

UW HEALTH JOB DESCRIPTION

Emergency Education Center Specialist

Job Code: 600007	FLSA Status: Exempt	Mgt. Approval: S. DiMarco	Date: December 2023
Department: Emergency Med – Emergency Education Center		HR Approval: K. Fleming	Date: December 2023

JOB SUMMARY

The Emergency Education Center Specialist is responsible for participating in teaching activities of the UW Health Emergency Education Center (EEC). Teaching activities primarily include Advanced Cardiac Life Support (ACLS), Basic Life Support (CPR), Pediatric Advanced Life Support (PALS), Advanced Cardiac Life Support Experienced Provider (ACLS-EP), and other designated certification courses. This position may also assist with EMS continuing education and other topics/presentations as assigned and under the direction of the Administrative Director.

The Emergency Education Center Specialist teaches all levels of hospital staff, medical faculty and staff, University students and employees, pre-hospital care providers, fire department employees, technical college students, and members of the general public.

A wide range of teaching techniques are used such as lecture, discussion, clinical simulation, laboratory exercises, and development of independent study tools as determined by student needs. This position requires the ability to relate with multiple levels of students using innovative educational and problem-solving techniques.

MAJOR RESPONSIBILITIES

- Participates in the coordination and development of training materials for AHA courses including ACLS, Basic Life Support/CPR, PALS, ACLS-EP, and other certification courses taught at UW Health.
- Assists in the curriculum development and ongoing modification of curriculum of courses.
- Keeps up to date with all AHA teaching requirements.
- Keep up to date with updating AHA training materials.
- Selects and organizes facilities, equipment, and educational materials.
- Participates in the coordination of resources within UW Health and the community to organize and coordinate paramedic education programs and other programs as assigned.
- Develops and maintains records and reports of instructional activities.
- Teaches courses to all levels of emergency care professionals involved in the delivery of emergency and critical care.
- Establishes a therapeutic teaching approach to promote and maintain a collegial relationship between UW Health professionals and other professionals in community outreach programs.
- Evaluates clinical performance of participants in certification courses.
- Integrates pathophysiological principles with patient assessment to form a diagnostic opinion upon which to base a treatment plan in an emergency situation.
- Develops, executes, and evaluates educational treatment plans for hospital and prehospital providers.
- Participates in the community as a guest speaker on certification courses.
- Participates in UW Health research activities.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Completion of a state-approved EMT-Paramedic education program OR Bachelor's degree in a healthcare related field
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> • Two (2) years of experience in delivery of emergency care or critical care • Six (6) months of relevant teaching experience
	Preferred	<ul style="list-style-type: none"> • Three (3) years of experience in pre-hospital emergency response care
Licenses & Certifications	Minimum	<ul style="list-style-type: none"> • Wisconsin state licensure as a Registered Nurse, Physician Assistant, Respiratory Care Practitioner (RCP), or an EMT-Paramedic • Current AHA Instructor in BLS, ACLS, PALS, or must obtain within six months from date of hire
	Preferred	<ul style="list-style-type: none"> • Nationally Registered EMT Paramedic

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> Considerable knowledge of and experience in emergency medical services/critical care theory, skills, and practices Demonstrated high degree of professionalism and service excellence Excellent communication skills, both written and verbal, as well as ability to formally present to both large and small groups Ability to work in a changing/dynamic work environment Ability to work in a self-directed environment with minimal supervision Ability to make knowledgeable clinical assessments and judgments Ability to maintain confidentiality of medical records Excellent organizational skills Ability to work independently and self-motivate as well as motivate others. Ability to meet deadlines Ability to multi-task Knowledge of the scope of practice in all levels of EMS Ability to use PC Software including e-mail, word processing, database spreadsheet development, and on-line learning programs Ability to educate all levels of clinical, non-clinical, and EMS personnel
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)	X	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	X	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	X	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	x	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
X Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

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Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.