



## **Program Coordinator - Job Description \***

The Program Coordinator has the overall responsibility for directing and coordinating the planning, organization, administration and measuring effectiveness of an Instructor Course. The individual must be a current Regional Faculty member who has been appointed to the position of Program Coordinator by the Bureau of EMS. The Program Coordinator must be present during all of the course sessions to ensure there is program continuity and that all course objectives are met. The Program Coordinator, Area Office EMS Representative and the Sponsor=s Administrator work together to assure that the Instructor Course is run effectively so that the candidates have the opportunity to successfully complete the course.

Program Coordinator Responsibilities include:

- X File the Application for Instructor Certification Course, including the course schedule, with NYS DOH Bureau of EMS.
- X Schedule classes and faculty assignments.
- X Ensure that the pre-screening and selection of instructor candidates follows established DOH policies.
- X Process student applications in conjunction with the Area Office EMS Representative.
- X Ensure the availability of required training equipment and materials for each class.
- X Ensure that the appropriate support materials are secured and distributed to candidates.
- X Attend all class sessions.
- X Ensure that instructor candidate attendance requirements are met.
- X Prepare assessment materials.
- X Provide feedback and counseling to instructor candidates regarding their performance throughout the course.
- X Coordinate evaluations of instructor candidates.
- X Maintain adequate inventory of training and audio visual equipment.
- X Ensure preparation and content of staff presentations.
- X Serve as the liaison between instructor candidates, program staff, sponsor and affiliates.
- X Serve as the liaison to the NYS DOH Bureau of EMS.

### **Criteria for Appointment:**

In order to be eligible for appointment as a Program Coordinator by the Bureau of EMS the candidate must meet the following criteria:

- X Complete the Certified Lab Instructor Course.
- X Complete the Certified Instructor Coordinator Course.
- X Complete the Regional Faculty Course.
- X Currently certified as a NYS EMT/AEMT.
- X Achieve at least 80% on the most recent EMT/AEMT exam.
- X Currently certified as a Certified Instructor Coordinator.
- X Complete an apprenticeship with a Specialty Course Sponsor.
- X Submit the following documentation to the NYS Bureau of EMS for approval:
  - a) Verification of criteria numbers 1 - 6.
  - b) Letter verifying completion of apprenticeship from the Specialty Course Sponsor.
  - c) Letter of recommendation from Area Office Representative

### **Apprenticeship Guidelines:**

The Program Coordinator Apprenticeship is a period of supervised experience as part of a NYS EMS approved Certified Instructor Course. Its purpose is to provide the Program Coordinator Candidate with the experience for conducting a Certified Instructor Course.

The apprenticeship will require the Program Coordinator Candidate to plan and participate in two Certified Instructor Courses (one Certified Instructor Coordinator (CIC) and one Certified Lab Instructor (CLI)).

### **Apprenticeship Behavioral Objectives:**

Upon completion of the supervised apprenticeship the Program Coordinator Candidate will be able to demonstrate proficiency for each of the following:

- X understand and be able to implement the Department of Health Bureau of EMS administrative policies and procedures for conducting a Certified Instructor Course.
- X understand the procedures for filing a course application and schedule, with the Bureau of EMS.
- X understand course management skills, including:
  - Advertising/Announcements
  - Screening of applicants
  - Preparation of course schedule within DOH guidelines
  - Preparation of course budget within DOH guidelines
  - Scheduling of staff for lectures and lab sessions

- Equipment needs, including A/V
  - Timely submission of pre-course paperwork; course application and schedule
  - Maintenance of accurate attendance and student records
  - Evaluation and remediation of instructor candidates
  - Timely submission of end-of-course paperwork; course memorandum, Instructor sheets, voucher, expenditure report, instructor candidate packets
- X understand the course content and objectives
- X provide Aback-up presentation for absent staff
- X participate in the course management of (1) Certified Instructor Coordinator Course and (1) Certified Lab Instructor Course.

Upon completion of the apprenticeship the Specialty Course Sponsor should forward a letter of verification of the criteria for appointment to:

New York State Department of Health  
 Bureau of EMS  
 433 River Street, Suite 303  
 Troy, New York 12180-2299  
 (518) 402-0996 ext. 1, 4

Issued By:

Authorized By:

Edward G. Wronski

Training and Education

Director, Bureau of EMS