

POSITION DESCRIPTION

Name:	Position Title: National Field Representative – EMS Clinical Learning and Development
Department: Safety Services	Reports To: EMS Unit Head and Safety Services Manager
Direct Reports: 0	Location: Tower
Purpose Statement	
To manage and maintain EMS Safety Services clinical learning and development	
Key Result Area:	Duties and Responsibilities:
Clinical Learning and Development (70%)	<ul style="list-style-type: none"> • Conduct research and development program • Developing appropriate EMS clinical learning experience. • Resolving any conflicts in the clinical environment and communicating conflicts and resolutions to the Program Director in an ongoing and timely manner. • Developing, with other EMS technical staff and appropriate administration, program level competencies that outline expected learning outcomes. • Maintaining effective intra-institution relationships with members of the Administrative Staff, faculty of instructors, chapter service representatives and support personnel of the Safety Services. • Develop training programs for EMS growth and sustainability
Monitoring and Evaluation (15%)	<ul style="list-style-type: none"> • Monitor and evaluate the effectiveness and efficiency of the Chapters delivery of the EMS Safety Services Operation. • Administering appropriate assessment and/or testing to measure learning outcomes in all EMS programs.
Administration and Support (15%)	<ul style="list-style-type: none"> • Support EMS Ambulance Operations. • Assist the EMS Unit Head and Safety Services Manager, Chapters and Safety Services team as required • Assist national lead trainers with facilitation of EMS Safety Services training as required.
Qualifications/Minimum Education:	
<ul style="list-style-type: none"> • Bachelor's Degree – Graduate of a Medical Related 4-year course • Undergone Safety Services Training 	
Personal Qualities:	Work Experience & Skills:
<ul style="list-style-type: none"> • Ability to make decisions in-line with organizational goals and values • Ability to manage multiple tasks • Collaborates with team members to achieve shared outcomes • Organization skills • Flexibility and a willingness to contribute outside standard office hours 	<ul style="list-style-type: none"> • Demonstrate proficiency with applications such as Word, Excel, PPT • Exceptional interpersonal skills, including communication, coaching and training • Document archive organization • Exposure in Emergency Medical Services or pre-hospital environment
Equipment Used: Safety Services specific equipment, computer, scanner, printer, copier, telephone and fax machine.	Working Environment: Office Based and Field Work
Key Contacts: PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, Training Related Organization Contacts, Government and Non-Government Organization	