

POSITION DESCRIPTION

Title:	EMT-B Educator	Location:	All Contract Areas UAE
Department:	Clinical Services	Reports to:	Clinical Education Manager
Salary:	Salary package	Band:	2
Prepared by:	Education Manager	Date:	June 2018

Overall Purpose:

Deliver course content specific to Emergency Medical Technician. Assist the Program/Course Director with development of the program, syllabi, goals, and objectives. Evaluates students' progress in attaining goals and objectives. Demonstrates appropriate testing and grading of cognitive exams and practical skills, including proper maintenance of grade books and any other appropriate record keeping requirements. Monitor's student use of supplies, materials, and equipment. Advises and counsels students and maintains appropriate advisement records on each student. Responsible for arranging all rotation schedules each semester, maintaining clinical education records, maintaining inventory of supplies, and assisting with equipment maintenance. Ensures safety and security requirements are met in the training area. Meets with students, staff members and other educators to discuss students' instructional programs and other issues. Also assist Life Support instructor with the teaching of AHA, NAEMT courses or any given courses by the education Manager. Must be having a good English.

Roles and Responsibilities

The roles and responsibilities of Bilingual EMT- B Educator:

- Must have two years' work experience in courses coordination and documentation
- Under general supervision demonstrates the use of appropriate teaching techniques, testing, and grading procedures, to include proper maintenance of grade books and any other appropriate record-keeping required.
- Must demonstrate knowledge of current procedures in the EMT field and demonstrate the effective use of oral and written communication skills.
- Follows approved course syllabus.
- Monitors students' use of supplies, materials, and equipment, and ensures safety and security requirements are met in the training area.
- Advises and counsels students and maintains appropriate advisement records on each student.
- Organize and conduct a start-up event of any EMS training events
- Attends meetings as required and appropriate.
- Serves on committees as directed and coordinated by the department manager.
- Maintains current knowledge of trends and developments in the field by attending staff development training, workshops, seminars and conferences.

- Maintains qualifications for employment as described by the Human Resources requirements of National Ambulance.
- Follows rules and regulations as described by the Education Department, and other policies procedures established by National Ambulance.
- Will teach both didactic and clinical courses as assigned and perform other assignments required by accreditation.
- Assess, and provide feedback on the curriculum as it relates to Emergency Medical Technician Basic and adult students in such a manner as to provide them with job skills
- Supervise students in clinical settings, as assigned as clinical preceptor, to ensure proper procedures are followed at all times, as are the procedures of the clinical facility in which the students are practicing
- Work with instructors/educators to facilitate the operation of the EMS simulation labs
- Assist in maintaining accurate inventory records and closely monitor use of inventory items to prevent loss, damage, or theft
- Promote Education Department and its programs and employees at every available opportunity, with specific responsibilities for recruitment and promotion of the education programs
- Perform other duties as assigned by the Clinical Education Manager

QHSE:

- Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

- Must possess a minimum of an Associate degree in a related field and two (2) years documented teaching experience, consisting of at least forty (40) hours of instruction per year in emergency medical technician course.
- Must be prepared to commit to achieving DOH Licensed EMT – B
- Must have three years' work experience within the last seven years as a paramedic and/or teaching. Previous teaching experience preferred
- Must possess current certification as an American Heart Association Basic Life Support Instructor.
- Must possess current certification as PHTLS Instructor or in process
- Must hold current certification in EVOS provider
- ACLS/PALS instructor certification preferred but not required.
- Must possess valid driver's license.
- Must possess skill in oral and written communication.
- Must possess basic computer skills to include, but not limited to, word; excel; power point; and email.
- Must possess knowledge and application for on-line learning (Blackboard, LMS, etc.)
- Must possess excellent organizational skills.

Physical Demands– job requires classroom and clinical responsibilities



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- The employee will be able to work in any given location but will be based in Training Hub all the time
- Teaching responsibilities are typically performed in a classroom/lab environment with the employee intermittently sitting, standing, walking, bending, pushing, and pulling for three (3) – four (4) continuous hours at a time.
- The employee frequently lifts/carries objects that weigh 5kilogram or less.
- Clinical responsibilities are typically performed in a hospital, ambulance, long term care facility, or other medical facilities, and require that the employee stand or walk for seven (7) – eight (8) hours; bend, twist, push/and or pull for three (3) – four (4) hours; and occasionally lift 22kilogram to 34kilogram. per rotation. The exposure to infectious diseases, gas, or fumes is possible during clinical rotations.

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	June 2018	New Template
2	July 2019	Replace HAAD by DOH
3	August 2019	Updated overall purpose, roles and responsibilities, professional and academic expertise, and add Physical Demands– job requires classroom and clinical responsibilities’ part
4	March 2021	<ul style="list-style-type: none"> • Removal of “ an Arabic speaking” and replace to “Bilingual” • Added in the roles and responsibilities. <ul style="list-style-type: none"> - “Must have two years’ work experience in courses coordination and documentation. - Under general supervision demonstrates the use of appropriate teaching techniques, testing, and grading procedures, to include proper maintenance of grade books and any other appropriate record-keeping required” - Organize and conduct a start-up event of any EMS training events • Added in Professional and Academic Expertise <ul style="list-style-type: none"> - Must hold current certification in EVOS provider • Added in Physical Demands Job <ul style="list-style-type: none"> - The employee will be able to work in any given location but will be based in Training Hub all the time

		<ul style="list-style-type: none">Removed in the roles and responsibilities. <i>Under general supervision demonstrates the use of appropriate teaching techniques, testing, and grading procedures, to include proper maintenance of grade books and any other appropriate record-keeping required.</i>

Review & Approval:

(Enter final approver title here)