

Santa Barbara City Fire Department - Standard Operating Procedures Training Operations	Code: T-XII-2
EMT (Emergency Medical Technician)	
Chpt: XII EMS	Revised: 3/28/13 Pages: 2

I. PURPOSE

A. Establish comprehensive Emergency Medical Technician policy to ensure that all operational personnel receive the level of training prescribed in title 22 California Code of Regulations and to meet the standards of California State Fire Marshal as it pertains to Emergency Medical Technician training and certification.

II. EMERGENCY MEDICAL TECHNICIAN POLICY:

A. It is the intent of the City of Santa Barbara Fire Department to provide continuing EMT educational opportunities to all operational personnel. This program is offered in conjunction with the Santa Barbara City College Adult Education Division.

B. This policy is provided to remind all operational personnel of the importance of these classes and the strict attendance policy. The possession of an EMT card is a condition of employment with the City of Santa Barbara Fire Department. There are no exceptions. Maintenance of the certification is combined with class attendance and accurate record keeping.

C. The EMT continuing education program consists of 8 training modules over a two year rotation. Modules 1-4 are conducted the first year and modules 5-8 are conducted during the next calendar year. New EMT cards are issued every two years from the State Fire Marshal.

III. MAINTENANCE OF HOURS:

A. The Company Commander shall be ultimately responsible for entering EMT training hours in the Firehouse record keeping system for his/her crew. In addition, the Training Division will provide a sign-up roster for each module. It is imperative that each individual sign in on arrival at each module. The instructor will also keep track of attendance. This will give us the redundancy necessary in the event of an audit by the California State Fire Marshal's office.

B. EMT modules are based on quarters. Each quarter will contain a single module. This will provide well spaced ample opportunity to make up a module if you do not attend the class with your respective shift.

C. Example: The first quarter may look like this:

1. Module I

a) Jan 7 A shift

EMT (Emergency Medical Technician)

- b) Feb 22 C shift
- c) March 20 B shift

D. As you can see these classes are well spaced and convenient. Under extenuating circumstance hours will be made up by approved continuing educational hours such as attending the SBCC Emergency Medical Technician program off duty with overtime provided. A certificate of CE hours completed by the instructor must be issued and provided to the training division as well as entry into the Firehouse record keeping system. A separate file inserted in each master training file will contain only those certificates and paperwork that pertain to the EMT program. Secondary option, Target Solutions web based learning assignments will also be made available to make up necessary hours. Contact the Training Officer to get these assigned to you.

E. At the end of each quarter the Training Division will conduct an audit of those records contained in the Firehouse record management system as well as hard copy records.

F. The success of this program depends on cooperation between the instructor, the student and the City of Santa Barbara Fire Department. By completing modules as they are provided we will not be faced with the daunting task of making up hours and practical exercises at the end of the two year cycle.