

Montgomery County Hospital District Job Description

Job Title: Professional Development Coordinator
Department: Office of the Medical Director
Reports To: Assistant EMS Director
FLSA Status: Non-exempt

SUMMARY

This position serves to enhance the clinical practice of MCHD EMS. The Professional Development Coordinator is responsible for assisting in the development and advancement of the quality of practice through the provision of patient care, consultation, collaboration, education and research.

This position requires the personal skills to be an effective leader and the ability to inspire individuals by communicating needed changes, motivating individuals to become active participating members of a team and encouraging self development through a leadership example approach. The Professional Development Coordinator will work collaboratively within the Office of the Medical Director to ensure that the educational and clinical goals of the organization and contracted agencies are achieved. In addition, the Professional Development Coordinator will foster exemplary clinical practices among the field personnel and serve as a role model for staff in achievement and maintenance of clinical skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Design, implement, and administer professional development, career advancement, and continuing education programs. Design, implement, and administer additional courses or certifications as deemed necessary by MCHD, including but not limited to initial and renewal EMS Certification, ACLS, PALS, and ITLS Courses.
- Properly document attendance, progress, or other required elements as determined by the Texas Department of State Health Services, American Heart Association, International Trauma Life Support, and other governing bodies as appropriate.
- Assist with pre-employment screening and evaluation process for potential employees.
- Coordinate internship programs and orientation programs for new personnel and/or students. Review progress with assigned preceptors and ensures that candidates are adequately prepared to assume staff duties prior to being released from orientation.
- Work collaboratively within the Office of the Medical Director on reviews for clinical compliance with protocols and standards of practice. Integrates findings into educational programs for the field staff. Serve as a resource for improvements in the clinical standard of care.
- Serve as a resource for educational methodologies for the organization and the community.
- Develop professional educational relationships with area hospitals, colleges, and EMS training programs to provide training opportunities and career development. May attend continuous quality improvement meetings for sponsoring hospitals, colleges, etc. as needed, forward all inquiries regarding the clinical care provided by MCHD EMS personnel to the Associate EMS Director-Clinical Practice.
- Design, implement, and administer programs for retraining and remediation.
- Assist with Protocol Development and associated education and oversight.
- Design, implement, and administer a training program for First Responders.
- Other duties as necessary that are reasonably consistent with the above.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS

Required:

- Current Texas Driver's License required. Must remain insurable by the current insurance vendor of MCHD.
- Texas DSHS Certification or License as EMT-Paramedic.

Preferred:

- ACLS, PALS, BTLS, and CPR Instructor certifications. Must obtain within 6 months of accepting position or at the earliest date possible if classes are not available.
- Texas DSHS EMS Instructor qualifications. Must obtain within 6 months of accepting position or at the earliest date possible if classes are not available.

EDUCATION and/or EXPERIENCE

AA/AS or equivalent industry experience required.

Previous education/teaching experience to small and large groups required.

Two years primary paramedic education experience preferred.

Previous quality improvement experience preferred.

Involvement in research activities and/or publishing preferred.

COMPUTER SKILLS

Moderate word processing, database, presentation and spreadsheet skills required.

Basic Email and internet skills required.

Ability to learn specific job related software applications.

LANGUAGE SKILLS

Ability to effectively speak and present information before groups of customers, employees, and/or boards of directors of the organization. Ability to read and interpret a variety of documents and instructions such as safety rules, operating and maintenance instructions, and procedure manuals furnished in written, oral, diagram, or schedule form. Ability to write routine reports and correspondence. Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and use these functions to perform and instruct others on performance of medication calculations. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve practical problems and deal with a variety of concrete variables in

situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to deal with several abstract and concrete variables in problem solving. Ability to prioritize tasks and deadlines and apply critical thinking skills to address conflicting priorities.

INTERPERSONAL

Demonstrates effective leadership, human resource development, customer service, and project management skills. Demonstrates ability to assume responsibility without direct supervision, exercise initiative and judgment, and make decisions within the scope of assigned authority. Demonstrate ability to communicate and work effectively with others and to maintain confidentiality.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision, and ability to adjust focus. Employee may be required to drive fleet vehicle long and short distances.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.