

**Southern Region Emergency  
Medical Services Council, Inc.**

*Application Packet For*

**EMS TRAINING SPECIALIST**



## THE ORGANIZATION

**S**outhern Region Emergency Medical Services Council, Inc. (SREMSC) is a non-profit corporation established in 1975 to serve as a regional resource center for the emergency medical services system in south central and southwestern Alaska. Our mission is to "support, strengthen and promote the quality of the EMS system, integrating local emergency medical services into a regional and statewide system."

The region served covers an area of 192,369 square miles, extending over a breadth of 2,000 miles from east to west. Parts of the region are closer to the Russian Far East than they are to Anchorage. The population resides in 132 communities ranging in size from 25 to 283,000. Two thirds of the communities do not have access to the rest of the state by road.

The region is served by 106 organized emergency medical services, 49 ambulance and 57 first responder services. Forty three services provide advanced life support. Nearly all of the region's EMS agencies rely on volunteers as their first response. Only six communities have full-time paid EMS providers, and even the paid services rely on a volunteer component.

The region has 12 acute care hospitals ranging in size from 15 to 341 beds. Anchorage is the tertiary care center for the state. In Anchorage there are two private hospitals, an Indian Health Service hospital and an Air Force facility and another regional hospital is located 25 miles to the north.

Fixed and rotor-wing medevac providers, as well as military search and rescue operations provide services within the region.

The SREMSC is governed by a 19 member Board of Directors from across the region. The Board meets three times a year to develop program plans and policy. The central office is located in Anchorage and consists of seven full-time and two part-time staff, with one other staff member working full-time from an office on the Kenai Peninsula. Additionally, local

coordination and training is provided to the remote parts of the region through six subarea contracts.

The program is funded in large part by a grant from the State Emergency Medical Services Office, Division of Public Health, Alaska Department of Health and Social Services. A substantial portion of the budget is generated from fees for training, conferences, American Heart Association training center operation, rental of equipment, and sales of text books and materials.

The Region coordinates a large capital equipment funding initiative known as Code Blue, which brings together local, state, federal, and private funds to purchase essential EMS equipment for rural emergency medical services. Other small state and federal grants and contracts provide the opportunity to do special projects of short duration.

The Region is a resource agency serving a wide variety of needs and is a role with many components. Training emergency care providers and instructors is one of the most important. The central office conducts all levels of EMS training, from entry level to advanced, offering continuing education classes on many topics, and refreshers to maintain certification. We specialize in training instructors at all levels. The six subarea contractors focus on providing ETT and EMT classes as well as other basic courses, including first aid and CPR for residents of the towns and villages of the region.

Our agency is responsible for coordinating State and National EMS examinations in the region, and often assists other regions as well. The agency maintains a large stock of EMS equipment, a video rental library and is a primary source of manikins and materials for CPR, First Aid, ACLS and PALS training. Furthermore, the central office staff coordinates the local logistics of the annual State EMS Symposium, which is one of the largest conferences held in Alaska.

Staff members are active on local and statewide policy development committees including the State Training Committee, the American Heart Association, Code Blue, Denali Safety Council, State EMS Directors and Coordinators, LEPC, and many other specialty committees and organizations.

The region has a comprehensive public information and education program. This includes publishing *LifeLines*, a newsletter for the providers in the region; developing radio PSAs on safety related projects; providing ad copy for local services to place in their town newspapers, and doing press releases for the major activities of the organization.

Other programmatic activities of the organization include providing administrative support for the Alaska Comfort One program; working with the abstractors and administrators for the Alaska Trauma Registry; providing advice and resources to the EMS agencies regarding purchase of ambulances, radios and medical equipment; doing general management consulting for the services; providing mini-grants, scholarships, and equipment funding assistance to many volunteer EMS providers and agencies; conducting community technical assistance reviews, coordinating the Code Blue activities for the region, and general problem solving with the individual services, and communities.

## **THE TEAM**

The regional office is staffed by a dedicated group of skilled professionals. All of the nine outlying subarea offices have EMS Coordinators and trainers who work closely with our program. The central office is staffed as follows:

The ***Executive Director (ED)*** is the chief administrative officer. The ED is responsible for implementing all programs, planning new programs, assuring fiscal responsibility, representing the agency to the public, providing leadership for improving the EMS system in the region, cooperating with the State and regional

EMS programs, supervising staff, monitoring contracts and providing technical assistance to the EMS agencies in the region.

The ***Finance Manager (FM)*** maintains the financial systems, including the computerized accounting system, budgets, contract management and grant reporting.

The ***Regional Training Coordinator (RTC)*** provides oversight for the regional training program, is the primary instructor-trainer in the agency, and works on an assortment of statewide projects. In addition the RTC supervises the EMS Training Specialist the Conference and Testing Coordinator, and the Training Center Coordinator, develops training curricula and works to implement Region-wide training programs like the new pet first aid program.

The ***EMS Training Specialist (ETS)*** is responsible for both in-house and outreach continuing education classes, physician sponsor liaison projects, and curriculum development.

