



College of Justice and Safety  
School of Safety, Security, and Emergency Management  
Department of Fire Protection and Paramedicine Sciences  
Emergency Medical Care Program: EMC Lectureship Job Description

Title:	Emergency Medical Care Lectureship Position EMC Lectureship Position: Laboratory
Reports to:	EMC Program Coordinator. Will work with EMC faculty
Job Purpose:	To coordinate clinical learning lab facilities and services in the Emergency Medical Care Program
Description of Duties:	<ol style="list-style-type: none"><li>1. Acts as a secondary instructor to primary EMC faculty.</li><li>2. Coordinates day to day activities and services of the EMC lab area including scheduling, lab setup, and management of lab equipment and supplies.</li><li>3. Coordinate lab activities; maintain equipment at all future EMC lab facilities.</li><li>4. Tutors or supervises students and/or coordinates the work of other personnel.</li><li>5. Provides assistance to instructors and/or students in a clinical lab setting.</li><li>6. Ensures that the lab/classroom is clean, safe, and organized; promotes safe lab practices.</li><li>7. Repairs or coordinates the repair of lab equipment as required.</li><li>8. May research, evaluate, and recommend new lab materials, equipment, and experiments.</li><li>9. Responds to inquiries inside and outside of Eastern Kentucky University; may work with organizations outside of ECU in relation to providing lab services.</li><li>10. Implements simulation activities with the students as required.</li><li>11. Acts as a liaison between lab personnel, the Program Coordinator, and faculty.</li><li>12. Complies with CoAEMSP accreditation requirements.</li><li>13. Complies with Kentucky Board of EMS (KBEMS) and National Registry of EMT (NREMT) regulatory requirements.</li><li>14. Establishes and updates laboratory policies and procedures.</li><li>15. Prepares and maintains a variety of records and reports.</li><li>16. Provides input and assists with all EMC online and web based programs.</li><li>17. Establishes and maintains inventory controls and check-out procedures.</li><li>18. Maintains and provides documentation of all AED's in Stratton Building.</li><li>19. Supervise all employees in the lab.</li><li>20. Work with other SSEM and EMC faculty, or student organizations as needed.</li><li>21. Assist faculty in set-up, conducting and demonstrations of skills.</li><li>22. Assist with the maintenance and upkeep of an ambulance.</li><li>23. Follow appropriate chain of command.</li></ol>
Knowledge	<p>Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.</p> <p><b>Required:</b></p> <ul style="list-style-type: none"><li>• Medical skills, equipment, and technology used in the EMS area.</li><li>• Lab facilities and services.</li><li>• Lab equipment and supplies.</li><li>• Safety standards and practices used in lab/classroom settings.</li></ul>

- Process for maintaining and/or repairing lab equipment.
- Use and general care of an ambulance.

**Skills:**

- Maintaining an established work schedule including occasional evenings and weekends.
- Effectively using interpersonal and communications skills, including tact and diplomacy's well as working with diverse student and faculty populations.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Remaining calm and logical, and following established procedures in emergency situations.
- Coordinating lab activities and services.
- Providing assistance to students and instructors in a clinical/lab environment.
- Promoting and ensuring safe lab practices.
- Researching, evaluating, and recommending new lab equipment and materials.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships.
- Demonstrated proficiency using standard office software applications.

**Physical Requirements:**

- Exposure to hazards related to working in medical waste/sharps environment.
- Occasional lifting.
- Potential for exposure to contaminated blood and or body fluid.
- Subject to walking, sitting, and standing, bending, reaching, kneeling, and stooping.
- Work is performed generally in a standard office and lab environment. However, occasionally performed outdoors.

Work Experience:	<ol style="list-style-type: none"> <li>1. Experience as a working paramedic in the field.</li> <li>2. Teaching experience preferred.</li> </ol>
Education:	Master's degree preferred Bachelor degree required. Paramedic licensure required.
License Required:	Paramedic licensure. Kentucky Board of EMS Instructor, Level III preferred.
Certifications:	American Heart Association BCLS – Instructor preferred American Heart Association ACLS – Instructor preferred American Heart Association PALS – Instructor preferred National Association of EMT PHTLS and AMLS – Instructor preferred.
Other:	Reliable transportation to travel in the ECU service area. Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Note: This job description is subject to change. Personnel will be notified of changes prior to enforcement.