



Virginia Beach Department of Emergency Medical Services



**TRAINING**

**CERTIFICATION AND CREDENTIALING POLICY**

**PURPOSE:** The purpose of this policy is to provide standardization in the minimum training and certification requirements for all members of the City of Virginia Beach Department of Emergency Medical Services.

**APPLICABILITY:** This policy applies to all members of the Department of EMS.

**MINIMUM REQUIREMENTS:**

I. General

A. All Members

1. Complete and approved CPR course
2. Complete an approved OSHA bloodborne pathogens (Support Members who will never enter an ambulance are exempt)

B. All Emergency Responders

1. Complete an approved HAZMAT Awareness Course
2. Complete ICS 100, 200, 700 and 800

II. Support Members

A. Responders and Vehicle Operators

1. Complete Support Member Orientation Course
2. Complete appropriate requirements listed below

B. Non-Responders

1. Complete the Support Member Orientation Course
2. Complete position-specific orientation for assigned administrative function

### III. Operators

#### A. All Vehicle Operators (emergency and non-emergency)

1. National Safety Council Defensive Driving certification or completion of an approved Emergency Vehicle Operator's Course
2. Complete other Department approved and required classes as may be deemed necessary by the Chief of EMS

#### B. Emergency Vehicle Operators

1. Complete all requirements listed in II.A
2. Complete an approved Emergency Vehicle Operators Course (EVOOC) specific to the vehicle type to be operate.
3. Successfully complete an emergency vehicle operator internship program

### IV. Students and Interns

#### A. Students

1. Enrolled in an approved formal educational program
2. ALS Students must meet the requirements as outlined in the ALS Training and Certification Policy

#### B. Interns

1. Must meet requirements to serve as a Patient Care Provider as outlined in section IV.A below
2. BLS Interns must be enrolled in the BLS internship program and comply with associated requirements and policies
3. ALS Interns must be enrolled in the ALS internship program and comply with associated requirements and policies

### V. Patient Care Providers

#### A. All Patient Care Providers

1. Have and maintain, at a minimum, Virginia Emergency Medical Technician-Basic
2. Complete other Department approved and required classes as may be deemed necessary by the EMS Chief

- B. Attendant (EMS non-transport vehicle)
  - 1. Certified to function as an EMT-B or above as part of a crew under the supervision of an Attendant-in-Charge
  - 2. Complete continuing education requirements established by the EMS Chief
  
- C. Attendant (EMS transport vehicle)
  - 1. Certified to function as an EMT-B or above as part of a crew under the supervision of an Ambulance Attendant-in-Charge
  - 2. Complete continuing education requirements established by the EMS Chief
  
- D. Attendant-in-Charge (non-transport vehicle)
  - 1. Meets requirements to serve as a supervisor on the specific apparatus
  - 2. Complete continuing education requirements established by the EMS Chief
  
- E. Attendant-in-Charge (BLS transport vehicle)
  - 1. Must successfully complete all Department of EMS BLS attendant-in-charge field internship requirements
  - 2. Sanctioned to function by the Operational Medical Director and EMS Chief
  
- F. Attendant-in-Charge (ALS transport vehicle)
  - 1. Must successfully complete all Department of EMS BLS attendant-in-charge field internship requirements.
  - 2. Certification at the EMT– Enhanced, Intermediate, Advanced EMT or Paramedic level
  - 3. TEMS ALS sanctioning at the certified level
  - 4. ACLS certification
  - 5. Released to function under General Supervision status at the ALS level
  - 6. Sanctioned to function as an attendant-in-charge by the Operational Medical Director and EMS Chief

## VI. Special Operations Personnel

### A. Marine Rescue Personnel

1. Certified to function for the designated position(s) within the team (i.e. boat coxswain) in accordance with Marine Rescue Team Operating Guide and/or Sandbridge Lifeguard Operations Guide
2. Divers must be certified as physically fit for duty by the City of Virginia Beach Occupational Health Office on an annual basis
3. Must meet minimum annual training requirements as specified by the team captain and EMS Chief

