VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASSIFICATION TITLE: INSTRUCTIONAL LAB TECHNICIAN I - EMERGENCY MEDICAL TECHNICIAN (EMT)

BASIC FUNCTION:

Under the general supervision of an assigned supervisor, provide instructional support to students in the Emergency Medical Technician (EMT) program and monitor and maintain the EMT lab.

REPRESENTATIVE DUTIES:

Assist students individually or in small groups by reinforcing or following-up on instructions provided by the instructor, including explaining concepts, principles, and terminologies to students. \( E \)

Evaluate and grade return demonstrations and assist students in the development of knowledge and skills associated with Basic Life Support (BLS). \( E \)

Prepare and maintain the EMT lab for student training, ensuring that equipment is clean, organized, and in operating order; perform basic maintenance of equipment as necessary; maintain inventory of all lab supplies and equipment; maintain safety standards in the lab. \( E \)

Develop and implement remedial instruction for students in collaboration with faculty. \( E \)

Evaluate, track, document, and report student progress in a remediation plan. \( E \)

Advise and instruct students in the proper operation of instructional equipment such as audio-visual equipment and computer programs. \( E \)

Assist the course instructor in the administration and grading of tests and class assignments. \( E \)

Prepare and duplicate instructional materials and perform a variety of general clerical duties such as typing and sorting and filing documents. \( E \)

Maintain attendance, scholastic, training, and other student records and submit by assigned deadlines. \( E \)

Meet regularly with EMT faculty to plan student learning activities in the lab. \( E \)

Perform other duties as assigned.

\( E = \) Essential duties

Revised September 2013
Established November 2003
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic life support and pre-hospital medical concepts and procedures
State of California EMT scope of practice
Medical and instructional supplies, equipment, and terminology
Office procedures, methods, and equipment including computers
Basic mathematical principles
Instructional methods and techniques
Office productivity computer applications including word processing, spreadsheet, email, database, and presentation
Principles and procedures of records management including those pertaining to filing
Fundamentals of English grammar, spelling, and composition

ABILITY TO:

Perform and teach students in the application of basic principles of pre-hospital medicine
Perform and teach students in the proper operation and use of assigned instructional equipment
Apply critical thinking skills to clinical situations
Communicate clearly and concisely, both orally and in writing
Understand and follow oral and written directions
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Establish and maintain files and records
Operate office equipment including copiers and computers
Operate instructional equipment including audio-visual and medical equipment
Plan and organize work to meet changing priorities and deadlines
Make mathematical calculations quickly and accurately
Learn and apply new information and skills pertaining to specific rules, policies, and procedures of the EMT program
Establish and maintain cooperative and effective working relationships with students, faculty, staff, and members of the community to foster the learning process

EDUCATION AND EXPERIENCE:

Six months of experience as an Emergency Medical Technician (EMT), paramedic, or emergency room registered nurse or physician routinely administering Basic Life Support (BLS) care within the past three years.

LICENSES AND OTHER REQUIREMENTS:

Certified in the state of California as an Emergency Medical Technician (EMT) or licensed as a paramedic, registered nurse, and/or physician.

WORKING CONDITIONS:

ENVIRONMENT:

Instructional skills lab environment
PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office equipment
Reaching to retrieve and file records
Hearing and speaking to communicate with students and staff
Seeing to read and review assignments and to observe student behavior
Sitting for extended periods of time
Bending, stretching, and kneeling to provide student instruction
Lifting equipment weighing up to 50 pounds