Purpose:

This policy provides a basic outline of educational and certification requirements for department employees.

Policy:

*In-House Pre-hospital education/continuing Education*

- The Deputy Chief of Quality Management and Education at the first of every year will publish a calendar and general course outline of the training offerings to be held in-house for all ECP’s of West Des Moines EMS.

- This calendar and general course outline will be approved or denied by the physician medical director and if needed revised before publication to the staff.

- When appropriate every effort will be made by the Deputy Chief to acquire Continuing Education Hours for courses offered.

- All training designated in the three-day-training format is regarded as MANDATORY and every effort should be made by the ECP to attend. A minimum of at least one session shall be offered in the evening to accommodate all staff members.

- If an ECP cannot attend the three-day-training the training will be made up no later than 15 days after the event was held. If the course held as three
day training cannot be made up due to special training needs or instructor availability, equivalent course content shall be presented by the Deputy Chief of Quality Management and Education.

- On the days that three-day-training will be held every effort will be made to provide a back-up crew so that on-duty crews may attend, this will be the responsibility of the administrative staff member completing that months schedule.

- All mandatory training will be paid at an hourly rate with overtime when appropriate.

- As a standard to provide continuous quality improvement the City of West Des Moines EMS strongly encourages continuing health education for all employees and makes every effort to provide relevant and up-to-date continuing education. Though not all training is classified as mandatory it is encouraged that ECP’s will make every attempt to attend all training offered in house.

*Outside Pre-hospital education/continuing education*

The following guidelines are enacted to assure an equitable distribution of educational funds to all Emergency Care Providers.

- The Deputy Chief of Quality Management and Education must first approve any training desired by an ECP. The ECP, as soon as possible, but in no case less than two (2) weeks prior to the training event, must submit a Travel/Training request form to the Deputy Chief of Quality Management and Education; payment of registration late fees will be the responsibility of the ECP. Any out of town travel will require the approval of the Chief; out of state travel will require the approval of the Chief and the City Manager per City Policy.

- The Deputy Chief of Quality Management and Education will review the request to assure that the training meets departmental criteria as defined later in this policy. Once the determination has been made the ECP will be informed and registration completed if indicated.

- If the ECP does not successfully complete or pass the training requested, the ECP will reimburse all costs to the Department.

- Proof of successful completion of outside educational courses must be submitted to the Deputy Chief of Quality Management and Education within 30 days of course completion.
• Successful completion is determined by the course and proof can include a passing grade documented by the course administration, issuance of a certificate of completion, issuance of Formal or Optional Continuing Education Credit/Hour/Unit number to the participant or course completion card.

• The ECP will be responsible for reimbursement of costs for unattended classes/conferences in which they were enrolled and fees paid by the department.

Education

• While the City may pay for continuing education and associated expenses, ECP’s will not be paid an hourly wage for the time in training unless mandated by the department or assigned during a normal work shift.

Meeting and Educational Activities

• If ECP’s are scheduled by a Supervisor to attend any meeting or educational activities during or after normal work hours, they will be paid their normal hourly wage including overtime or compensatory time depending on the circumstances.

Education Funds Requirements

• If an ECP wishes to attend a continuing education event or conference, he or she must have attended >75% of the mandatory educational offerings provided by the department for the preceding 12 months.

• Training requests may be denied if the same or comparable course has been or will be offered by the department within the provider’s recertification period.

• The ECP must complete and submit a travel/training request in the manner described above. Training may be approved if it falls within the following criteria and there are adequate budgeted funds.

Certification Level: EMT-B

• Education – Maximum of two EMS training events per fiscal year.

• Travel Expenses – No travel expenses will be allowed

Certification Level: EMT-I

• Education – Maximum of two EMS training events per fiscal year.
- Travel Expenses – No travel expenses will be allowed.

**Certification Level: EMT-P / PS**

- Education - Maximum of three EMS training events per fiscal year.
- Travel expenses will be considered for one out-of-town event annually, with subsequent requests considered on a case to case basis.

**Certification Level: CCP**

- Education - Maximum of four EMS training events per fiscal year. Minimum of two must meet State of Iowa Critical Care Paramedic core curriculum topics.
- Travel expenses will be considered for one out-of-town event annually, with subsequent requests considered on a case to case basis.

All other miscellaneous training requests will be submitted as defined above and will be evaluated on a case-by-case basis.

**Minimum Educational Requirements for Employment**

- Either on employment or within 12 months of employment all staff must show successful completion and/or certification of the following provider specific minimum course requirements.

- In order to remain employed with the City of West Des Moines EMS department, it is expected that employees remain committed to the continuing education process. Any employee failing to attend a minimum of 25% of the overall continuing education offerings by the Department in the previous 12 months will be subject to the disciplinary processes.

- Ancillary prehospital courses like Prehospital or International Trauma Life Support, Advanced Medical Life Support, and Geriatric Education for Emergency Medical Services are highly recommended but are not mandatory.

**Certification Level: EMT-B or EMT-I**

- Education – Iowa EMT-Basic or EMT-Intermediate certification, American Heart Association-BLS for Healthcare Providers or American Red Cross
CPR Certification, Coaching the Emergency Vehicle Operator, NIMS 700, and ICS 100.

**Certification Level: EMT-P or EMT-PS**

- Education – Iowa EMT-Paramedic or Paramedic Specialist certification, American Heart Association-BLS for Healthcare Providers or American Red Cross CPR Certification, American Heart Association-Advanced Cardiac Life Support, American Heart Association-Pediatric Advanced Life Support or Pediatric Education for Prehospital Professionals, Coaching the Emergency Vehicle Operator, NIMS 700, and ICS 100.