



**Lieutenant-Training Officer
Application**

Please print legibly.

Name: _____ **Market:** **North** **South**

Employee Number: _____ **Status:** **FT** **PT**

Briefly describe your reasons for applying for the position of Lieutenant-Training Officer.

Briefly describe what you believe you can contribute to the Operations of Rural/Metro in this position.

Briefly describe why you believe you would be the best applicant for this position.

Briefly describe what it takes to be successful and achieved the desired goals of this position.

Please include this completed application in a sealed envelope containing a current resume and submit both to Rob Bozicevich (North) or Jeannie Riner (South). You will also need to have a Captain-Shift Supervisor complete a recommendation form for you which should be submitted separately in a sealed envelope to either Rob or Jeannie prior to the deadline of Friday, February 15, 2008.

Signature: _____ **Date:** _____

Training Officer Job Description



Lieutenant-Training Officer Job Description

Specific Location: Rural/Metro Ambulance, North Georgia Operations
Reports To: Captain-Shift Supervisor, Clinical Services, and General Manager

I. Summary Description of Job:

The Lieutenant-Training Officer, under limited supervision, will respond to emergency requests, provide patient care and patient transport, assist with the administrative functions of the Captain-Shift Supervisor, and assist with the education and evaluation of new employees and students.

II. Qualifications:

Licensure/Certifications

- A. High School Diploma/GED
- B. Current Georgia Licensure as a Paramedic
- C. Current Driver's License
- D. Current Healthcare Provider BLS and ACLS cards. Instructor status in one or both is preferred.
- E. Current PHTLS or BTLS, PALS, PEPP, or PPC, and GEMS cards are required within twelve months of appointment. Instructor status in all is preferred.
- F. Currently licensed Georgia EMS Instructor (Level 1, 2, or 3) is preferred.

Experience

- G. One year of work experience with Rural/Metro Ambulance preferred
- H. Two or more years of Paramedic experience preferred
- I. Teaching experience preferred

Interpersonal/Communication Skills

- J. Ability to establish and maintain effective working relationships with co-workers, supervisors, other public service agencies, healthcare facility staff, educational institutions, and the general public.
- K. Ability to read and comprehend all forms of communication applicable to the position.
- L. Ability to read and compose appropriate medical reports using acceptable medical terminology, format, and abbreviations.
- M. Ability to verbally communicate in person and by phone with individuals with diverse personalities.
- N. Ability to motivate co-workers and subordinates to project positive professional attributes
- O. Ability to foster teamwork among co-workers and subordinates

Mental/Technical/Motor Skills

- P. Must have a thorough understanding of EMS patient care and protocols
- Q. Must be able to think critically, problem-solve, make decisions, and follow both written and verbal instructions
- R. Must be able to read and understand all communications related to job

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- S. Must have precise eye-hand coordination, finger dexterity, ability to lift, run, bend, etc. as required by the job
- T. Must have vision and hearing, with or without assistive devices, that are within normal limits
- U. Must be capable of operating an emergency vehicle to respond, treat, and transport patients
- V. Must be knowledgeable and competent to perform essential job functions
- W. Must meet all physical requirements and frequency as outlined in the Field Paramedic Job Description
- X. Must be able to work under stressful conditions and irregular hours as needed
- Y. Must be able to perform basic computer skills and possess the willingness to learn and/or improve proficiency in computer-based operations

III. Essential Job Functions:

- A. Demonstrates knowledge, comprehension, and willingness to comply with all Essential Job Functions of a Rural/Metro Field Paramedic
- B. Demonstrates knowledge, comprehension, and compliance with all Rural/Metro Human Resources Standard Operating Procedures and policies and the ability to enforce them.
- C. Demonstrates knowledge, comprehension, and compliance with all Georgia DHR/Office of EMS laws, rules and regulations, and procedures and ability to enforce them
- D. Demonstrates knowledge, comprehension, and compliance with all Federal laws and requirements for EMS personnel, services, and vehicles and ability to enforce them
- E. Demonstrates ability to manage complicated scenes, such as disasters, multiple casualty incidents, hazardous materials incidents and how to manage appropriate resources , equipment and personnel
- F. Demonstrates the attitude of a Healthcare Professional, to include, but not limited to: maintaining a clean appearance, demonstrating courteous, professional, and ethical behavior, and the ability to work cooperatively with other members of the EMS Healthcare System
- G. Demonstrates the ability to communicate information through the appropriate chain-of-command to management and other employees of Rural/Metro Ambulance
- H. Demonstrates the ability to act as the Field Supervisor, in the absence of the Shift Captain and perform job functions as assigned as such.
- I. and knowledge of the emergency medical profession through the provision of initial and continuing education, participating in pre-hospital research, reading of professional publications, attendance at educational activities, and precepting EMS students
- J. Assist in coordination and delivery of shift, monthly, quarterly, and annual training
- K. Participate in the orientation of new employees, EMS students, and third riders
- L. Attend and participate in all required continuing education, QA/QI activities, and meetings of Rural/Metro Ambulance and/or Medical Direction

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- M.** Demonstrates the ability to accurately complete and review all Georgia DHR/Office of EMS, Rural/Metro Ambulance, and Federal paperwork as relates to the provision of care and transportation of patients or in daily operations and to instruct others in its proper completion
- N.** Demonstrates the ability to evaluate and document skill performance by subordinates, students, and co-workers during competency verifications, both in the classroom and in the field
- O.** Demonstrates a willingness to perform other duties as assigned to support the functions of operations of Rural/Metro Ambulance

IV. Exposures and Working Conditions:

- A.** May be exposed to and expected to work in extreme weather conditions
- B.** May be exposed to chemicals or hazardous materials
- C.** May be exposed to fumes, airborne/bloodborne particles, toxic substances, and contagious diseases
- D.** May be exposed to dangerous situations such as violent patients, assaults, shootings, and other violent crime scenes
- E.** May be exposed to very loud noise levels in the work environment



**Captain's Training Officer
Applicant Recommendation**

Applicant's Name: _____ Hire Date: _____

Recommending Supervisor: _____ Shift: A B C

In comparison to other Paramedics who have the same amount of experience and training, I would rate this applicant as follows:

	Top 5%	Top 10%	Top 20%	Upper 50%	Unable to rate
Overall paramedic knowledge					
Overall paramedic skills					
Ability to grasp new concepts					
Written communication skills/documentation					
Verbal communication skills					
Potential as a mentor/preceptor					
Potential as an instructor					
Overall knowledge of RMA policies/protocols					
Overall quality of work					
Overall commitment to improving work practices					
Overall appearance					
Overall professionalism					
Overall attendance and timeliness					

Considering this applicant's work record, paramedic abilities, mentoring/preceptoring/teaching abilities, ambition/determination, please indicate your overall recommendation below:

Recommend Strongly _____ Recommend with Reservation _____

Recommend _____ Unable to Recommend _____

If recommended, please describe a situation that you believe exemplifies the model Training Officer that this applicant had a role in. Be as detailed as possible.

Has this applicant had any disciplinary issues in the past six months under your supervision that was not reportable to Human Resources? If yes, please describe.

Yes No

Supervisor's Signature: _____ Date: _____

When completed, please place this signed form in a sealed envelope and forward to Rob (North) or Jeannie (South) by the deadline of Friday, February 15, 2008. Please note "TO" on the envelope.