

CCEMS
OPERATIONS POLICY 100-03
CREW EDUCATION/CERTIFICATION REQUIREMENTS

I. PURPOSE

- 1.1 To increase training and clinical proficiency throughout CCEMS.
- 1.2 To create internal educational opportunities for all EMS Personnel.
- 1.3 To identify and correct clinical weaknesses.
- 1.4 To outline policy on CEU distribution.
- 1.5 To outline certification expectations.
- 1.6 To award those who choose to broaden their education and benefit CCEMS.

II. POLICY/ PROCEDURE

- 2.1 CCEMS will provide periodic educational in-services throughout the year. The topics and start times will be announced by the Education Coordinator in advance, either by email or posted at Station 2. CEU's will be given for the time attended. Attendance is voluntary and mandatory in-service attendance is no longer required to maintain employment. Monthly scheduled in-services have been eliminated and all future scheduled topics and times will be at the discretion of the Director or Education Coordinator.
- 2.2 CCEMS will hold clinical meetings that include, run documentation reviews, training on specific or new equipment or review on new or existing protocols and procedures. The meetings and times will be announced by the Director, either by email or posted at Station 2. CEU's will be provided, where applicable and attendance is voluntary.
- 2.3 CCEMS will require all clinical employees to complete to complete an "on-line" continuing education assignment each month. The topic will be chosen by the Education Coordinator and will usually be completed through the Centre-Learn website. All employees will have the entire month to complete this **required** training. Employees with on-line education assignments more than 90 days past due will be removed from the schedule and placed on "un-paid administrative leave" pending further disciplinary action up to and including termination. There will be no topic assigned for the month of December. Auxiliary and Administrative employees are encouraged to complete additional "on-line" continuing education requirements, but are not required to complete them.
 - 2.3.1 Topics will be presented via email at the beginning of each month.
 - 2.3.2 All employees are expected to complete this requirement during their regularly scheduled hours. No overtime hours will be paid for 'on-line" education instruction.
 - 2.3.3 CCEMS will monitor clinical Auxiliary member's completion of "on-line" continuing education topics. Auxiliary members should complete as many continuing education topics as possible. Failure to complete continuing education assignments could result in the Auxiliary member losing their ability to schedule ride time until assignments are up to date.

- 2.4 In addition to the “on-line” continuing education requirement, all CCEMS employees are required to obtain an additional 10 hours of CEU’s by December 15th of each year. These CEU’s can come from in-services, video’s, Webinars, lectures, EMS conferences or any EMS related training where CEU’s are provided.
- 2.4.1 Employees will provide copies of their continuing education certificates to the Education Coordinator to document that they are attending the required training.
- 2.5 CCEMS will establish mandatory quarterly intubations and advanced airway techniques for all personnel, including CCEMS Auxiliary. CCEMS Supervisors, in coordination with the Education Coordinator, will keep track of the quarterly sessions.
- 2.6 CCEMS will provide each full-time employee with an Education Allowance of \$400.00 per year for the purpose of maintaining their EMS certification. Part-time employees will receive \$200.00 per year for the same purpose. This Education Allowance will be paid to employees through the County payroll during the 2nd Quarter of each year.
- 2.6.1 Employees hired after the Education Allowance has been paid for the year, including those who transition from Part-time to Full-time employment after the Education Allowance has been paid, they will receive a \$200.00 Education Allowance payment on County payroll # 25 for that year.
- 2.6.2 Employees hired after County pay period #25 will not receive an Education Allowance in that year.
- 2.6.3 Employees transitioning from Part-time to Full-time after County pay period #25 will not receive an additional Education Allowance for that year.
- 2.6.4 Employees terminating their employment, whether voluntarily or involuntarily, prior to receiving their Education Allowance, will not receive the Education Allowance in that year.
- 2.7 CCEMS will not pay for any employee to attend any in-service, clinical meeting, training class or refresher session unless the training is made mandatory by the CCEMS Director.
- 2.7.1 Education Allowance is highly recommended to be used for maintaining EMS certifications.
- 2.7.2 CCEMS may attempt to hold refresher classes of certain EMS certifications (ACLS, PALS, ITLS etc) throughout each year free of charge to any CCEMS employee. Refresher classes of State certifications (EMT or Paramedic) may also be held when applicable.
- 2.7.3 CCEMS Auxiliary personnel are invited to attend any CCEMS sponsored training class free of charge.
- 2.7.4 CCEMS will not be responsible for paying for any training ore refresher classes taken outside of CCEMS.
- 2.8 CCEMS employees will obtain and maintain required certifications and special training as follows: CCEMS will not pay for any initial state certification. CCEMS will not pay for any National Registry or Ohio First Responder, EMT-B, EMT-I or Paramedic refresher classes.

Emergency Medical Technician – Basic

- Ohio Emergency Medical Technician (EMT-B) issued by the State of Ohio. **(required)**
- Basic Life Support Provider (BLS) **(required)**
- National Incident Management System (NIMS 100 and 700) **(required)**
- Infectious Control Training **(Completed internally)**
- HIPAA Training **(Completed internally)**
- Hazardous Materials Awareness **(required)**
- International Trauma Life Support (ITLS) – **(recommended)**

Emergency Medical Technician - Intermediate

- Ohio Emergency Medical Technician (EMT-I) issued by the State of Ohio **(required)**
- Basic Life Support Provider (BLS) **(required)**
- National Incident Management System (NIMS 100 and 700) **(required)**
- Infectious Control Training **(completed internally)**
- HIPAA Training **(Completed internally)**
- Hazardous Materials Awareness **(required)**
- International Trauma Life Support (ITLS) – **(recommended)**

Emergency Medical Technician –Paramedic

- Ohio Emergency Medical Technician (EMT-P) issued by the State of Ohio **(required)**
- Basic Life Support Provider (BLS) **(required)**
- National Incident Management System (NIMS 100 and 700) **(required)**
- Infectious Control Training **(Completed internally)**
- HIPAA Training **(Completed internally)**
- Hazardous Materials Awareness **(required)**
- Advanced Cardiac Life Support Provider (ACLS) **(recommended)**
- International Trauma Life Support (ITLS) – **(recommended)**
- Pediatric Advanced Life Support (PALS) – **(recommended)**

2.9 CCEMS employees are highly encouraged to obtain the following additional certifications as follows:

- Pediatric Advanced Life Support Provider (PALS) *or* Neonatal Resuscitation Provider (NRP), PEPP (Pediatric Education for Pre-hospital Professionals) or PEARS (Pediatric Emergency Assessment Recognition Stabilization)

- International Trauma Life Support Provider (ITLS) *or* Pre-Hospital Trauma Life Support Provider (PHTLS)

- 2.9.1 Employees who obtain these additional certifications will receive an Educational Incentive of \$0.20 per hour worked for each area of advanced certification.
- 2.9.2 Only one incentive per category (Pediatric and Trauma), up to a maximum incentive of \$.40 per hour worked.
- 2.9.3 Education Incentive is not paid on Sick, Vacation, or Compensatory Hours.
- 2.9.4 Education Incentive is not paid while the employee is still in their initial 6-month Coshocton County Probationary period.
- 2.9.5 Education Incentive will terminate in the pay period immediately following the expiration date of the addition certification.

Director: 

Effective: 01/06/2012

Reviewed: _____