

**Cape Elizabeth Fire-Rescue Department**  
**EMS LIEUTENANT – TRAINING OFFICER**

**POSITION DESCRIPTION:**

Under the general direction of the Deputy Chief/EMS Coordinator, ensures that EMS training, CPR & First Aid and other necessary EMS training initiatives are delivered to personnel within the Department.

The EMS Lieutenant – Training Officer will work in close conjunction with the Deputy Chief/EMS Coordinator, EMS Medical Director, and EMS Lieutenant – Quality Assurance & Improvement Officer to ensure a robust training program for EMS Providers throughout the Department.

Serve as an administrative conduit for communications within the EMS Branch of the Department. The EMS Lieutenant – Training Officer should plan for up to five (5) hours of administrative work per week.

**APPOINTMENT:**

The EMS Lieutenant – Training Officer position is a Staff Officer II appointment. The Chief of Department, upon recommendation from the Deputy Chief/EMS Coordinator and EMS Medical Director, will appoint the EMS Lieutenant – Training Officer. The term of appointment will be for 6 months to 2 years, with satisfactory evaluations every six (6) months.

The perspective candidate will need to provide the following materials to be considered for the position:

- CEFRD Officer application
- Resume' & cover letter
- Maine EMS Paramedic license
- AHA BLS CPR Provider certification
- FEMA IS-100
- FEMA IS-700
- Maine EMS AVOC or equivalent

**SUPERVISION OF POSITION:**

The EMS Lieutenant – Training Officer is a staff position that does not have line authority. The EMS Lieutenant – Training Officer ensures compliance with the quality assurance plan along with developing EMS Providers into successful healthcare providers.

- **Administrative tasks & communications:** Deputy Chief/EMS Coordinator → Chief of Department.
- **Emergency Scene Operations:** highest license level → chain of command established by incident.
- **Per-diem Day-to-day Operations:** Duty Officer → Deputy Chief → Chief of Department

**REQUIRED QUALIFICATIONS:**

The employee will have the following qualifications to be considered qualified for the position:

- Graduation from High School and/or GED.
- Speak, read, write & understand American English
- Proficiency with the usage of computers for word processing, spreadsheets, data entry, e-mail, web browsing and other methods of written & electronic communications.
- Maine EMS Licensed AEMT or Paramedic with three (3) years of experience.
- No action or pending action taken against Maine EMS license or other certifications/professional licenses in the previous three (3) years.
- AHA BLS CPR Provider certification
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- Maine Class C drivers license (or equivalent)
- Perform all duties of an EMS Provider

**PREFERRED QUALIFICATIONS:**

The following qualifications would be preferred of candidates for EMS Lieutenant – Training Officer, but are not required upon initial appointment:

- Maine EMS Paramedic License with five (5) years of experience.
- Maine EMS Instructor/Coordinator III – Paramedic License
- One (1) year of quality assurance & improvement experience.
- Three (3) years of teaching experience of adult learners.
- FEMA IS-200
- FEMA IS-800
- NFPA 1041 Fire Instructor I & II or National Association of EMS Educators EMS Instructor Part I certification.
- American Heart Association Healthcare Provider BLS Instructor, with demonstrated experience teaching CPR and First Aid courses.

**DUTIES:**

The employee will routinely complete the following duties:

