

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 knowledgeable 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