



Virginia Beach Department of Emergency Medical Services  
HUMAN RESOURCES



## VOLUNTEER MEMBERSHIP AND APPLICATION POLICY

**PURPOSE:** The purpose of this policy is to establish criteria for the membership of volunteer Emergency Medical Services personnel to operate within the City of Virginia Beach pursuant to City Code, Section 2-423.

**POLICY STATEMENT:** The Emergency Medical Services shall define the minimum qualifications and designation for all volunteer membership classifications within the Department.

### MEMBERSHIP TYPES

There are varieties of volunteer membership classifications within the department.

- **Recruit** - Interim level assigned to future Patient Care Providers until they enter a formal training program. May not operate a City-insured vehicle. Not authorized to staff any emergency apparatus beyond acting as an observer.
- **Student** - Individual enrolled in a formal training curriculum to complete requirements to become a Patient Care Provider. Authorized to provide patient care under supervision within the scope of their training program.
- **Intern** – An Individual certified as a Virginia EMT or above enrolled in a formal field-training curriculum to complete requirements to become a Virginia Beach EMS Patient Care Provider. Authorized to operate emergency vehicles and provide patient care under supervision within the scope of their training program under supervision.
- **Patient Care Provider** – Individual certified to provide medical care under the direction of the Chief of EMS and Operational Medical Director.
- **Support Member** – Non-certified individual who assists with the business/administrative functions of a rescue squad or the department.

May be authorized to operate City-insured vehicles in a non-emergency mode if appropriate driver training course(s) has been completed.

- **Special Operations Team Member** – Member of one of the department's specialty teams which do not require participation as a Patient Care Provider with a rescue squad including:
  - Marine Rescue Team
  - Search and Rescue Team
  - Mass Casualty Truck Team
  
- **Medical Doctor** – Physician acting as an emergency responder.

### **MINIMUM REQUIREMENTS FOR EACH MEMBERSHIP TYPE**

The following requirements shall be met for membership regardless of position:

- 18 Years of Age.
- High School Graduate or GED.
- Possess a valid driver's license (for Support Members, exceptions may be made on a case-by-case basis by the Chief of EMS or his designee).
- Satisfactorily complete all application steps outlined in the "Application Procedures" section of this policy.

The following minimum requirements are established for specific membership classes:

#### **Recruit:**

- No specific credentials required.
- Application materials approved by the Department of EMS' Office of Human Resources.

#### **Student/Intern:**

- Enrolled in a formal department training curricula.

#### **Patient Care Provider:**

- Certified as a Virginia EMT-B, EMT-E, EMT-I or EMT-P.
- Meets the qualifications for their EMS certification level as outlined in Virginia Department of Health EMS Regulations.
- Complies with the Department of EMS Minimum Training and Certification Policy.

- Completes any continuing education or refresher training topics required by the EMS Chief or his designee.
- Patient care providers opting to apply under for Associate Member status must meet all qualifications outlined in the Associate Member Policy.

#### **Support Member:**

- No specific credentials are required.
- Once approved for membership, must complete a Support Member orientation course before an ID card can be issued.

#### **Special Operations Team:**

- Certified to function at the entry level of the particular team, including patient care certification where required.
- Completes any basic education or refresher training topics required by the EMS Chief or his designee.
- Complies with the Department of EMS Minimum Training and Certification Policy.

#### **Medical Doctor:**

- Must be a fully licensed physician in the Commonwealth of Virginia.
- Must meet the general requirements for EMS personnel as outlined in the "Virginia Emergency Medical Services Regulations."
- Must have documented familiarity with knowledge, skills, and abilities of an EMT-B.
- Must have current certification in either American Red Cross or American Heart Association CPR that meets requirements for a health care provider.
- Qualifications for members wishing to perform advanced life support (ALS) skills:
  - Current ACLS Certification.
  - Practice in either: Emergency medicine, critical care, anesthesia, internal medicine, surgery or:
  - Practice in other medical specialties will require the member to provide evidence of knowledge, skills, and abilities of an EMT-I/P.
- Must possess individual medical mal-practice insurance coverage.
- Approved by the Operational Medical Director.

