



Job Title: Education Program Manager

Division: Acute Care

Department: Acute Care

Reports To: Division Director, Acute Care

Salary Range: Full Time (commensurate with experience and education)

Prepared By: Chief of Staff

Last Modified: 2019-07-22

Job Summary

The Education Program Manager provides logistical, operational and administrative support to all STRAC Education initiatives, to include the Advanced Trauma Life Support Course, the Advanced Trauma Course for Nurses, the Regional Stop the Bleed Program, Rural Trauma Team Development Course and the Annual STRAC Conference. This position takes the lead on planning course and conference events, and coordinating implementation and delivery of these complex educational experiences and leads regional injury prevention initiatives. This position is responsible for necessary processes to recruit, build and maintain a strong cadre of instructors for all courses. Additionally, the Education Program Manager maintains all supply and equipment caches necessary to conduct each course and ensures readiness of this equipment to maintain the highest standard of education for all participants.

The Education Program Manager will be responsible for maintenance of STRAC's continuing education program, to include compliance with Department of State Health Services (DSHS) Emergency Medical Services Continuing Education program and the Texas Nurses Association (TNA) continuing education program management guidelines. This position will maintain records of all continuing education credits awarded through these programs and ensure successful completion of any audit by DSHS or TNA.

The Education Program Manager will also be responsible for curriculum development and revision for on-going STRAC programs, to include the Ambulance Staging Manager Course and the Medical Incident Support Team Course, and ensure optimal readiness for course conduct when scheduled by the Texas EMTF Program Manager.

The Education Program Manager will attend, assist the chair and lead when necessary the STRAC Education Committee meetings, working closely with member organizations and representatives to ensure that regional training and education needs are being met with STRAC offerings, and ensuring that Conference programs meet the needs of the Trauma and Emergency Healthcare community in our region.

The Education Program Manager will provide leadership in the Regional Training and Education Program, building strong relationships with members and partner agencies. This position will function with a high level of autonomy and independence to develop and manage projects that augment and solidify STRAC's role in regional and statewide education. This position will work closely with the Acute Care Division Director, Executive Director and the STRAC Board of Directors to accomplish this important function of STRAC. Leadership and Innovation are key to the success of this position and the program as a whole.

This position is grant funded and subject to continued funding. STRAC has the intention to continue the program, but this position may be eliminated in the absence of funding.

Job Qualifications

- **Education:** Graduate of an accredited school with a baccalaureate degree in Nursing or Emergency Health Science.

Training, certification or licensure as an educator within their respective discipline, with demonstrated familiarity in adult learning theory, methodologies, and curriculum design.

Completion of the Texas Nurses Association Approved Provider Workshop and current certification, or ability to complete in the first three months of employment (preferred)
- **Experience:** Five years or more of clinical experience in a dynamic healthcare environment.

Two to three years directly related experience with adult / clinical education.

Experience with Large Project Management and leading a team or program is Preferred.

Applicant must be able to successfully pass a criminal background check and pre-employment drug screening.

Competencies

- **Problem Solving** - Identifies and resolves problems time efficiently; Gathers and analyzes information; Develops solutions; Uses reason.
- **Oral Communication** - Speaks clearly and accurately; Listens and gets clarification when necessary; Responds informatively to questions.
- **Written Communication** - Writes clearly and concisely; Edits work; Varies writing style to meet specific needs; Presents data effectively; Able to read and interpret written information.
- **Public Speaking** – Able to speak clearly and competently in front of groups of all sizes. This includes providing education and training as well as technical reports on the current status and progress of their assigned responsibilities.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently and effectively; Plans for additional resources; Sets goals and objectives.
- **Professionalism** - Approaches others in a polite and tactful manner; Maintains composure and reacts well under pressure; Treats others with respect and consideration; Accepts responsibility for own actions; Follows through on commitments; Maintains professional relationships with member and partner agencies.
- **Quality** - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Adaptability** - Adapts easily to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with occasional change, delays, or unexpected events.
- **Flexibility** – Must be able to perform under tight deadlines with respect to formal project planning and management techniques. Must be capable of prioritizing several critical projects and communicating plans to supervisor and executive staff.
- **Team Building** – Has a track record of building successful teams in both the work and volunteer environments. Can build trust and develop common goals among all team members. Able to meet the varied needs of team members effectively and to motivate team members around goals and objectives so that everyone has a share of the success.

Physical Demands

The Employee works in both indoor and outdoor environments in all types of conditions, temperature and weather. The Employee must possess physical and mental health to meet the demands of the position. The Employee must be able to serve for extended periods of time under high stress and/or in austere environments.