The ***Conference and Testing Coordinator*** handles coordination of Certifying Officers, EMT testing, and conference coordination for the Alaska EMS Symposium.

The ***Training Center Coordinator (TCC)*** manages the activities of the AHA Training Center, and the Alaska Comfort One program.

The ***EMS Resource Coordinator (RC)*** is responsible for the capital and training equipment at SREMSC, the video library, the equipment rental program, obtaining bid quotes on new equipment, as well as serving in a busy role as expeditor.

The ***Public Information and Education Coordinator*** fills a half-time position, maintains the region's website, works on injury prevention activities, develops new programs, and seeks special funding for project grants. This individual handles the many public information tasks including press releases and news stories, edits the regional newsletter, and assures media attention to the people and functions of EMS.

The *Administrative Assistant (AA)* provides administrative support to the staff.

The *Kenai Peninsula EMS Coordinator* works under the direction of the Executive Director, and works closely with the Kenai Peninsula EMS Council (KPEMSC). The Coordinator is responsible for the administrative tasks of KPEMSC, development of peninsula area recruitment/retention and funding strategies, and coordinating subarea resources to the greatest extent possible. This position works from a home office located on the Kenai Peninsula.

## THE POSITION

The EMS Training Specialist conducts needs assessments, works with EMS medical directors, designs training programs, teaches continuing education classes for prehospital and hospital care providers within Southern Region.

The person in this position will need to work some evenings and weekends to provide course instruction when necessary. Some in state travel is required, mostly within the region. The person in this position:

- Regularly assesses the continuing medical education (CME) needs of emergency care providers in the prehospital and hospital setting.
- Develops, coordinates and teaches CME programs based on the assessed needs of the region and emergency care providers.
- Develops and updates training aids for the department and for special projects.
- Serves as an American Heart Association Training (AHA) Center Faculty or Instructor for Southern Region EMS Council (SREMSC). Serves as AHA Regional Faculty as needed.
- Provides technical assistance to EMS organizations within the Region.
- Serves as a regional resource for educational and regulatory questions.

- Works collaboratively with the Regional Training Coordinator, State EMS Office, other EMS regions and agencies on projects and issues of statewide importance.
- Serves as Certifying Officer at EMT examinations as needed and serves as on-call regional resource.
- Assists EMS services in updating their medical standing orders.
- Serves as faculty for EMS Instructor courses.
- Serves as a liaison to EMS medical directors.
- Writes articles for EMS newsletters.
- Maintains educational files.
- Develops quality improvement programs for EMS use.
- Develops and oversees special projects.
- Maintains all certifications and licenses required for the position.
- Other related duties as assigned.

## THE IDEAL CANDIDATE

The EMS Training Specialist (ETS) should first and foremost be a person who is committed to quality instruction and prehospital care, and one who can help the people and agencies of the EMS system in the region continue to develop and improve. There are three primary roles: educator, leader, and consultant.

As an educator, the ETS must identify the needs and evaluate the programs to be used in EMS, as well as demonstrate and instill a belief in integrity and quality instruction.

As a leader, the ETS must be able to establish good rapport with all those in the EMS system, and offer a consistent approach to problems that are sensitive to the needs of the players.

As an EMS consultant, the ETS must be able to quickly understand the technical and

organizational issues of a problem and provide an array of possible solutions to be explored.

## **INTERACTIVE STYLE**

- Is sensitive to the needs of EMS providers, both volunteer and paid, and can appreciate and acknowledge the value of their input into the development of the programmatic efforts of the agency.
- Is a team player in every sense of the word.
- Has firm commitment to quality instruction and continuous quality improvement overall.
- Has a customer service orientation and is always looking for feedback from customers and ways to improve our service.
- Is a self starter and a problem solver. Can identify problems/issues and can outline or initiate solutions.
- Has a participative working style.
- Has a sense of humor.

## **COMPETENCIES**

- Current certification as an EMT-3 in Alaska, license or eligible for licensure as a State of Alaska Mobile Intensive Care Paramedic within one year of hire, NREMT-P, Registered Nurse or Mid-level Practitioner.
- Minimum of three years prehospital experience.
- Certification as a State of Alaska EMT-Instructor.
- Experience in teaching EMS and continuing education classes such as ACLS, ITLS, PALS, etc., to either prehospital, clinic or hospital personnel.
- Current AHA BLS instructor (ACLS/PALS Instructor preferred)
- Experience with rural Alaska issues.

- Ability to work with a wide variety of prehospital and hospital providers with varied levels of training.
- Bachelors degree preferred.
- Strong interpersonal and communication skills, both written and oral.
- Strong organizational skills.
- Strong public relations skills.

## **COMPENSATION**

The starting salary range for the position is \$39,720 to \$42,588 per year based on the successful candidate's experience.

Annual leave is 2 weeks for the first two years, 3 weeks for the third through fifth and 4 weeks after that. Sick leave is earned at the rate of 1 day per month. There are 12 paid holidays per year.

Benefits include medical, dental and vision insurance for the employee. Dental and vision insurance are also provided for dependents; as well as a monthly stipend toward medical coverage for dependents who are self-insured.

