

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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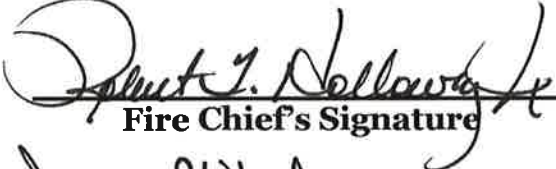
EMS OPERATIONS

SOP#: EMS 1³.00

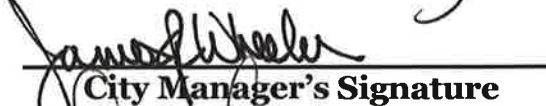
Title: EMS Certifications

Effective Date: 04/19/2011

Revised Date: _____



Fire Chief's Signature



City Manager's Signature



Operational Medical Director

EMS CERTIFICATIONS

I. PURPOSE

The purpose of this policy is to provide guidance with the recertification procedures in the department.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

II. APPLICABILITY

All Career and Volunteer personnel

III. POLICY

It shall be the policy of the Fire/Rescue Department that the basic and advanced life support providers maintain the EMS certifications required by their position in the department.

It shall be the provider's responsibility to ensure that their certifications and continuing education hours are maintained and up to date.

IV. PROCEDURE

- **BLS for Healthcare Provider (BLS for HCP)** – This is mandatory for all providers. A recertification class is offered every 2 years prior to expiration at no charge to the provider.
- **Advanced Cardiac Life Support (ACLS)** – This is mandatory for all ALS providers. A recertification class is offered every 2 years prior to expiration at no charge to the provider.
- **Pediatric Advanced Life Support (PALS)** – This is optional for all ALS providers. If an provider wishes to further their education and acquire or maintain this certification, assistance will be provided if training funding is available and on an individual basis.
- **Basic Trauma Life Support (BTLS/ITLS)** - This is optional for all ALS providers. If an provider wishes to further their education and acquire or maintain this certification, assistance will be provided if training funding is available and on an individual basis.
- **EMT-Basic** – This certification is mandatory for all providers as a minimum. Those providers not required to maintain an advanced certification must maintain EMT-Basic and recertify every 4 years. EMT-Basic providers must receive 36 hours of CEU training and a current BLS for HCP card before recertification. 2 months prior to expiration, the EMT-Basic must have a Virginia EMS Certification Application (Blue Form) completed and turned in to the EMS Officer.
- **EMT-Enhanced/Intermediate/Paramedic** – This certification is mandatory for all providers hired **AS** an ALS provider.
 - **EMT-Enhanced** – Requires 36 hours of CEU training and current BLS for HCP. When the provider meets these requirements, a Virginia EMS Certification Application (Blue Form) will be completed and turned in to the EMS Officer.
 - **EMT-Intermediate** – Requires 48 hours of CEU training, current BLS for HCP, and current ACLS. When the provider meets these requirements, a Virginia EMS

Certification Application (Blue Form) will be completed and turned in to the EMS Officer.

- **EMT-Paramedic** – Requires 72 hours of CEU training, current BLS for HCP, and current ACLS. When the provider meets these requirements, a Virginia EMS Certification Application (Blue Form) will be completed and turned in to the EMS Officer.
- **National Registry Certifications** – These are optional certifications and are not required by the City of Poquoson Fire Department. They can be recertified with the same hours required for the state forms. If the provider wishes to recertify their National Registry, the paperwork must be turned in to the EMS Officer at the same time as the Virginia forms to be signed by the OMD. After receiving the OMD signature, the EMS Officer will return the form to the provider for the provider to send to National Registry.

After receiving the recertification forms from the providers, the EMS Officer will contact the OMD to have the recertification forms signed. After being signed, the forms will be kept at Fire Administration.

After the provider receives **all** of their CEU hours and receives a recertification eligibility letter from the state, they must bring a copy of that letter to the EMS Officer or his/her designee. Upon receiving this letter, the provider's recertification form will be mailed during the first week of the provider's expiration month to allow time for processing.

After receiving their new certification card, it is the provider's responsibility to ensure that a copy of their card is given to the Deputy Chief for placement in their training file.