

TRAINING OFFICERS

GENERAL

1. The role of Training Officer is to develop, coordinate and implement all training for their Brigade Unit, and to ensure that all members within their Brigade Unit are appropriately trained and qualified to provide the community service for which they volunteer, whether it is a patient care or community care service. The Training Officer is part of a management team, and is expected to work in a mutually supportive and beneficial role.

QUALIFICATIONS

2. Training Officers should have the following qualifications:
 - a. experience with education techniques;
 - b. knowledge of patient care competitions;
 - c. knowledge of emergency planning (for patient care oriented units);
 - d. experience in the area of leadership development (preferable); and
 - e. minimum age of 18 years.

FUNCTIONS

3. All Training Officers are subject to the same rules and regulations as all other members of the Brigade, as set out in StJCI: Part 2.
4. Training Officers are directly responsible to the Commissioner/Superintendent in their appointed level. Training Officers are also responsible to their next senior Training Officer, and are therefore entitled to communicate directly with this officer on training matters.
5. Specifically within the context of the Brigade Training System for patient care services, the duties of the Training Officer encompass the following:
 - a. planning, organizing, managing and monitoring the ongoing training of the individual Brigade member and the training program as a whole;
 - b. arranging for appropriate Instructors and Evaluators for their respective Units;
 - c. ensuring that remedial requirements for individual members are undertaken; and
 - d. ensuring training weaknesses within their Brigade Unit are identified and corrective measures are undertaken.

6. The Training Officer is also responsible, either independently or in collaboration with others, for the development, coordination and implementation of training in areas not specific to patient care services (e.g. specific community care services such as the Therapy Dog program, leadership, youth development, critical incident stress, etc.).
7. Duties of the Training Officer also encompass:
 - a. maintaining current knowledge of all relevant training programs, and advising members of changes;
 - b. providing individual assistance for members having difficulty in specific areas of training;
 - c. making necessary preparations for competitions and exercises in an effort to prepare members for actual scenarios in the field and for annual evaluations;
 - d. monitoring members on a regular basis to ensure that all members are practising safe and appropriate patient care in the field;
 - e. providing opportunities for earning Cadet proficiencies within the Cadet program;
 - f. arranging for guest speakers on selected topics;
 - g. assisting with the development and implementation of emergency planning initiatives;
 - h. consulting with Nursing and Medical Officers for advice and training assistance; and
 - i. liaising with other Training Officers to identify new and potential initiatives.