- The member will be notified in writing of any clinical limitations or additional training requirements established by the OMD.
- Complete an appropriate period of preceptored preparation. This includes, at a minimum, completion of the ambulance AIC/driver check-off list.

## **APPLICATION PROCEDURE**

The application procedure includes the following steps:

1. Attend an EMS Orientation Program.
2. Complete an application packet consisting of the following:
  - Application form (includes personal and educational information)
  - Medical form / Physical
  - NCIC form (notarized) /VCIN
  - Freedom of Information Act form
  - DMV Request Form-VA and out of state as applicable
  - Finger Print Package
  - Employment investigative request

## **APPLICATION SCREENING**

Applications will be thoroughly reviewed. The Department of EMS in conjunction with the Virginia Beach Department of Human Resources will maintain a list of potential criminal and driving history disqualifiers. Additional information may be requested from an applicant to clarify their initial submissions.

## **ACCEPTANCE**

1. The applicant and the appropriate rescue squad/specialty team will be notified once an application is approved.
2. Once the applicant is accepted as a probationary member, the Department will issue the appropriate ID card for their membership type.
3. A member may not perform in any patient care capacity until all minimum training requirements for their level have been completed.
4. Applicants must become a member of an individual squad or special operations team within six months of approval as a probationary member. The Department will submit membership requests to the applicant's squad of choice. In the event of a

denial, the applicant may request to join another squad with a maximum of three attempts permitted.

## **APPLICATION DENIAL**

1. Reasons for denial can include, but are not limited to:
  - Does not meet Commonwealth of Virginia Department Health requirements
  - Does not meet Department of EMS application requirements
  - Failure to obtain state certification
  - Lack of competency in the knowledge, skills, and abilities required to perform the duties of an EMS provider
  - Previous work misconduct
  - Past employment record
  - Evidence of undesirable behavior
  - False statements on Department application
  - Previous criminal record
  - Previous motor vehicle record
  - Evidence of past or present medical condition that would affect the applicant's performance.
  - Suspension or expulsion from a station within the Department except that such individual is eligible for Department membership after 12 months from the effective date of expulsion/termination.
2. Prior to any application being denied, the department's Human Resources Officer will seek a secondary review from a Division Chief level officer.
3. All denied applicants will be notified in writing.

## **PROBATIONARY STATUS**

All newly approved applicants are considered to be on probationary status until all of the following are achieved:

- Accepted as a member of a rescue squad or specialty team.
- Satisfactorily complete formal training programs required to attain certification as an ambulance attendant-charge (Patient Care Providers only)
- Released to function under General Supervision at their designated level for 90 days.

- Demonstrated compliance with all Department policies and regulations.

Failure to remain affiliated with a rescue squad or to satisfactorily meet initial training program requirements are grounds for administrative termination of the member's participation in the Department as a volunteer.

## **CONTINUING MEMBERSHIP**

### **General Status Definitions**

The Department recognizes the following activity status placements of system personnel:

1. **Active and Associate** (includes probationary and restricted personnel) - Personnel who are actively serving the Department either directly or via rescue squad activities. In order to maintain Active or Associate status, the member must meet the requirements of the EMS Duty Policy.
2. **Inactive** - Personnel who have temporarily interrupted their active service because of medical or personal/work related reasons.
3. **Suspended** - Personnel who have temporarily interrupted their active service because of corrective actions levied by supervisors. Insurance coverage is terminated while on this status.
4. **Terminated** - Personnel who have permanently interrupted their active service because of choice or dismissal action as described in the corrective action section. Insurance coverage is also terminated.

### **Length of Service**

A member's service longevity starts at the date an Intern badge is issued. Service ends on date of separation.

### **Official Personnel File**

Any personnel action (i.e. training level change, corrective action, etc.) shall be noted in writing with copies going to the member, the chain of command and the official personnel file maintained at the EMS Headquarters Office.

ORDERED:



1/11/2017

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EMS Chief

Date