

Policy and Procedures

Title: Training of New Employees

Date issued / last revision: December 29, 2003

Date effective: Immediately

Training of New Employees

Statement:

Cooperstown Medical Transport, Inc. (CMT) will provide training to all new employees.

Purpose:

To ensure that all new employees, prior to assignment to duty, obtain the minimum knowledge and skills necessary to competently carry out their assigned tasks.

Scope:

This policy applies to all CMT employees, full time, part time and interns.

Policy:

1. Under the direction of the Director of Operations, Field Supervisor, Human Resources Manager, Environmental Health and Safety Officer, Director of Training and/or an assigned preceptor, the candidate will complete the following training / certifications prior to assuming duty:
 - a. Orientation to commercial EMS and CMT
 - b. All required OSHA training with Hep B vaccination, PPD and respirator fitting.
 - c. Privacy and confidentiality training
 - d. Required driver training (currently CEVO II)
 - e. Local Geography orientation and orientation to commonly used facilities.
 - f. Review of Standard Operating Procedures
 - g. Proper lifting and moving of patients
 - h. Equipment, including: stretcher, stair chair, IV pole, KED, long spine board, KTD, suction units, inverters, monitor stand, etc.
 - i. Employee will also perform at least one daily check, and one full ambulance inventory without assistance.
 - j. ALS providers will also cover cardiac monitor / defib / pacer, SpO2 monitor, infusion pumps, regional protocol exam, and Critical Care Medications.
2. After successful completion of this process, the candidate shall ride with a preceptor, as a third person, until such time as CMT and the new employee feel comfortable with the new employee's abilities. On these 3 person calls, the candidate will progress up to being the in charge provider. This will include completion of all necessary paperwork (including billing information). After riding as a third person, the candidate will be assigned to a 2-person crew.
3. After successful completion of these tasks the candidate's folder will be forwarded to the Director of Operations and the Director of Training for final approval. After approval the employee may begin assignment and the Supervisor in charge of scheduling will be notified.

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4. This orientation process is task based and therefore has no minimum or maximum time in which it must be completed. The speed of training will be determined by the candidate's motivation and ability to assimilate information.
5. It is expected that all employees will continue to train and learn from each other, especially partners, even after a new employee completes their required training.
 - a. Advanced providers will train and update their BLS partners to provide technical assistance for ALS procedures and other operational matters.