The agency sponsors a 403 (b) salary reduction and Roth retirement plan to which employees may contribute. After one year of employment, there is a 3% employer base contribution and a 2% employer match contribution.

Appropriate educational expenses are reimbursed by the agency.

## **ANCHORAGE**

The organization is headquartered in Anchorage, the state's largest city. Anchorage is a modern city, with something for everyone . If you are a city person, there is at least one live theater/music production going on at the Alaska Center for the Performing Arts every weekend or at other venues around the city. There are many restaurants and there are lots of parks, greenbelts and bike/running/ski trails.

If you are an outdoors person, then Anchorage offers the best of both lifestyles year round. The best fishing and hunting in the world is a half hour by commuter plane and 2.5 hours by car from Anchorage. The Chugach State Park offers excellent hiking and camping just 20 minutes from downtown. There are three ski areas nearby. Two are about 10 minutes from town, as well as the world class Alyeska Resort about 45 minutes to the south. There are few places in the world with the access to wilderness that Anchorage has.

It is true that winter comes to Anchorage, but it is mild relative to Minnesota, Wisconsin, etc. The winter is characterized by temperatures above zero and beautiful sunny days. Summers are in the 60's and the sun shines until midnight.

You are encouraged to contact the Anchorage Chamber of Commerce at (907) 272-2401 and request a free relocation package. This will provide many more details about the quality of life in Anchorage.

## **WHY CONSIDER THIS OPPORTUNITY**

- Southern Region has a reputation for being an innovator and leader not only in Alaska, but in the lower 48 as well.
- The ETS will work with an outstanding staff that is self-motivated, talented, productive, and has a good time at work.
- Alaska's EMS program is a relatively young program, Consequently, change can be accomplished relatively easily, making the job much more satisfying than similar positions in other programs and places.
- Finally, Anchorage is a great place to live.

## **THE SEARCH PROCESS**

Resumes will be accepted and the position open until the right person is found. Interested individuals are encouraged to apply at the earliest possible date.

Only those candidates providing all requested information will be considered for interviews.

The interview process may include an Assessment Center, consisting of a series of role playing activities designed to see how candidates perform in situations common to the job.

Travel for the interviews in Anchorage will be reimbursed by SREMSC. However, if the person offered the job does not take it, that travel will not be reimbursed.

## **APPLICANT INSTRUCTIONS**

If you are interested in applying for this position, please submit the following:

- Cover letter describing why you are interested in this position. Be sure to address the needs described above if they are not included in your resume.
- A resume of your education and experience. For each place that you worked or volunteered please include the name of the supervisor, your starting and ending salary, and a telephone number. You may limit this to the last 15 years.
- A list of five references of both supervisors and those who you supervised including name, relationship to you, mailing address and telephone number(s). Please note the best time of day to contact each person.
- A signed waiver of liability (enclosed).
- An example of your writing skills.

**SEND THE PACKET TO:**

(Rev 0203/3/2010)

Kathy McLeron  
Regional Training Coordinator  
Southern Region EMS Council, Inc.  
6130 Tuttle Place  
Anchorage, AK 99507

Or e-mail it to [kmcleron@sremsc.org](mailto:kmcleron@sremsc.org) or  
[shecks@sremsc.org](mailto:shecks@sremsc.org) and mail the signed waiver  
of liability.

Questions regarding the process should be  
directed to Kathy McLeron or Sue Hecks at the  
above email address or by calling  
(907) 562-6449.

6130 Tuttle Place Anchorage, Alaska 99507-2041 (907) 562-6449 FAX (907) 562-9893

Southern Region  
***EMERGENCY***  
Medical Services Council, Inc.

**Application Agreement and Waiver of Liability**

I, \_\_\_\_\_, the undersigned, am submitting an application to Southern Region Emergency Medical Services Council, Inc., for the position of EMS Training Specialist.

I authorize Southern Region Emergency Medical Services Council, Inc., to contact the references that I have provided, as well as any other person who knows of my professional abilities and accomplishments.

Furthermore, I authorize any person that Southern Region Emergency Medical Services Council, Inc., contacts by telephone, to truthfully and completely answer all questions posed to them about my job performance, my professional knowledge and abilities, my interpersonal skills on the job and the conditions under which I may have left that employment.

I further agree to hold harmless any person who is contacted by the Southern Region Emergency Medical Services Council, Inc., from any legal liability arising out of anything they may say at that time regarding my job performance, my professional knowledge and abilities, my interpersonal skills on the job and the conditions under which I may have left that employment.

I understand that if I become a finalist for this position Southern Region Emergency Medical Services Council, Inc., may be conducting a criminal background check, and authorize them to conduct that check with my full consent.

I also agree to hold harmless Southern Region Emergency Medical Services Council, Inc., the Directors, the employees, or any person chosen to participate in the assessment of my suitability for this position, from any liability which may arise as a result of their participation in this search process.

Finally, I agree that if I am offered the position and I turn it down, I will forgo any reimbursement, which may be due to me for travel to the final interview and/or test.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone