

STANDARD OPERATING PROCEDURES



Students

Department: Operations

SOP #122

Applicable to: All Staff

Effective Date: 1 Dec 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 (BVA) regarding students in EMT Training.

Scope:

The scope of this document applies to staff who have yet to attain their EMT card.

Guideline:

1. Upon acceptance into Brighton Volunteer Ambulance (BVA), new members will be contacted by the Orientation Coordinator, and schedule their orientation. After Orientation, they may start the training process.
2. Staff will fall into two different categories:
 - a. People who are already registered and in a current EMT class. These students will be held for 20 hours of training per month. The Training Committee will evaluate the hours each month and if they do not reach 20 hours per month for 2 consecutive months, or 40 hours within the 2 months, they will be removed from the Training program. This ensures that they are getting the experience that is needed while in class, while also holding them accountable.
 - b. People who have not yet registered for class. If they are already a member at BVA, on the first day of class a form will be signed stating that BVA is the sponsoring agency. Since BVA is sponsoring the class, they will be held to at least 20 hours per month of ride time while in class. The Training Committee will evaluate the hours each month and if they do not reach 20 hours per month for 2 consecutive months, or 40 hours within the 2 months, they will be removed from the Training program. BVA will notify the class instructor that they are no longer affiliated with BVA. This ensures that they are getting the experience that is needed while in class, while also holding them accountable. As long as they pass the class, they will not have to pay for class. If they drop out of class, fail out of class or do not pass the class, they will be fully responsible for paying for the class.
3. The EMT-Student has the ability to sign up for shifts with any Field Training Officer between six am to midnight every day. During this ride time they will work with Field Training Officers to apply the knowledge the member is learning in class to case scenarios and actual emergency calls.

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

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4. For all training shifts, the medic needs to be dressed in a class dress shirt or dark blue dress shirt, dark blue pants and black boots. They should arrive approximately 15 minutes prior to the start of their shift so that they can complete their pre-shift requirements in a timely fashion.
5. At the beginning of the field internship the medic will be given an intern skills sheet. These have station skills that are scenario based. There is a book of scenarios in the dining room that includes these scenarios. Most of the scenarios cover at least 2-3 skills so they can be done fairly quickly. These should be done by the fifth shift if time allows and needs to all be completed before clearance. There are also fields-skills that need to be completed. These are skills that are done out on actual calls.
6. Students/trainees must be precepted by a BVA agency FTO. Non-BVA FTOs (at another agency or a cleared FTO through MLREMS or FLCC) will not be allowed to precept the student or give clearance signatures. BVA uses online evaluations, which are forms to evaluate training as well as evaluating the FTO.
7. Expectations of knowledge are the same as Medic Training, SOG 145.

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