

*Reports to:* Director of Operations

*Responsibilities:*

1. The Director of Training shall have charge of continuous training and shall be directly responsible to the DO for the proper and efficient operation of the training program for his / her assigned duties. The Director of Training will directly supervise the CQI Administrator.

*Principal duties: (include, but are not limited to)*

1. The Director of Training, with the assistance of the Medical Director, shall be responsible for the planning, implementation and direction of a training program for EMTs of all levels and maintaining a written record of remediation for remedial training.
2. The Director of Training shall assist the CQI Administrator with the planning, implementation and maintenance of a Continuous Quality Improvement program for medical care provided by Cooperstown Medical Transport in consultation with the Medical Director.
3. In the absence of any other qualified supervisor, shall be responsible to assume command of operations until properly relieved.
4. Maintains certifications.

The duties stated above are not meant to be restrictive or all encompassing. The Director of Training needs to be flexible and able to make difficult decisions. The Director of Training has a vital role as a member of the Company and management team. He/she must constantly strive to improve our service and make changes and improvements in Company policy and procedures to the DO.

*Qualifications:*

1. Emergency Medical Technician - Paramedic.
2. NYSDOH Instructor / Coordinator.
3. Instructor in CPR, ACLS, PALS and/or BTLS preferred.
4. Minimum five years in EMS, preferably at the ALS level.
5. Two year post secondary education preferred.
6. Supervisory experience.
7. Knowledge of State and Local laws and regulations governing EMS
8. Excellent verbal / written communication skills.

*Effective:*

December 26, 2003