

# Job Descriptions and Classifications

## ***Medical Programs Organizer***

Section: Emergency Preparedness  
Reports to: ILEAS Executive Committee or Designee  
Supervises: N/A  
FLSA Status: Exempt



### **Job Summary**

Provides project coordination and oversight of the ITTF School Safety ***“STOP the Bleed”*** (STB) initiative. This initiative is designed to provide basic emergency tools and teach school staff how to render aid to anyone injured while awaiting first responders. No matter how rapid the arrival of professional emergency responders, bystanders will always be first on the scene. A person who is bleeding can die from blood loss within five minutes, so quickly stopping the bleeding is critical. Those nearest to someone with life threatening injuries are best positioned to provide immediate care if they are equipped with the appropriate training. The STB Program Organizer will be responsible for successful training oversight and kit distribution in coordination with the Illinois Regional Offices of Education and other ITTF partners. The program organizer will collaborate with the Regional Offices of Education to coordinate resources and training, as well as tracking, delivery and utilization of kits. The program organizer will collaborate with healthcare entities and others that currently provide *“Stop the Bleed”* training in Illinois to facilitate school trainings.

The ideal candidate has at least 5+ years direct clinical experience as well as experience as an educator/trainer of medical personnel. The successful candidate will be an accomplished clinical practitioner of emergency/critical care, with a strong base of knowledge and experience in developing and implementing curriculum, instructional evaluation, project management and should currently be an experienced STOP the Bleed instructor. Additionally, the project manager must have organizational skills that will enable them to properly inventory, monitor, track and record the various training records and product time lines from initial order, all the way to final use.

### **Job Duties**

#### **Coordination**

- Collaborate with Regional Offices of Education staff to track; school participation agreements, training needs, completed training, the distribution of kits and the reporting of kit utilization
- Collaborate with existing resources that currently offer local and regional STB training (IMERT, Regional Hospital coalitions, School Nurse associations, local hospitals, fire departments and others) to facilitate training requests.
- Collaborate with existing resources to; identify, recruit and train additional instructors from approved disciplines.
- Collaborate with the Chicago and national *“Stop the Bleed”* programs to coordinate training requests and program updates
- Participate in ITTF STB committee meetings
- Assist with public messaging on the importance of qualified individuals to become instructors and the importance of school participation.
- Develop and maintain a database to track pertinent information; school participation agreements, kit distribution, kit utilization, training requests,

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- Participate in the production of a Webinar for schools that explains the contents of the kits, hemorrhage control and the need for “*Stop the Bleed*” training.
- Conduct and/or assist at “*Stop the Bleed*” provider and instructor courses as available
- Provide monthly progress reports and quarterly comprehensive reports

## **Job Specifications**

### **Knowledge and Experience**

- Registered Nurse with 5+ year’s clinical experience, ER-Critical Care preferred
- Instructor of the American College of Surgeons “*Stop the Bleed*” curriculum
- Experienced Instructor: ACLS, PALS or similar courses
- Experienced in curriculum development/implementation and evaluation

### **Certification/Education**

Bachelor of Science in Nursing

American College of Surgeons “*Stop the Bleed*” instructor

### **Requirements**

Able to travel statewide

## **General Information**

### **Work Environment:**

The setting will primarily consist of offices and conference rooms. Opportunities for lifting of heavy objects may occur but should be completely avoided if any lifting limitations are present.

### **Limitations:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position