WY OEMS EMS Education

Role Responsibilities and Qualifications

The responsibilities listed here are representative of the expectations for the listed roles. The responsibilities are not meant to be all-inclusive lists.

1. Course Coordinator
   a. Responsibilities
      i. Ultimate responsibility for the course
      ii. Student coordination / communication
      iii. Course schedule development
      iv. Instructor selection and scheduling
      v. Develop lesson plans and course structure
      vi. Develop remediation requirements as required
      vii. Validate completion measures
      viii. Enforce program rules and guidelines
   b. Qualifications
      i. Meet the qualifications of a Primary Instructor plus;
      ii. Minimum of three (3) years at the licensure level being instructed or above
      iii. Approved by the OEMS
      iv. Complete Wyoming Coordinator Orientation Training
      v. Serve as a mentee under a currently authorized Course Coordinator

2. Program Medical Director
   a. Responsibilities
      i. Provide medical insight and guidance to the assigned program(s)
   b. Qualifications
      i. Be currently licensed as a physician in Wyoming
      ii. Be in good standing with the WY-BOM
      iii. Be active within the Wyoming EMS community
      iv. Remain current on local, state, and national EMS trends

3. Primary Instructor
   a. Responsibilities
      i. Deliver unit lesson lecture and demonstration
      ii. Have a working knowledge of the entire curriculum being delivered
      iii. Filling in as needed if another instructor is unable to present
      iv. Implement lesson plans
      v. Direct lab sessions
   b. Qualifications
      i. Minimum of two (2) years at the licensure level being instructed or above
      ii. Have completed the NAEMSE Level 1 course or an equivalent course as authorized by the OEMS
      iii. In good standing with the OEMS
      iv. Experience as a unit or lab instructor

4. Unit Instructor
   a. Responsibilities
      i. Deliver unit lesson lecture and demonstration
      ii. Have a working knowledge of the topic being delivered.
   b. Qualifications
i. Minimum of one (1) year at the licensure level being instructed or above
ii. In good standing with the OEMS

5. Subject Matter Expert / Guest Instructor
   a. Responsibilities
      i. Deliver the topical contact as assigned / requested by the course coordinator
   b. Qualifications
      i. Have a strong working knowledge in the topic being delivered
      ii. In good standing with their licensing body

6. Lab Instructor
   a. Responsibilities
      i. Deliver skills related materials as required by the course
   b. Qualifications
      i. Minimum of one (1) year at the licensure level being instructed or above.
      ii. In good standing with the OEMS
      iii. Be knowledgably in the skill being instructed

7. Field Preceptor
   a. Responsibilities
      i. Provide for a safe and educational field learning opportunity for EMS students
   b. Qualifications
      i. Minimum of two (2) years at the licensure level being precepted or above
      ii. In good standing with their EMS agency
      iii. Approval by the Service Administrator and Physician Medical Director
      iv. In good standing with the OEMS

8. Skills Evaluator
   a. Responsibilities
      i. Provide fair, consistent, and honest evaluation for skills tests
   b. Qualifications
      i. Minimum of two (2) years at the licensure level being tested or above
      ii. In good standing with their EMS agency
      iii. In good standing with the OEMS