

# **Advanced EMT PROGRAM LEAD INSTRUCTOR(S) Position Description**

Definition: The Advanced EMT Program Lead Instructor(s) will act as the lead instructor for course and will be present at most, if not all class sessions to assure program continuity, and will be able to assess the cognitive, affective, and psychomotor ability of the students. The Advanced EMT Program Lead Instructor will be knowledgeable in all aspects of prehospital care and adult education theory and practice. They will have more than two years of clinical prehospital care experience.

## Responsibilities:

1. Perform all duties normally expected of the primary instructor for the course. Serve as lecture instructor and skills lab instructor.
2. Comply with the WVEMS Employee Handbook and all program manuals and requirements.
3. Ensure compliance with the schedule of class sessions and instructor assignments.
4. Notify the Course Coordinator at least three (3) days prior to any scheduled session of inability to attend.
5. Maintain an accurate attendance record of students and individuals attending for continuing education credit. **Anyone** attending a class session, including the enrolled students, must sign the attendance roster. If an individual's attendance at a particular class session comes into questions, the roster is the **only** documentation that will be considered in confirming attendance.
6. Scan and/or collect CE cards as needed. Transmit any scanned CE.
7. Enforce class attendance policy as set forth by the Program.
8. The Instructor will have students complete an "Instructor Evaluation" form on each visiting lecture instructor and evaluations will be forwarded to the Course Coordinator along with other course paperwork.
9. Ensure that the course syllabus is followed at all times. ***This includes assuring that the time specified in the syllabus for particular lectures and workshops is adhered to in all cases.***
10. Remain on Schedule: Due to providers attending the program for continuing education, every attempt to remain on schedule according to the syllabus will be made. If a class must be rescheduled or if changes need to be made to the syllabus, the Lead Instructor shall contact the Course Coordinator prior to making the changes. In the event of an emergency cancellation of a class (inclement weather, illness, etc.) the Lead Instructor will notify the Course Coordinator as soon as possible before and/or after the fact. Classes will be rescheduled in a manner that minimizes changes to the syllabus. Emergency cancellations of class sessions will follow Jefferson College of Health Sciences, inclement weather policy.
11. Assure that all necessary equipment is obtained for skills lab and that an adequate number of qualified instructors are present. Instructors for the skills lab ***must be certified at the Advanced EMT, EMT Intermediate or Paramedic level.***
12. Maintain student-to-instructor ratio: The ratio of students to instructors in a station should not exceed 6:1 at any time. The Course Coordinator should be notified as soon as possible if needed to assist in locating qualified instructors.
13. Assure compliance with all Program course policies and procedures throughout the course. The instructors and students will strictly adhere to all OSHA/WVEMS/JCHS Infectious Disease Control Policies.

14. Notify the Course Coordinator as soon as possible regarding any problems with the course or particular students.
15. Report students who are having problems within the program to the Course Coordinator. The Course Coordinator can recommend that *any* student be required to attend remedial class sessions established by the Course Coordinator/Program Director.
16. Assure that students meet all lab skill competencies as assigned.
17. Ensure copies of assigned topic objectives have been received and reviewed prior to their assigned class session.
18. Arrive for assigned class session at an appropriate time to allow adequate preparation for each class.
19. Ensure adequate coverage of assigned topic objectives.
20. Work with Course Coordinator to ensure that all equipment and supplies listed for assigned class session are present and in working order. Assists with replacement of all equipment utilized for the session to its proper location. Report any equipment issues to the Course Coordinator.
21. Ensure that all safety procedures are followed during assigned class session and report and assist in documenting any safety violation or injuries to the Course Coordinator.
22. Ensure proper disposal of all Infectious waste in the proper containers.
23. Ensure that class areas are clean and ready for the next session. Ensure all trash has been collected and placed in the assigned location.
24. Document any situations that involve any student that exhibits inappropriate behavior or actions and report to the Program Director.
25. Develop and distribute and review all homework and quizzes for the course.
26. Report any infectious disease exposures to the course coordinator.

**ADVANCED EMT PROGRAM LEAD INSTRUCTOR(S)**  
**APPOINTMENT AGREEMENT**

\_\_\_\_\_ (hereinafter "Appointee") is offered the position of Program Lead Instructor for the Advanced EMT (hereinafter "AEMT") program being held at Jefferson College of Health Sciences, for the period September 18, 2017 – Feb 28, 2018. The base salary is \$7,500.00 to be paid in two installments, the first at the approximate midpoint of the program and the final payment at the conclusion of the program.

Appointee may utilize other instructors who will be compensated at a rate of \$30 per hour for didactic and \$25 per hour for labs which will be deducted from the Appointee's salary. Appointee must ensure that appropriate documentation is turned in to Course Coordinator.

The acceptance of this appointment obligates the Appointee and Western Virginia EMS Council, Inc. to conform to the conditions set forth in: (a) the policies and procedures of the program administrative manuals; and (b) the Advanced EMT Position Description attached hereto as a part of this Agreement.

Failure by either party to meet the obligations of this Agreement may be grounds for dissolution of the Agreement, and failure of the Appointee to meet the obligations of this Agreement may result in Appointee not receiving his or her compensation and/or remaining employed, in accordance with Western Virginia EMS Council, Inc. Policies and Procedures.

\_\_\_\_\_  
Date

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Rob Logan  
Executive Director, WVEMS

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appointee