
Job Title	Paramedic Program Coordinator
PVN ID	LA-2112-004437
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	PreHospital Care
Status	Full Time
Annual Salary	\$75,000.00
Hour(s) a Week	35
Closing Date	Sep 08, 2022 (Or Until Filled)

General Description

The Coordinator provides overall direction and coordination of the planning, organization, administration, periodic review, continued development, funding and effectiveness of the paramedic program. The Coordinator is accountable to the Sponsor Administrator/Director of Prehospital Care Programs of ACE.

Primary Responsibilities include:

- Scheduling of classes and faculty assignments.
- Coordination of examinations and evaluations of students.
- Preparation and review of assessment materials.
- Administration of the didactic, clinical, and field internship phases of the program.
- Supervision of student progress in clinical and internship experience.
- Supervising the Clinical Coordinator and/or Monitors and ensuring that all student clinical rotation requirements and competencies are met.
- Development of new clinical affiliation agreements and maintaining current the existing affiliation agreements.
- Facilitating materials and training for preceptors.
- Managing and overseeing student recruitment, screening, selection, and academic advisement.
- Managing all of the administrative details relating to the Paramedic Program.
- Supervising program lab technicians.
- Ensuring that all equipment is available, in sufficient quantity, and in good working order for all instructional sessions.
- Selecting, hiring, and supervising faculty.
- Acting as the liaison between the Program and clinical affiliates.
- Developing, reviewing, and revising when necessary, program policies, procedures, and guidelines.
- Defining criteria, establishing procedures and related materials for clinical competencies.
- With the medical director(s), routinely review each student's performance to assure adequate progress toward completion of the program.
- Ensuring that required course files and individual student files are maintained as per DOH requirements.

- Maintaining current personnel records for all members of the faculty including their qualifications, training and certifications.
- Evaluating the effectiveness and quality of the program.
- Coordination of all certification testing and facilitating the processing of student applications and other NYS DOH, National Registry, REMAC, and AHA required documentation.
- Assist in professional development for paramedic faculty.
- Assisting the Director of Prehospital Care Programs in preparing to meet COAEMSP accreditation requirements.

Other Duties

Qualifications

The Paramedic Coordinator must:

1. Possess a minimum of a Bachelor's degree.
2. Have a minimum two years medical or allied health education, training, and experience.
3. Be knowledgeable about methods of instruction, testing and evaluation of students.
4. Have a minimum of two years field experience in the delivery of out-of-hospital emergency care.
5. Have academic training and preparation related to emergency medical services at least equivalent to that of a paramedic, with current NYS EMT-P certification.
6. Be knowledgeable about the current versions of the *National EMS Scope of Practice* and *National EMS Education Standards*, and about evidenced-informed clinical practice.