



UNION CENTER FIRE CO., INC.
Division of Emergency Medical Services
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Education and Training Guidelines for Emergency Medical Services Members

1. Purpose and Intent

- 1.1. The purpose of these guidelines is to help ensure the readiness and competency of Union Center Fire Company EMS personnel to perform Basic Life Support First Response (BLSFR) duties
- 1.2. It is the intent of these guidelines to provide personnel with the maximum possible flexibility in obtaining the education and training necessary to achieve this goal.

2. Philosophy

- 2.1. It is recognized that the State, County, and Regional EMS Systems, and many of the agencies operating within them, provide a variety of excellent education and training opportunities for EMS providers.
- 2.2. It is also recognized that EMS practice should, ideally, be as standardized as possible among the various EMS agencies in an EMS system, and that, in fact, standardized curricula and treatment protocols exist for this very reason.
- 2.3. Therefore, it is the philosophy of these guidelines that EMS education and training obtained from any legitimate and verifiable source should be applicable to meeting the requirements outlined below.

3. Requirements - Active participation in the Company's EMS First Response program requires compliance with the following:

- 3.1. Current certification in cardiopulmonary resuscitation (CPR), in compliance with current national/international guidelines (often referred to as AHA/ARC guidelines), at the Healthcare Provider or Professional Rescuer level. At a minimum, this must include the following competency areas:
 - 3.1.1. Cardiopulmonary resuscitation for adult victims of respiratory/cardiac arrest.
 - 3.1.2. Cardiopulmonary resuscitation for infant and child victims of respiratory/cardiac arrest.
 - 3.1.3. Treatment for adult victims of foreign body obstruction of the airway.
 - 3.1.4. Treatment for infant and child victims of foreign body obstruction of the airway.
 - 3.1.5. The use of an Automated External Defibrillator (AED).
- 3.2. Possession of current New York State Department of Health Certification as a Certified First Responder (CFR), Emergency Medical Technician (EMT), or Advanced Emergency Medical Technician (AEMT).
- 3.3. An average of one hour per month, averaged over six months, of EMS in-service education, from a legitimate and verifiable source. Such training may include **completion of** any of the following:
 - 3.3.1. EMS-related classes and drills conducted by the Union Center Fire Company.

- 3.3.2. EMS-related classes and drills conducted by any other New York State-recognized EMS first response or ambulance agency.
 - 3.3.3. EMS-related classes and drills conducted by a New York State Department of Health-recognized EMS course sponsor or regional EMS program agency.
 - 3.3.4. EMS-related classes and drills conducted by a hospital.
 - 3.3.5. National, State, or regional EMS seminars or conferences.
 - 3.3.6. Audio, video, or internet-based EMS self-study continuing education programs.
 - 3.4. The EMS Captain shall be the final arbiter of the acceptability of any given program with respect to compliance with these guidelines.
4. Documentation – Satisfaction of the above requirements must be documented to the EMS Captain as follows:
 - 4.1. Photocopy of current CPR certification card (front and back). This must include reference to the level of certification (Healthcare Provider, Professional Rescuer), date of completion, expiration date, and the name and/or signature of the instructor.
 - 4.2. Photocopy of current New York State CFR/EMT/AEMT certification card.
 - 4.3. Signature of member on the training roster for Union Center in-house programs.
 - 4.4. Certificate or letter of completion for all outside training programs. This must include the date(s) and topic(s) of the program(s), the name(s) of the presenter(s), and the exact number of clock hours encompassed by the program(s).
 - 4.5. For video, audio, or internet-based self-study programs, a completion certificate (for on-line or mailed-in programs) or a completed and graded post-test, along with a description of each program, its source, and the exact number of clock hours encompassed by each program used.
5. Evaluation Periods
 - 5.1. CPR and CFR/EMT/AEMT certification must be continuous and un-lapsed for the member to continue active participation with the Med Team. Copies of new/renewed certifications must be submitted to the EMS Captain prior to expiration of the previous documents in order for continuous active participation to continue.
 - 5.2. Compliance with in-service training requirements shall be evaluated over two six-month periods each year (January 1 through June 30, and July 1 through December 31). Documentation of completion of outside education and training activities must be submitted to the EMS Captain within fifteen (July 15 and January 15, respectively) days of the end of each evaluation period in order to be applied toward that period's requirements.
6. Non-Compliance
 - 6.1. Failure to comply, or to appropriately document compliance, with the foregoing requirements will result in suspension from active participation with the Med Team.
 - 6.2. Active status will be restored immediately upon submission of acceptable documentation of compliance to the EMS Captain.