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PURPOSE

To define the required Paramedic certification levels for fire department members in compliance with their job description, and to training and support to meet those service levels.

POLICY

All members assigned to Paramedic “field” positions in the operations division shall hold and maintain, at a minimum, certification as a Certified Emergency paramedic through the Arizona Department of Health Services, Bureau of EMS.

Paramedic positions in the operations division are defined as those positions whose normal duties may include response to emergency medical incidents. This will include Firefighters, Engineers, Captains, Battalion Support Officers, and Battalion Chiefs. Personnel assigned to staff or support positions and who never work in field positions, are exempt from this requirement, but may maintain a Paramedic certification at their option.

It is the intent of the City of Peoria and the Peoria Fire-Medical Department to provide effective resources and guidance to its employees to assure successful maintenance of required job skills and certifications. However, it remains the ultimate responsibility of each individual employee to maintain any required job skill or certifications.

Any employee who fails to maintain a required Paramedic certification may immediately be placed on unpaid leave status until this requirement is in compliance. The employee will not be allowed to function as a Paramedic until the employee regains current certification status. The employee may elect to utilize vacation, compensatory time, or personal leave time in lieu of unpaid leave. Light duty status will be for an employee who has failed to maintain their certification will be at the discretion of the Fire Chief and will be considered on an individual basis. Failure to regain a required certification within a reasonable amount of time is grounds for disciplinary action, up to and including dismissal.

PROCEDURE

The EMS Chief will maintain a list of all department employees who are state certified

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Paramedic's. Each Paramedic is required to meet the state requirement of 60 hours continued education for each two year certification period. The EMS office will schedule employees for 60 hours of Paramedic continuing education in a two year period as required by the State of Arizona for recertification. The department will assume the costs for this training. Training will be scheduled to meet the needs of the departments and its members. Training may be provided on or off duty in the form of classroom, multimedia, tape and chart or seminars. If training is scheduled off duty, overtime will be paid.

Although National Registry certification (72 hours of CE in a two year period) is not required, the EMS Division may when time and budget allows may provide education to help meet National Registry requirements. Paramedics wishing to maintain National Registry Certification are ultimately responsible for meeting the additional CE requirements.

- If an employee fails to successfully complete all recertification requirements, including current ACLS and PEPP/PALS certification the following procedure shall be implemented:
 - The EMS Chief shall be immediately notified, and will coordinate with the refresher-training instructor the identification of individual improvement areas and development of an improvement plan.
 - The EMS Chief will coordinate additional training with the employee's supervisor, including material support, mentoring from ALS personnel, and other necessary resources as outlined in the individual improvement plan.
 - If failure was the result of a testing process, a reexamination will be scheduled as soon as possible.
 - If, at any time during this process the Paramedic certification of the individual employee expires, they will be placed on unpaid administrative leave. The employee may elect to utilize vacation, compensatory time, or personal leave time in lieu of unpaid leave.

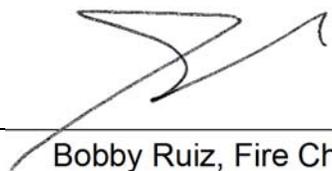
Approximately 30 days prior to certification expiration Paramedics will send the EMS Chief a copy of all CE's obtained during the two year certification period. The CE's will be kept on file in support of any DHS audit. Paramedics must also complete and submit their recertification application to DHS prior to their certification expiration date. Failure

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to comply with this section will result in the employee being placed on unpaid leave status as defined above, until continuing education hour compliance is verified.

Employees are responsible to forward a copy of their valid State of Arizona Paramedic card, Current ACLS card, current PEPP or PALS card and current CPR certification card to the EMS Chief prior to their certification expiring. Failure to do so may result in the employee being placed on unpaid administrative leave in compliance with this policy.

Approved:



Bobby Ruiz, Fire Chief

09/28/2015

Date