



Job Description – Field Training Officer

| | | | |
|--------------------|------------------------|--------------------------------------|-------------------|
| Job Title: | Field Training Officer | Reports To (Title): | Education Manager |
| Job Code: | | Job Grade: | |
| Department: | Education | Location: | All Markets |
| FLSA Code: | Non-Exempt | Supervisory Responsibilities: | No |

SUMMARY:

Are you looking to make a difference at work while chasing your passion to teach new employees? Our success depends on putting patients and facilities first supported by effective new employee training, a continuous improvement process, individual and collective accountability and integrity. Our Vision is "Improving Patient Outcomes through Excellence in Mobile Healthcare"

JOB SUMMARY:

A Field Training Officer functions as the most extensively trained preceptor in the pre-hospital setting. The Field Training Officer provides the basis for success with new employee training.

The Field Training Officer provides new staff with the support, information, education, and training necessary to provide high-quality patient care.

The Field Training Officers must possess the ability to perform thorough employee evaluations. Field Training Officers are able to quickly and efficiently communicate solutions for improvement to employees in the evaluation/remediation process.

The Field Training Officer acts as a resource to all field and management staff that have clinical, policy, or protocol questions.

The Field Training Officer must possess excellent verbal communication skills and be capable of adapting to situations in multicultural settings.

The Field Training Officer must possess critical reasoning skills and be capable of applying them effectively in stressful situations. Self-motivation is essential.

Must be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Can interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

ADDITIONAL DUTIES:

Coaching the trainee to safely provide patient care on scene and during transport for emergency and non-emergency calls.

Coaches the trainee to drive the emergency vehicle safely with and without patients to locations.

Coaches the trainee to conduct pre- and post-trip inspections of the vehicle.

Coaches the trainee to complete patient care and trip documentation and other necessary paperwork.

Orients new employees to MedTrust.

Accurately documents trainee's daily performance.

Provides detailed written and verbal reports to members of the management team as requested.

Represents the MedTrust in high regard to other employees, patients and the general public.

Attends Field Training Officer orientation and quarterly FTO meetings.

Provides information from management to shift; disseminates and reviews memoranda regarding protocols, policies, and general information; obtains additional information as requested by shift personnel from department management.

Performs other related duties as assigned by the Field Operations Supervisor, Operations Manager, or the Education Manager.

PHYSICAL DEMANDS:

- Sit and stand for extended periods of time.
- Walk, bend, squat, twist, reach, push, pull, and carry.
- Frequently lift and/or move more than 150 pounds including lifting, moving and carrying patients up and down stairs.

MINIMUM REQUIREMENTS:

- Must have local market Operations approval
- Must have Education Manager approval
- Must have no disciplinary actions within previous 30 days
- Must be at least 18 years of age and be a high school graduate or equivalent
- Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, written, oral or diagnostic reports
- Must have the ability to write grammatically correct routine reports and correspondence.
- Must have the ability to communicate positively, via telephone and radio equipment.
- Must have the ability to effectively interact and communicate with patients, co-workers and administration

Work Environment:

- Frequently hectic with exposure to highly emotional situations.
- Regular scheduling involves long shifts, regularly scheduled and unscheduled overtime.
- Frequently works in outside weather conditions
- Occasionally works near moving mechanical parts
- Occasionally exposed to wet and or humid conditions, or airborne particles, extreme cold, extreme heat, and risk of electrical shock
- May be exposed to airborne, blood and body fluids and associated pathogens.

Education:

- High school diploma required to enter a formal emergency medical technician training program.
- Have completion of approved curriculum with passing scores on written and practical certification examinations as defined by guidelines

Preferred Classes:

- BLS (Basic Life Support) Instructor
- PALS (Pediatric Advanced Life Support) Instructor
- ACLS (Advanced Cardiac Life Support) Instructor

Removal from Role

- The Field Training Officer position is a privilege and is a position of integrity and trust. Anything done, whether representing MedTrust or not, could be subject to removal from the program either temporarily or permanently.
- More than 3 non favorable Field Training Officer Evaluations will subject the FTO to a review meeting held by local market Operations, the Education Manager, and a peer FTO from that market.