

Standard Operating Procedures Manual
City of Poquoson Fire and Rescue



**City of Poquoson
Fire and Rescue**

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EMS Operations

SOP#: EMS 15.0

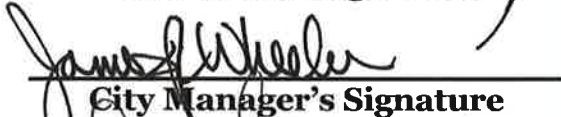
Title: Regional Protocol Testing

Effective Date: 04/19/2011

Revised Date: _____



Fire Chief's Signature



City Manager's Signature



Operational Medical Director

Regional Protocol Testing

I. PURPOSE

The purpose of this policy is to provide uniform guidelines regarding the PEMS Regional Protocol Test

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

II. APPLICABILITY

All Career and Volunteer Staff
All EMT-B Police Officers

III. POLICY

It shall be the policy of Poquoson Fire/Rescue Department to require any members affiliated with this organization to successfully complete the PEMS regional protocol test once per calendar year.

IV. PROCEDURE

Every provider affiliated with Poquoson Fire/Rescue through the State Office of EMS shall successfully complete the PEMS Regional Protocol Test each calendar year. The following schedule will be used.

DATES	INVOLVED PERSONNEL
January and February	A shift
March and April	B shift
May and June	C shift
July and August	Administration
September and October	Volunteers/Police
November and December	Make-up Testing

Additionally, any personnel precepting with the department must successfully complete the Regional Protocol Test prior to being released as an AIC. Police Officers with the City shall also successfully complete the Regional Protocol Test prior to being recognized as an EMT-Basic with the department. Scheduling for personnel to take the test must be coordinated with the EMS Officer. Persons responsible for this scheduling are as follows:

- Career Personnel - Battalion Chief
- Volunteer Personnel - Volunteer President
- Police Officers - Police Training Officer
- Administration - Administration

Should a provider not successfully complete the Regional Protocol Test, the following remediation steps shall be taken:

After 1 st failed attempt	Re-test 7 days to 14 days after failed attempt and self study
After 2 nd failed attempt	Re-test 7 days to 21 days after failed attempt. 10 hours study documented and signed by supervisor.
After 3 rd failed attempt and greater	Re-test 7 days to 21 days after failed attempt. 40 hours study documented and signed by supervisor. Progressive discipline to be determined by Administration per Poquoson Personnel Manual (Fire personnel only). All personnel may be subject to temporary loss of incentive pay and inability to practice EMS pending successful completion of the test.