures, protocols, and guidelines relative to pre-hospital care programs;
- Maintains quality-assurance programs relative to pre-hospital care;
- Represents the City in advisory or committee meetings on pre-hospital care programs;
- Prepares oral and written reports;
- Acts as liaison with base and receiving hospitals;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

A valid Registered California Nurse License;

Graduation from an accredited college or university with a Bachelor's degree in nursing, education or a closely related field and a minimum of three years of experience in EMS within the last five years, one of the three years must have been in a supervisory and administrative position. The experience must have been in pre-hospital care curriculum design, implementation, and evaluation or experience in planning, conducting and evaluating emergency medical education programs; **OR** Completion of a registered nursing program and a minimum of five years of experience in EMS of which three of the years must have been within the last five years; additionally, one of the three years must have been in a supervisory and administrative position. The experience must have been in pre-hospital care curriculum design, implementation, and evaluation or experience in planning, conducting and evaluating emergency medical education programs;

Ability to communicate both orally and in writing;

A valid California motor vehicle driver's license.

HISTORY:

Approval/Adoption Dates: 10/06/2004
 03/27/1990