

## **EMS TRAINING COURSE ROLE DESCRIPTIONS**

**Practical Station Patient** – a minimum of First Responder training is preferred but not necessary. Must be physically able to tolerate repetitive applications of the practical skill being taught or reviewed.

**Practical Station Leader** – Must be proficient with the practical skill being taught, and able to interact well with the students in a small group setting. Stations may be skills teaching or situations. Written station guidelines are available to identify what needs to be covered and how it should be presented.

**Lecturer** – Must be knowledgeable about the topic, and comfortable talking in front of a class. Lesson objectives, lesson plans, and audiovisual support are available to provide a framework for the lecture. Experienced lecturers are happy to help new lecturers develop their presentations and teaching styles. Refresher class presentations are less strictly structured than Initial certification course lectures, and are a good starting point for EMS providers looking to develop their ability as a lecturer.

**Coordinator Assistant** – Helps the Course Coordinator with the logistics of running a course, such as finding practical help and speakers, getting supplies, copying handouts and tests, tracking paperwork, summarizing evaluations, etc. Coordinator Assistants do not need teaching or EMS experience, but being a “detail person” definitely helps. Serving as a Coordinator Assistant is an excellent way to gain course coordination experience.

**Practical Coordinator** – works with the Course Coordinator to oversee the practical session classes during a course. This typically includes finding and scheduling practical help, distributing station details to station leaders, and coordinating station rotations at the practical class.

**EMT Modules Coordinator** – oversees one or more of the EMT Modules (an EMT module is typically 6-8 classes long). EMT Instructor/Coordinator (I/C) certification is not required if there is an I/C is serving as the Course Coordinator for the entire Modules course. Helping as a Modules Coordinator is an excellent opportunity for new trainers to gain course coordination experience.

**EMS Course Coordinator** – Oversees the course to ensure it is delivered properly. Will work with others in the above positions. Monitors the delivery of material. Must be able to step in and deliver class material in the absence of a presenter. Assists the students through the course process, to include certification testing if applicable.

**First Responder Course** – Coordinator must be at least an EMT-B, approved by the District Board of Directors and District Medical Advisor.

**EMT and EMT-Intermediate Course** – Coordinator must also be approved by the Vermont EMS Office as an EMT Instructor/Coordinator. NOTE: An EMS Instructor/Coordinator Course is tentatively planned for winter 2009. It is 3 weekends long.

**Refresher Course Coordinator** – needs to be certified at or above the refresher course level. For 24-hour EMT Refresher Course, must be approved by the District Board of Directors and District Medical Advisor. (NOTE: Refresher Courses are an excellent opportunity for new trainers to work with experienced I/Cs to gain course coordination experience).

**Written Exam Proctor** – receives FR-ECA recertification and EMT Modules certification written exams from the EMS Office, monitors the delivery of the written exams to the students, returns the exams to the EMS Office. No EMS training or affiliation required (in fact, the EMS Office requires that the Exam Proctor not have been significantly involved with the teaching of the course).