

CERTIFIED INSTRUCTOR COORDINATOR (CIC)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility of conducting EMS training courses as a lead and/or support instructor to the Ulster County EMS personnel at county training centers or local facilities as scheduled by the Deputy Director of Emergency Services (EMS Coordinator). Responsibilities include overseeing courses, as assigned, to ensure that course content and instruction is in accordance with any appropriate New York State guidelines and protocols, that course instruction is effective, and that course objectives are met. Work is conducted under general supervision of the Department of Emergency Services and supervised by the Deputy Director of Emergency Services (EMS Coordinator). Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Acts as the lead and/or support instructor for EMS courses, including live patient care simulations and skills lessons;

Completes administrative reports concerning student attendance, participation, and performance and completes additional administrative reports as required;

Demonstrates BLS adjunct EMT skills such as airway management, basic 12 lead access, medication administration under protocols, and emergency patient care;

Attends the Vital Signs Conference annually to stay current with EMS practices and continuing education requirements;

Observes and evaluates training participants on their techniques in EMS skills;

Maintains County EMS equipment and reports condition, defects, damage, or malfunctions to the Deputy Director of Emergency Services (EMS Coordinator);

Maintains course schedules, submits instructor report cards, and updates on schedule/location changes and payroll information as required;

Maintains a record of assignments, hours worked, courses, course dates, and locations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of advanced EMS practices and techniques; good knowledge of the theory and principles of emergency medical care; ability to write clear and concise reports; ability to perform advanced EMS training, including live patient care simulations; ability to communicate effectively with others; good powers of observation and perception; good judgment; initiative and honesty; possess the physical ability and dexterity to perform all tasks associated with EMS instruction assignments.

MINIMUM QUALIFICATIONS:

Seven (7) years of experience as a paramedic/EMT with at least two (2) years experience as an instructor of EMS skills.

Special Requirements:

- Possession of a valid Paramedic or EMT certification issued by the New York State Department of Health, Bureau of Emergency Medical Services at time of appointment and must maintain throughout employment
- Possession of an American Red Cross Basic Life Support CPR Certificate** or its equivalent at time of appointment and must maintain throughout employment
- Possession of a valid Certified Instructor Coordinator (CIC) certification issued by the New York State Department of Health, Bureau of Emergency Medical Services at time of appointment and must maintain throughout employment
- Attend annual Vital Signs Conference to receive updates on EMS practices and certification requirements

****Note:** All CPR certificates are valid for only 1 year from the date of course completion, regardless of the expiration date noted on the card.

ULSTER COUNTY
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Classification: Proposed Non-Competitive
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Adopted: October 2, 2024