

EMS DISTRICT 6 DISTRICT TRAINING POLICY

Effective upon signature

EMS District 6 Medical Director

Date

EMS District 6 Board Chair

Date

POLICY

Within Vermont EMS District #6, district training of an EMS nature offered to multiple organizations or agencies will be reviewed by the District Training Officer and approved by the District Board and District Medical Director prior to announcing the training.

This will also be required for initial instruction at any certification level; ECA (first Responder), EMT-Basic, EMT-I ('90 or '03), or EMT-P conducted within the District, regardless of the sponsoring agency.

DEFINITION

District training - education, in service, or training of an "EMS nature" offered to or for personnel from an agency other than the District 6 organization conducting, sponsoring, or coordinating the program, class, or workshop.

EMS nature - any topic conforming to the initial, continuing, recertification education or training of Emergency Medical Services providers or first responders, as specified by the State of Vermont, EMS District 6, or the National Registry of EMT's.

PROCEDURE

A minimum of two (2) months prior to announcing district training the sponsor must submit to the District Board, through the EMS Liaison, the following information related to the proposed training:

- A. Cost, including
 - a. Tuition
 - b. Books
 - c. Supplies
- B. Date and times of the class or program
- C. Instructor and brief description of qualifications
- D. Length of training in contact hours
- E. Location of training
- F. Special equipment required of those attending, such as
 - a. Boots
 - b. Gloves
 - c. PPE
- G. Specify whether meals are included, specify costs

- H. Sponsoring individual or sponsoring agency; Confirmation of sponsorship letter or memo from the chief officer or training officer of the sponsoring agency or site
- I. Topic

The District Training Officer and the EMS Liaison will review the information and return for completion, modification, or schedule the topic at the next regularly scheduled District Board meeting.

The Board, in consultation with the District Training Officer and the Medical Director, will subsequently approve, request modification of, or not approve the proposal. If modification is needed the sponsor will be notified by the EMS Liaison. Modifications should be returned to the EMS Liaison, who will schedule the topic at the next regularly scheduled District Board meeting.

WAIVER

Services, agencies or individuals, may request in writing, through the EMS Liaison to the District Chair, in coordination with the District Training Officer and Medical Director, the normal time constraints be waived. The District Chair, with the concurrence of the District Training Officer and Medical Director may for good cause shown, grant or modify the waiver.

EMS DISTRICT 6 REQUEST for AUTHORIZATION to CONDUCT TRAINING

--- SUBMIT TWO COPIES ---

Waiver Requested, because: _____

Sponsor: _____ Agency: _____

Class: _____

Date(s) and time(s): _____

_____ Contact hours: _____

Location: _____

Include: Confirmation of sponsorship letter or memo from the chief officer or training officer of the sponsoring agency or site.

Cost: \$ _____ Book(s) \$ _____ Supplies \$ _____

Special Equipment needed: None, District to provide, or: _____

Meals: Not included, or: _____

Instructor(s): _____

Brief description of qualifications: _____

For District Use Only

Date received: _____ Received by: _____

District Training Officer Recommendation
 Not approve Return for Modification Approve and schedule for Board

Board review _____ Returned for Modification
 Approved **Not approved**
 Waiver Approved **Waiver Not Approved**

EMS District 6 Board Chair _____ **Date** _____

EMS District 6 Medical Director _____ **Date** _____