

Position Description: **Weapons of Mass Destruction Hospital Based Management
of Mass Casualty Incidents Course**

(WMD HBMMCI)

Title: **Lead Instructor**

Course Description: Hospital Based Management of Mass Casualty Incidents (HBMMCI) is a one-week knowledge-based course designed to provide guidance to hospitals in the use and maintenance of an emergency management system to be used in times of crisis, such as terrorist attacks and natural disasters, that employs a logical management structure, defined responsibilities, clear reporting channels, and a common nomenclature to help unify hospitals with other emergency responders. HBMMCI is based on the Hospital Emergency Incident Command System (HEICS).

Description of Duties: Responsible for conducting classroom instruction, presentations and exercises in accordance with the guidelines and directives set forth by the Department of State Diplomatic Security Antiterrorism Assistance Program (ATA).

Responsible for ensuring only current ATA approved training materials (lesson plans, participant handouts, videos, case studies, etc.) are used in the delivery of ATA courses.

Responsible for returning **all** ATA training materials, including course CDs and ensuring that all ATA downloaded materials are deleted at the end of the course presentation by all instructors involved in the delivery of ATA courses.

Additional Duties and Responsibilities:

1. Liaise with DS/ATA Training Coordinator on all aspects of training and accept and follow any specific instruction provided by that DS/ATA Coordinator
2. Coordinate classroom preparation
3. Draft End of Course Review for submission utilizing ATA approved reporting format
4. Administer Pre/Post Knowledge Surveys and summarize results utilizing ATA approved format
5. Administer Course Participant Skills Evaluations (when appropriate) and summarize results utilizing ATA approved format
6. Administer Course Critique and summarize results utilizing ATA approved format
7. Responsible for the day to day operational activities as

reflected in the program of instruction

8. Responsible for validating, justifying and reporting any deviations from the program of instruction.
9. Supervises and assigns daily activities for staff instructors.
10. Interact professionally outside of normal training hours with course participants and training venue officials when appropriate and approved by ATA

General
Qualifications:

1. Graduate Degree or equivalent work experience in the field. Five years work subject matter related experience may be substituted for one year education.
2. In situations where there is a combination of formal education and experience, this would be evaluated on a case by case basis.
3. In situations where the subject matter is considered cutting edge procedures or technologies, evaluations of candidate's credentials will be considered on a case by case basis.
4. Specialized training shall include instructor certification from a recognized law enforcement local, state, federal or military institution.
5. Instructor certification from a recognized local, state, or federal law enforcement institution.
6. Familiar with curriculum Design/Development.
7. Demonstrated management, and administrative experience in the delivery of training.
8. Experience in training of foreign nationals.
9. Demonstrated operational, management and administrative experience in the subject area.

Mandatory
Qualifications:

1. Medical Doctor in Emergency Medicine.
2. Experience in Hospital Management
3. Experience in Hospital Emergency Incident Command System
4. Graduate of Department of Defense J-5 School or National Fire Protection Association 472 Operations Level or Greater: Hazmat Operations, Awareness, and Technician.
5. Graduate of a Federal, State, or Locally recognized instructor development course.
6. Must possess experience as a trainer or lecturer within the WMD field.

Preferred

1. Certification as an Emergency Preparedness Manager.

Qualifications:

2. Willingness to travel to developing countries and training sites in U.S.
3. Possess good inter-personal skills, particularly interactions with foreign nationals.

Other Office/Skills
Mandatory:

1. Familiarity with Micro Soft Office applications to include but not limited to:
 - a. MS Word
 - b. MS Powerpoint
 - c. MS Outlook

Other Office/Skills
Preferred:

1. Familiarity with Micro Soft Office applications to include but not limited to:
 - a. MS Excel