

**CCEMS
OPERATIONS POLICY 100-48
AUXILIARY PERSONNEL**

I. PURPOSE

- 1.1 To clarify the responsibilities and duties of the CCEMS Auxiliary.
- 1.2 To outline the code of conduct of Auxiliary personnel and provide guidelines specific to clinical and non-clinical Auxiliary members.
- 1.3 To outline duties and responsibilities with regards to orientation.

II. POLICY

- 2.1 CCEMS Auxiliary members will be classified as volunteers. No auxiliary member will be paid hourly or contractual wages for performing duties with CCEMS; this includes duties while representing CCEMS at any public relations event or activity.
- 2.2 CCEMS Auxiliary candidates will submit an actual CCEMS Auxiliary application to the Administrative Assistant. The Director and Assistant Director will review all auxiliary applications and schedule interviews with potential candidates.
- 2.3 Successful auxiliary candidates approved by the Director will be required to submit to a pre-employment physical and drug screen as required by the Coshocton County Commissioners. Candidates will also be required to submit to a BCI check from the Coshocton County Sheriff's office. Failure of one or more of these tests may result in the candidate being ineligible for the CCEMS Auxiliary program.
- 2.4 CCEMS Auxiliary members will be required to wear official CCEMS uniforms while participating in any CCEMS activity, PR event or putting time in at one of the bases. All auxiliary members will be issued one official uniform shirt and will be responsible for adhering to the CCEMS SOP 100-02 Uniform Policy.
- 2.5 Auxiliary members who are certified by the State of Ohio as EMT-B, EMT-I or EMT-P will be permitted to function in a "clinical" role upon completion of the CCEMS orientation process and with approval of the QA/QI Officer, Education Coordinator, and Medical Director.
 - 2.5.1 As a rule, CCEMS Auxiliary members will only function to the clinical level of the CCEMS partners they are paired with. For example, a paramedic Auxiliary member volunteering with a CCEMS crew consisting of an EMT-B and EMT-I will only function at the level of the EMT-I. There are 2 exceptions to this rule.
 - 2.5.1.1 If the Auxiliary member has prior written approval from the Medical Director to always function at their Ohio certification level.
 - 2.5.1.2 If the Auxiliary member is asked to practice at their certification level by a member of the CCEMS leadership team.

- 2.5.2 Auxiliary members who fail core competency testing will be offered remedial training through the CCEMS Education Coordinator and QA/QI Officer. Upon completion of their remedial training, Auxiliary members may ask to repeat their Core Competency testing. Auxiliary members who cannot pass Core Competency testing after remediation will have their clinical privileges revoked.
- 2.6 Auxiliary members wanting to operate CCEMS vehicles, both clinical and non-clinical, must first complete the radio communication, equipment location and vehicle check-off portions of the orientation packet.
 - 2.6.1 Once these sections have been completed and acknowledged by the Education Coordinator, the Auxiliary member may begin to drive CCEMS vehicles on non-emergency requests.
 - 2.6.2 Auxiliary members are not permitted to drive CCEMS vehicles emergency status until they have been approved by the Education Coordinator, Director or Assistant Director.
 - 2.6.3 Auxiliary members wanting to operate CCEMS vehicles must agree to an annual review their driving record by the Coshocton County Commissioners or their designee.
- 2.7 CCEMS Auxiliary members who do not hold a valid Ohio EMT certification are limited only to non-clinical activities. Non-clinical activities include, but not limited to; ambulance driver, observer and assisting at PR events.
- 2.8 CCEMS reserves the right to implement the age restriction to 20 years of age for non-clinical members with regard to liability exposure for specific activities.
- 2.9 All CCEMS Auxiliary members are required to abide by all CCEMS policies, Protocols and are subject to disciplinary procedures set forth by the Director, Assistant Director and/or QA/QI officer.
- 2.10 The CCEMS Director reserves the right to deny membership to anyone that does not meet the standards of this policy or fails in one or more of the following areas; BCI Check, Drivers Record, Physical, Drug Screen or Orientation Training.

III. PROCEDURE

- 3.1 Auxiliary members will schedule their time in advance with the Education Coordinator.
- 3.2 Auxiliary members are subject to the same standards and will abide by the same policies and procedures of regular CCEMS employees. There will not be a secondary set of rules implemented due to their "volunteer" status.
- 3.3 Auxiliary members who fail to follow CCEMS policies, procedures, and medical protocols are subject to disciplinary action up to and including their removal from the CCEMS Auxiliary.

- 3.4 At the current time auxiliary members will not have access or log in ID's for the county email or intranet system. Members are encouraged to attend scheduled company meetings, in-services and clinical trainings to keep up on current events.
- 3.5 The CCEMS Auxiliary will be directed and controlled by the CCEMS Director or his/her designee.
- 3.6 No auxiliary member will hold seniority over clinical decisions or procedures being performed by regular CCEMS personnel.
- 3.7 Auxiliary members are not permitted to coordinate, function, establish or control a public relations event on their own without approval of the CCEMS Director.
- 3.8 Auxiliary members are not permitted to staff or respond a CCEMS ambulance, without a regular CCEMS employee on board. The CCEMS Director or Assistant Director reserves the right to change this policy depending upon operational needs.
- 3.9 With the Auxiliary division being new to CCEMS this SOP and requirements of the CCEMS auxiliary are subject to change at the discretion of the Director. All changes pertinent to the operation of the auxiliary will be posted at each base.

Director: 

Effective: _____

Reviewed: 4/8/2010

Revised: _____