

STANDARD OPERATING GUIDELINE



Mandatory Training

Department: Operations

SOG#221

Applicable to: All Staff

Effective Date: 1 July 2020

2 Pages

Authority: Chief Of Operations

Applicable CAAS Standards:

Revised Effective Date:

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (Agency) regarding in service, quarterly mandatory, and other training.

Scope:

The scope of this document applies to members.

Guideline:

1. In Service Training
 - 1.1. Monthly, the training department will put out a topic for in service training. This will be a review of less common areas. Staff are to review the topic and sign off on their own recognizance that they have reviewed and understand the material.
2. Required Training
 - 2.1. Providers will have certain certifications that must be maintained to be cleared.

ALS Provider	BLS Provider
Drivers License	Drivers License
CPR Card	CPR Card
Paramedic Card	Basic Card
ACLS Card	TruCPR
PALS Card	CEVO Refresher (& Didactic every 3 years)
TruCPR	All Quarterly Training done
CEVO Refresher (& Didactic every 3 years)	
All Quarterly Training done	

3. Mandatory Training
 - 3.1. Agency provides quarterly training,
 - 3.1.1. Q1-3 are required in person, three hour sessions.
 - 3.1.2. Q4 is online classes.
 - 3.2. Attendance is mandatory.
4. Required Classes:

This document supersedes any documents on the topic dated prior to the effective date noted above.

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- 4.1. As certifications are required, the Agency will put on classes so that staff will be able to maintain their certifications. The following table breaks down the payment details.

Class	Who Pays Registration Fee	Provider is paid to attend Yes/No
ALS Core	Agency	No
BLS Core	Agency	No
CPR	Agency	No
ACLS	Agency	No
PALS	Agency	No
Quarterly Training	Agency	Yes
Mandatory MLREMS Training	Agency	Yes
Online CME Training	Agency	No

5. Training Allotment

- 5.1. Agency provides a Training allotment for staff to attend training outside of the agency.

Personnel Type	Amount
Volunteer	\$250.00
Part Time Career	\$250.00
Full Time Career	\$450.00

- 5.2. Any classes that members are not paid to attend must be scheduled around the agency staffing. If the class you desire to attend is only available during working hours, PTO will have to be applied.

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