



Date: June 19, 2008

Competition: #08-74

**APPLICATIONS ARE INVITED FOR THE FOLLOWING
NEW FULL-TIME REGULAR POSITION**

POSITION: Coordinator, Emergency Medical Responder (EMR) and First Responder (FR)
DIVISION: Paramedic Academy
REPORTING TO: Program Director

Job Summary:

First Responder

The EMR/FR Coordinator is responsible for day-to-day coordination and delivery of FR Instructional Techniques Workshops (FR-ITW), FR Instructor Continuing Professional Development (FR-CPD), and FR Instructor Trainer Educator (FR-ITE) workshops. In addition this position oversees the day-to-day management and administration of FR Provider course delivery. The job description for this position falls under a contractual agreement between the Paramedic Academy and the British Columbia Ambulance Service (BCAS). This position works collaboratively with the FR Instructors, FR Instructor Trainer Educators, FR departmental Training Officers, Fire Chiefs, and the BCAS to ensure high quality delivery of the FR program.

Emergency Medical Responder

The EMR/FR Coordinator is responsible for day-to-day coordination and delivery of EMR courses for the Paramedic Academy. This position works collaboratively with the Regional Training Coordinator (RTC), EMR faculty, support staff, EMR Authorized Training Providers, and various clients to ensure high quality delivery of the EMR course.

This position is expected to expand the capacity of the EMR course delivery and to develop delivery strategies to meet the needs of potential students and clients.

This position will be responsible for supervision of Program Assistants: including performance feedback, discipline, approving leaves, and the day-to-day allocation of work.

It is also expected that the incumbent teach, as required, within both the First Responder and Emergency Medical Responder programs.

Primary Responsibilities:

First Responder

- Supervise the planning and scheduling of FR ITW's and FR Instructor CPD (note that there is classroom and online version of the FR Instructor CPD workshops). This is done in collaboration with the provincial FR departments and the Manager of Professional Training.
- Liaise with FR stakeholders (e.g. FR Providers, FR Instructors, BCAS, FR departmental Training Officers/Chiefs, WorkSafe BC, EMA Licensing Branch, and various fire services organizational representatives).
- Review, analyze, and take appropriate actions concerning FR Student Satisfaction Surveys and CQI processes.
- Participate on the First Responder Training Committee.
- Maintain and update the First Responder Provider and Instructor WebCT websites. This would be done in conjunction with WebCT Support.

- Liaise with other Paramedic Academy Coordinators to ensure consistent and standardized course materials, course procedures, and assessment tools.
- Review and revise FR assessment tools to ensure they are based on a valid and defensible examination blueprint.
- Liaise with the Paramedic Academy Equipment manager as required.
- Liaise with Program Director. Including:
 - FR Instructor Trainer Educator training and monitoring
 - FR instructor training and monitoring
 - FR evaluator training and monitoring
 - Ongoing professional development
 - Curriculum revisions
- Participate on the FR Training Committee meetings.
- Liaise with EMA Licensing Branch around mutual roles and responsibilities.
- Authorize payroll and assist with budgeting.

Emergency Medical Responder

- Supervise the planning and scheduling of EMR courses. This is done in collaboration with the EMR Program Planner, RTC's, and Program Director.
- Liaise with EMR clients, potential clients, and EMR Authorized Training Providers.
- Review, analyze, and take appropriate actions concerning EMR Student Satisfaction Surveys.
- Make EMR curriculum revisions as required. This is done in collaboration with the overall Paramedic Academy curriculum design team. This may include revisions to:
 - Student Study Guides
 - Instructor Manuals
 - Lesson Plans
 - Practice simulations
 - Written and Practical assessment tools
- Liaise and communicate with EMR faculty.
- Liaise with other Paramedic Academy Coordinators to ensure consistent and standardized course materials, course procedures, and assessment tools.
- Review and revise EMR assessment tools to ensure they are based on a valid and defensible examination blueprint.
- Review and resolve faculty and student issues as they arise.
- Participate in EMR Student Appeals as required.
- Review, develop, and analyze CQI processes around the EMR course.
- Liaise with the Paramedic Academy Equipment manager as required
- Liaise with Program Director around EMR faculty development. Including:
 - Instructor training and monitoring
 - Evaluator training and monitoring
 - Ongoing professional development
- Make decisions around student prerequisites, student remedials, and certification pass / fail.
- Participate in EMR staff meetings.
- Authorize payroll and assist with budgeting.

Additional Responsibilities:

First Responder

- Develop annual Continuing Professional Development (CPD) for FR Instructors. This would be done in collaboration with the curriculum development team.
- Revise and update FR-ITW course materials/content as required.

- Work collaboratively with the JIBC Fire Services Division regarding any FR issues.
- Instruct and evaluate within the FR course as required.

Emergency Medical Responder

- Develop a Distance Learning (DL) model for the EMR course to address rural and remote training needs.
- Promote and establish the EMR course into provincial school districts.
- Instruct and evaluate within the EMR course as required.

QUALIFICATIONS:

- Completion of the Emergency Services Instructor Training course, or equivalent credential as deemed by the Paramedic Academy.
- A licensed EMR (or higher) practitioner with a minimum of four years clinical experience.
- Four years experience as an adult education instructor, preferably in the EMS profession.
- Demonstrated proficiency at the intermediate level in Microsoft Office applications and Internet browser applications and the use of pda devices.
- Working knowledge of Blackboard (WebCT).
- Excellent written and oral communication skills.
- Excellent organizational and problem-solving skills with a proven ability to work under pressure while satisfying student requests.
- The ability to maintain effective working relationships with the FR Program stakeholders, RTC's, students, other Coordinators, faculty, EMR Medical Director, and supervisor.

SALARY RANGE: \$64,402 - \$71,558 per annum (Fair Comparison Grid P3)

POSTING DATE: June 19, 2008

CLOSING DATE: July 11, 2008

START DATE: ASAP

Working hours are five days (35 hours) with terms and conditions as specified within the Fair Comparison handbook.

Please submit a resume and covering letter quoting Competition # 08-74 to:

Human Resources
Justice Institute of British Columbia
715 McBride Boulevard
New Westminster, BC V3L 5T4

E-mail: hr@jibc.ca

For more information on the terms and conditions of this position, please feel free to contact:

Barrie Morrison
Manager of Professional Training
Paramedic Academy
Justice Institute of BC

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Phone: 1-250-417-0374

The Justice Institute of BC is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, aboriginal peoples, and persons with disabilities.



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