

**Position Announcement**

**Paramedic/EMT Instructor (Medical Director) - Adjunct**

Columbus Technical College is seeking an individual to serve as a Paramedic/EMS Adjunct Instructor/Medical Director for our Paramedic/EMT Program. This individual will be responsible for classroom, laboratory and clinical instruction along with establishment and preparation of lesson plans for classroom, lab, and the clinical setting. As an Adjunct Paramedic/EMT instructor/Medical Director this position will require additional duties as to include assisting with the process of obtaining and maintaining program accreditation requirements, as appropriate, preparing and maintaining all required documentation and administrative reports, and attending staff development training, workshops, seminars and conferences as required.

**This position is part-time/non-exempt.**

**Responsibilities:**

* Effectively coordinate and instruct the approved EMS Didactic, Lab and Clinical Program.
* Provide curriculum planning, instructional unit development, implementation and evaluation.
* Provide clinical support to include monitoring, scheduling, visitations, tutoring, evaluations, and field internship visitations.
* Serving as a liaison with the local medical community.
* Have knowledge of EMS laws and administrative regulations in Georgia.
* Be an active member of the local medical community and participate in professional activities related to out-of-hospital care.
* Interacting with regional, state, and local EMS authorities on issues relating to EMS standards, needs and requirements and the optimization of resource utilization in the EMS/Paramedicine education department.
* Maintaining continuing education appropriate for the EMS medical director, administrative staff, communication and patient care personnel.
* Restricting or limiting patient care functions of educational staff, adjunct instructors/preceptors and students in the clinical setting.
* Establishing patient contact policies within the EMS/Paramedicine educational department.
* Establishing initial qualification of personnel involved in educational roles in the EMS/Paramedicine department.
* Developing, implementing, and maintaining a quality improvement program for continuous system and educational process and procedure development and improvement.
* Participate in continuous evaluation of the EMS Educational Program.
* Assume responsibility for organizing and implementing assigned class room and clinical experiences in collaboration with Program Director, paramedic instructors and cooperating agencies.
* Maintain requirements of accrediting and cooperating agencies and parent organizations.
* Provide and participate in continuous evaluation of students within the framework of the program with input from clinical site personnel and maintain files and records as requested by the department.
* Plan, execute, gather, analyze, and distribute all necessary assessments for initial and continual EMS program accreditation.
* Instruct students in the Paramedic/EMT Program.
* Follow state standards in developing program and course outlines, goals and objectives.
* Assist in maintaining management procedures and documentation as required by TCSG and CoAEMS accrediting bodies.
* Meet with students, staff members and other educators to discuss students’ instructional programs and other issues impacting the progress of the students.
* Ensure safety and security requirements are met in the training areas.
* Respond in a timely manner to administrative requests.
* Ensures consistency in syllabi, lesson plans, tests, and other appropriate material.
* Assist with recruitment, retention, and job placement efforts.
* Maintain program certification requirements, as appropriate
* Keen observation, supervision, educational and evaluation skills.
* Involvement in professional activities/organizations.
* Complete Preceptor orientation for Columbus Technical College EMS program within one month of hire.
* Other job related duties as assigned.

**Minimum Qualifications**

* A physician with a current, unrestricted license to practice medicine in the State of Georgia
* Knowledge of EMS laws and administrative regulations for the State of Georgia

**Preferred Qualifications**

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* Hold current provider certifications in:
	+ International Trauma Life Support (ITLS), or Pre-Hospital Trauma Life Support (PHTLS)
	+ Advanced Cardiac Life Support (ACLS)
	+ Pediatric Advanced Life Support (PALS) or Pediatric Education Pre-Hospital Providers (PEPP)
	+ Receive instructor certifications in Advanced Cardiac Life Support (ACLS)
	+ Instructor Certification in Pediatric Advanced Life Support (PALS) or Pediatric Education Pre-Hospital Providers (PEPP)
* Board certified in Emergency Medicine by the American Board of Medical Specialties or the American Association of Physician Specialists
* Completed State Training Course for EMS Preceptor, can be found under education at: <http://dph.georgia.gov/ems-classroom>

**Salary/Benefits**

Salary is commensurate with education and experience.

**Application Deadline**

Position available until filled; Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Employment, and upload a cover letter, resume, and copy of official transcript(s) at time of application (Incomplete submissions will not be considered). **Background check is required.**

**Employment Policy**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.