- All duties of an EMS Provider.
- Maintain EMS training records
- Implement QA/QI training initiatives from the Deputy Chief/EMS Coordinator & EMS Medical Director.
- Ensure that CEH requests for all internal EMS training are pre-approved and submitted in accordance with the training center's requirements.
- Manage [www.iamresponding.com](http://www.iamresponding.com) database of training
- Manage CE-Solutions database of training
- Ensure annual training is completed by all EMS providers
- Plan & Schedule Department EMS Training
- Manage Cape Elizabeth Fire-Rescue Department CPR & First Aid Training Program
- Plan, schedule & manage annual BLS proficiencies for EMS Providers and Police Department personnel
- Plan, schedule & manage annual ALS proficiencies for EMS Providers
- Provide an annual inventory of all training equipment and supplies to the Deputy Chief/EMS Coordinator by December 1<sup>st</sup> of each year.
- Submits budget proposals for EMS Training.
- Utilizes computers, radios and mobile telephones to relay and record department information.
- Operates ambulances and other emergency medical vehicles.
- Prepares and submits reports regarding emergencies, supplies, equipment and other department matters.
- Perform vehicle inspections and completes inventory reports.
- Makes minor repairs to property and equipment; washes, cleans and disinfects equipment and apparatus.
- Communicates through the assigned chain-of-command.

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- Serve as a supervisory contact & communication conduit for all personnel assigned related to personnel and administrative issues.
- The EMS Provider will be required to participate in duty assignments. On-call EMS providers will be expected to participate in on-call duty groups & assignments, while per-diem employees will be expected to provide availability and have shifts assigned.
- Attend meetings as directed and available.
- All other duties as assigned by the Deputy Chief/EMS Coordinator

**SKILLS:**

The employee will demonstrate, maintain, and continue to improve the following skills:

- Ability to successfully complete tasks with little supervision or prompting.
- Working knowledge of HIPAA patient confidentiality.
- Working knowledge of Maine EMS rules.
- Thorough knowledge of and skill with modern emergency medical care methods, equipment and supplies.
- Working knowledge of the Incident Command & Incident Management Systems.
- Working knowledge of educational methods related to the delivery of EMS education & training
- Thorough knowledge of department rules and regulations.
- Thorough knowledge of department policy & procedure manual.
- Thorough knowledge of the use of emergency medical equipment and apparatus.
- Thorough knowledge of streets and locations throughout the town.
- Skill in the application of principles of emergency medical care to actual EMS situations.
- Skill in the operation of a variety of ambulances.
- Ability to work safely in roadways where traffic may be moving.
- Ability to maintain confidentiality.
- Ability to prioritize decisions and act quickly in the best interest of the patient.
- Ability to develop patient rapport.
- Ability to interview calm & hostile patients.
- Ability to recognize and utilize communication unique to diverse multicultural groups and ages within those groups.
- Ability to function independently at optimum level in a non-structured environment that is constantly changing.
- Ability to wear emergency medical care personal protective equipment for extended periods of time.
- Ability to lift & move patients with the assistance of other emergency medical providers.
- Ability to provide clear and easy to understand instructions to both licensed and unlicensed personnel assisting with patient care.
- Ability to follow directions and lawful orders.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with staff and the general public.
- Ability to direct and communicate with subordinate personnel.
- Ability to effectively communicate with lateral and supervisory personnel.
- Ability to learn a wide variety of emergency medical care duties and methods.
- Ability to learn to perform various tasks utilizing a computer.

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- Ability to remain calm during stressful events.
- Ability to function as a member of the supervisory staff of the Department.
- Ability to effectively and professional represent the Department at public events and forums.
- Ability to research and effectively recommend new equipment, techniques and training.
- Ability to commit up to twenty (20) hours a week to Department needs on a scheduled and unscheduled basis

**MANDATED TRAINING:**

The following training will be completed during the first three (3) months of appointment and maintained:

- FEMA IS-200
- FEMA IS-800
- CEFD Ambulance Driver Training Program (if not already completed)

The following training will be completed during the first twelve (12) months of appointment and maintained:

- American Heart Association Healthcare Provider BLS Instructor (if not already completed)

**MANDATED REOCCURRING TRAINING**

The employee will complete the following training annually, bi-annually or tri-annually:

- Sexual Harassment
- Sexual Harassment for supervisors
- Hazardous Communications/Global Harmonization
- Infectious Disease, Blood & Airborne pathogens
- Hazardous Materials & Weapons of Mass Destruction Awareness
- Fire Extinguishers
- AHA CPR certification (bi-annually)
- Driver recertification (bi-annually)
- Maine EMS Provider License (tri-annually)

**EXEMPTION CLAUSE**

To ensure for the best operation and best interest of the Cape Elizabeth Fire-Rescue Department, the Chief of Department may waive initial required qualification for superior candidates. The Chief of Department will ensure that all certification requirements are completed within the first six (6) months of the appointment.

