

Omega Leo Medical Explorer Job Description Training Officer

The Training Officer is responsible for helping arrange, schedule, and recruit training classes as required by the Omega Leo Medical Explorer membership. The membership is to be polled on a regular basis to determine which classes are needed by our membership. This officer is also responsible for maintaining accurate records of all Level One training requirements and other advanced training given by outside agencies where medical explorers volunteer, such as CERT, advanced CPR or First-Aid classes, or FEMA training, although the monthly training report may initially be prepared by the Assistant Training Records Officer.

You will work closely with the Associate and Assistant Director of the Omega Leo Medical Explorer CPR Training Center to inform them of a priority for needed classes.

Monthly Report One. A monthly report is to be prepared showing all medical explorers who have completed the training Level One requirements as listed in the SOP on our Training Program.

Many of these courses are important to have completed before deployment as a volunteer in many of our medically related volunteer opportunities. These may include 1) BLS CPR, 2) 1st Aid, 3) HIPAA Basics, 4) HIPAA Computer Security, 5) Blood-borne Pathogens and Safety, 6) Scouting America Online Youth protection, 6) Exploring Youth Protection, 7) Stop-the-Bleed, 8) Vital Signs Measurement, and 9) Healthcare Professionalism. Other courses may be part of our Level One requirements, as you see necessary, especially if important for our medical deployments.

In addition, this monthly report is to show the names of members organized by core training requirement who may NOT yet have completed one of the required Level One courses. Our Senior Advisor can help provide a template for the Monthly Training Report. This report is useful for the senior leadership in knowing what classes still need to be offered and who needs to register for them.

The monthly report accumulates as the fall semester progresses, with the end of semester being used for a semester report. Data is carried over for the spring semester for any members still active.

Monthly Report Two. A monthly report is to be kept by member name for any CERT or FEMA training completed. This monthly report will include outside training provided through CERT/FEMA.,

There are several classes required before a medical explorer is fully certified as a CERT volunteer. This CERT training includes eight modules taught by official CERT trainers, a practical examination involving a simulation search & rescue, Basic Life Support (BLS)

CPR, First Aid, and skill training necessary for deployment on a CERT crew (patient examination skills and use of equipment in the First Aid Go-Bags).

Records of who has had each level of CERT training should be reported on this second report. The CERT training data may be first prepared by the CERT Officer and submitted to you, but you are responsible for the monthly report. These CERT classes may include the Medical Explorer Level Two online FEMA classes required for advanced CERT/FEMA training. These CERT/FEMA classes may need to be collected from the member's Medical Explorer Resume. Each Omega Leo Medical Explorer is to submit their Medical Explorer resume to you on a regular basis, at least every two months if not monthly. You may have to send out a monthly reminder to all members asking them to send you their latest updated Medical Explorer resume.

Monthly Report Three. In addition, the Chief Training Officer should keep records on who among our membership has completed advanced training as a certified or licensed health professional. This will include EMT and certification at all advanced EMT levels. A spreadsheet showing state certification numbers and certification types should be kept for all members with state certification – EMT, CNA, Pharm. Tech., etc.

Lastly, the Chief Training Officer should provide recommendations in regard to training which should be added or required for different activities of our Medical Explorer Post, with particular attention to safety concerns. In this regard the Training Officer should work closely with our Safety Officer.

The Training Officer reports directly to the President.

Reporting directly to the Training Officer is the Assistant Training Records Officer

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It is your responsibility to review and update this job description and those of the officers reporting to you before new officers and liaisons are brought onboard early in the spring semester. You are to also review and update any Standard Operating Procedures related to your position and those reporting to you.

First Prepared: March 22, 2020.

Last Modified: January 15, 2026 by Dr. Charles Johnson