### B. Search and Rescue Team

1. Complete an approved Virginia Search Course
2. Certified to function for the designated position(s) within the team in accordance with team operating guidelines
3. Must meet minimum annual training requirements as specified by the Team Captain and EMS Chief

### C. Tactical Medics

1. Virginia Paramedic or EMT-Intermediate
2. Must meet minimum requirements of an ALS Transport Vehicle Attendant-in-Charge
3. Must comply with the Tactical Medic Policy
4. Must be certified as physically fit for duty by the City of Virginia Beach Occupational Health Office on an annual basis
5. Must meet minimum annual training requirements as specified by the Team Captain and EMS Chief

### D. Field Supervisor Team

1. Certified Advanced EMT or above
2. Maintains all requirements of a BLS Transport Vehicle Attendant-in-Charge (ALS level providers will meet requirements for an ALS vehicle)
3. Completion of team orientation and training
4. Must meet minimum annual training requirements as specified by the team captain and EMS Chief

- E. Mass Casualty Truck Team
  - 1. Completion of team orientation and training
  - 2. Must meet minimum annual training requirements as specified by the team captain and EMS Chief

## **SUPERVISION LEVELS**

Personnel without certification or not in an approved training status may not act as emergency responders.

There shall be three levels of designations used by the Department to provide medical supervision to all patient care providers:

- 1. **Strict** - Performance of pre-hospital care permitted by general protocol, which is strictly monitored by and only in the presence of a designated supervisor (preceptor) for a specified period of evaluation.
- 2. **Close** - Performance of pre-hospital care permitted by general protocol that is closely monitored by designated preceptors for the purpose of evaluating and documenting providers' performance.
- 3. **General** - Performance of pre-hospital care permitted by general protocol, which is routinely reviewed by a supervisor and the individual's peers.

## **DOCUMENTATION OF TRAINING AND CERTIFICATION:**

All personnel shall provide the EMS Administration Office with up-to-date copies of their required certifications.

All personnel shall obtain a new EMS picture ID prior to the expiration date listed on their current card.

## **INACTIVE STATUS:**

Providers that do not stand the minimum required duties per department policy may be considered inactive and ineligible to stand duty or act under the City's medical control umbrella.

Reasons to request inactive status can include, but are not limited to, personal leave, military deployments or medical condition.

Any member experiencing a medical condition/injury that renders them unfit to perform their patient care or special operations duties for greater than 30 days shall be placed on inactive or limited duty status until fit to return to duty.

Members requesting inactive status shall contact his/her immediate supervisor.

While inactive, members may not provide patient care or stand duties. Insurance coverage is suspended while a member is inactive.

Inactive members are encouraged to participate in training programs and rescue squad administrative activities as feasible. Members on a limited duty status may only engage within the limitations set forth by his/her physician and Occupational Health.

Personnel who are inactive due to corrective action levied by a supervisor or who are on administrative leave pending outcome of a review may not provide patient care, stand duties or participate in departmental activities until returned to active status.

Any member inactive for less than three (3) months may return to active status immediately with the approval of their immediate supervisor. The EMS Human Resources Officers shall be notified so the appropriate personnel records can be updated.

Any member inactive for more than three (3) months must follow the steps outlined in the Return to Duty Policy prior to returning as a Patient Care Provider.

Members who are inactive for more than twelve (12) consecutive months will be administratively discharged from the department unless an extension is granted by the Chief of EMS or his designee. These members are welcome to rejoin the department at any time, but must complete a new application package.

#### **COMPLIANCE:**

Personnel who fail to maintain a minimum training or certification requirement will be placed on inactive status until the deficiency is corrected.

Personnel who fail to provide documentation of current certification will be placed on inactive status until the deficiency is corrected.

Personnel who fail to maintain a current Department identification (ID) card will be placed on inactive status until the deficiency is corrected.

Relieved personnel shall return their ID to EMS Administration immediately.

Failure to comply with the requirements above may result in administrative termination from the Department.

**ORDERED:**



**02/27/2017**

EMS Chief

Date