



Virginia Beach Department of Emergency Medical Services



HUMAN RESOURCES

**RETURN TO DUTY POLICY**

**PURPOSE:** The purpose of this policy is to establish procedures for returning to active membership status with the Department of Emergency Medical Service (EMS).

**APPLICABILITY:** This policy shall apply to all volunteer personnel working under the auspices of the Department of Emergency Medical Services.

**POLICY STATEMENT:** A formal process is required to support members desiring to return to active duty status after an activity period greater than ninety (90) days. Collaboration between the member, EMS Human Resources, EMS Training and other allied offices will ensure the member is ready to fully function as a Patient Care Provider.

**PROCEDURES:**

**Member Responsibility** – Members are responsible for the following actions:

1. Notify their squad commander/team captain and the Department of EMS Human Resources Officer of their desire to return to active status.
2. Complete any identified gaps in training or documentation in a timely manner.
3. If inactive due to medical/injury reasons, provide a medical release from their attending physician stating they are able and recommended to return to unrestricted duty. The letter should clearly specify the date of clearance. The medical release documents shall be submitted directly to the Human Resources Office.
4. If inactive greater than one year, complete applications and background check materials as required.
5. Notify their immediate supervisor when fully cleared by Human Resources and Training.

**Human Resources Office** – The Human Resources Office is responsible for the following actions:

1. Verify that the member's personnel file is current and determine if any additional administrative requirements are needed. No member can return to duty if their basic patient care certification is expired.
2. Notify the appropriate staff members to reactivate CAD and EMR access.
3. Notify the Chief of Training.
4. For returns from medical leave, coordinate with Occupational Health as required to obtain any necessary clearances.
5. Notify the member when fully cleared to return to duty by Human Resources.

**Training Chief** – The Chief of Training or his designee is responsible for the following actions:

1. Review the member's previous activity level and certification status.
2. Determine if a field refresher is required.
  - a. For BLS providers, work with the BLS Internship Coordinator to arrange the necessary experience.
  - b. For ALS providers, work with the ALS Internship Coordinator to arrange the necessary experience.
3. Notify the member and their immediate supervisor when cleared to return to duty as a Patient Care Provider.

**Immediate Supervisor** – The immediate supervisor is responsible for the following actions:

1. Update rescue squad/team records.
2. Notify the rescue squad-scheduling officer.
3. For special operations teams—Advise member of any additional refresher training required to return to full duty with the team.

ORDERED:



1/20/2017

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EMS Chief

Date