



Virginia Beach Department of Emergency Medical Services



## HUMAN RESOURCES

# MEDIC CAREER PROGRESSION POLICY

**PURPOSE:** This document provides procedures for administration of the Paramedic career progression process.

**APPLICABILITY:** This policy applies to all career EMT-Intermediate and Paramedic Personnel.

## EMT-Intermediate to Paramedic Training

Personnel employed in the EMT-Intermediate job classification are encouraged to pursue additional training in order to advance to the EMT-Paramedic level. The Department will provide sponsorship and limited support to incumbent employees within the existing ALS Training Program. The choice to attend advanced training is voluntary. As such, all classroom, workshop, hospital clinical and test site hours are not considered compensable working hours.

An interested member must submit an application as specified in the ALS Policy. A letter of recommendation from their immediate supervisor must accompany the application.

If approved to attend formal training, the member is responsible for tuition and any fees assessed by the training site. The Department will provide the following for an approved applicant's first enrollment:

- Required textbooks
- Criminal checks
- Physical examination
- Medical testing and immunizations
- One (1) clinical shirt

During the final semester of the Paramedic Course the career medic will be permitted to complete the minimum field internship hours while on duty. The medic's immediate supervisor will adjust scheduling as needed to accommodate

this requirement. No overtime or compensatory time will be allotted for field internship.

Upon certification as a National Registry Paramedic, the medic shall contact EMS Training to apply for Virginia reciprocity. Once the Virginia Paramedic certification is received, the member may apply for career progression to Paramedic following the process outlined below.

## **EMT-Intermediate to Paramedic Career Progression**

### **Eligibility**

In order to qualify as a Paramedic, all candidates must possess the following credentials and service qualifications:

- Certified as a Commonwealth of Virginia Paramedic
- Four (4) calendar years of service as a pre-hospital care provider, two (2) years of which must be as a certified EMT-Intermediate or Paramedic
- Current ACLS certification
- Approval from the Operational Medical Director to practice at the Paramedic level
- No disciplinary actions taken during the previous twelve (12) months

### **Process**

It is the employee's responsibility to request career progression action. The employee requesting such action shall submit a written request to the Operations Division Chief via the chain-of-command. Attached to the request must be copies of the credentials listed above. The request shall also include an explanation outlining the employee's prior EMS service to meet the experience requirement of the Paramedic classification. The employee's chain-of-command through the Division Chief must acknowledge that there has been no disciplinary action taken during the previous twelve (12) consecutive calendar months prior to the proposed effective date of the career progression.

The Operations Division Chief, in conjunction with the Administration Division Chief, will review the application. Upon this review, the request will be sent to the Deputy Chief and Chief for approval. Once approved by the EMS Chief, the request will be forwarded to the Department of Human Resources for processing. At least sixty (60) days are required to allow for processing such requests through both the EMS and Human Resources Departments.

Individuals career progressed to the Paramedic position will be expected to provide patient care and scene leadership duties at the Paramedic level.

## **Paramedic to Senior Paramedic Career Progression**

### **Eligibility**

In order to qualify as a Senior Paramedic, all candidates must possess the following credentials and service qualifications:

- Certified as a Commonwealth of Virginia Paramedic
- Six (6) calendar years of service functioning as a paramedic in a full-time capacity with the City of Virginia Beach, the most recent two (2) years of which must be with the Department of EMS as a career paramedic. Upon approval of the EMS Chief, a maximum of two (2) years of experience may be credited for full-time service as a Paramedic with another EMS agency.
- Completion of Senior Paramedic Career Path courses (Attachment A)
- Current ACLS and PALS certification
- Possess an instructor certification in an EMS-related instructional program
- No disciplinary actions taken during the previous eighteen (18) months

### **Process**

Participation in Senior Paramedic Career Path training or related programs is strictly voluntary. The Department of EMS will attempt to offer as many courses as possible, but it remains the responsibility of the employee to seek out training opportunities. While a small part of the training may be offered as part of the normal in-service training program, employees should anticipate completing most of the Career Path during off duty time without compensation.

It is the employee's responsibility to request career progression action. The employee requesting such action shall submit a written request to their supervising Division Chief via the chain-of-command. Attached to the request must be copies of the credentials listed above and a copy of the Senior Paramedic Career Path Certificate (Attachment B). If the employee is requesting years of service credit for experience in another EMS agency, the progression request must include an explanation of the prior service, including a detailed service timeline. The employee's chain-of-command through the Division Chief must acknowledge that there has been no disciplinary action taken during the previous eighteen (18) consecutive calendar months prior to the proposed effective date of the career progression.

The supervising Division Chief, in conjunction with the Administration Division Chief, will review the application. Upon this review, the request will be sent to the Deputy Chief and EMS Chief for approval. Once approved by the EMS Chief, the request will be forwarded to the Department of Human Resources for

processing. At least sixty (60) days are required to allow for processing such requests through both the EMS and Human Resources Departments.

Individuals career progressed to the Senior Paramedic position will be given those duties and responsibilities of a Paramedic of a more complex nature. These increased duties and responsibilities will not be construed as having command rank and will authorize no general supervisory powers.

**ORDERED:**



**1/20/2017**

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EMS Chief

Date

## **ATTACHMENT A**

### **SENIOR PARAMEDIC CAREER PATH COURSES**

- Tidewater EMS Council Field Training Officer/Mentoring Course
- Intermediate ICS
- Virginia MCI Module II
- EMS Regulations
- Leadership I
- Grammar and Report Writing
- Vehicle Extrication
- International Trauma Life Support (ITLS)
- VBEMS Squad Commander Orientation

The Division Chief of Training, in conjunction with the Division Chief of Operations, will review specific courses on a case-by-case basis to determine if they meet the intent of the topics outlined above. For example, a college level rhetoric course may be sufficient to meet the writing course listed above.

## **ATTACHMENT B**

Senior Paramedic Career Path Certificate