**UPDATED & REVIEWED:** April 24, 14

Deputy Chief/EMS Coordinator Eric Wellman

Chief of Department Peter Gleeson

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**EMS LIEUTENANT – TRAINING OFFICER EVALUATION**

Name: \_\_\_\_\_ Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

**Service Statistics (past 6 full months)**

Hours of Emergency Response: \_\_\_\_\_ # of Emergency Calls: \_\_\_\_\_ % of total calls: \_\_\_\_\_

Hours of Drill: \_\_\_\_\_ Hours of Work Detail: \_\_\_\_\_ Hours of Duty Coverage: \_\_\_\_\_

Total hours of service: \_\_\_\_\_

<b><u>Evaluation Category</u></b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Not Observed</b>
Represents the Department in a positive and effective manner at all times.				
Reports on time and appropriately attired for duty and events.				
Effectively uses the incident command system and appropriate chain-of-command.				
Adheres to Department Policy & SOG				
Maintains patient care and personnel issue confidentiality.				
Delivers high quality, protocol based, patient care that is focused on patient need and customer service.				
Operates Department vehicles in a safe and effective manner.				
Effectively manages subordinate, lateral & superior communications through meetings, e-mail, and other communications mediums				
Completes evaluations of personnel assigned by established due dates.				
Completes assigned mandatory training by established due dates.				
Completes assigned work by established due dates.				
Manages the www.iamresponding .com training database effectively <ul style="list-style-type: none"> <li>• Ensures timely entry of data</li> </ul>				
Manages the CPR & First Aid Program effectively <ul style="list-style-type: none"> <li>• Ensures appropriate offerings of initial &amp; refresher CPR &amp; First Aid Training Sessions</li> <li>• Ensures community outreach of CPR and First Aid</li> <li>• Ensures appropriate number of instructors</li> <li>• Ensures certifications are distributed and filed in personnel files in a timely fashion</li> </ul>				

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<b><u>Evaluation Category</u></b>	<b>Needs Improvement</b>	<b>Meets Expectations</b>	<b>Exceeds Expectations</b>	<b>Not Observed</b>
<b>Manages the EMS Training Program effectively</b> <ul style="list-style-type: none"> <li>• Ensures Maine EMS CEH for all course offerings</li> <li>• Ensure that Maine EMS rosters are complete and submitted</li> <li>• Develops and publishes training schedule for all EMS providers in the Department</li> <li>• Ensures public dissemination of training schedule to local area departments</li> </ul>				
<b>Manages the CE Solutions Training System effectively</b> <ul style="list-style-type: none"> <li>• Ensures that all EMS personnel are enrolled</li> <li>• Assigns courses and training programs</li> </ul>				
<b>Manages the BLS proficiencies program effectively</b> <ul style="list-style-type: none"> <li>• Develops effective schedule</li> <li>• Ensures appropriate resources and personnel</li> </ul>				
<b>Manages the ALS proficiencies program effectively</b> <ul style="list-style-type: none"> <li>• Develops effective schedule</li> <li>• Ensures appropriate resources and personnel</li> </ul>				

The evaluator & EMS Lieutenant – Training Officer should discuss the following topics and identify any improvement plan that may be necessary together. A space for additional comments is included.

<b><u>Identified Strengths</u></b>	<b><u>Identified Areas for Improvement</u></b>	<b><u>Improvement Plan</u></b>

**Comments:**

\_\_\_\_\_  
EMS Lieutenant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Evaluator's Signature

\_\_\_\_\_  
Date