

# Delaware County Emergency Medical Service Standard Operating Guidelines

Subject	Effective	Supersedes	This Sheet	Total
Education & Training	August 1, 2007	All	1	1

Delaware County will compensate its employees, both full and part-time, for attending pre-approved scheduled training, and will provide approximately 24 hours of continuing education each year. Attendance at these classes is optional, however compensation to attend training courses outside of those provided within the department will be rare.

In the case of part-time employees, the time spent in training does NOT count towards the part-time employees 72 hour per quarter work requirement.

All employees who attend training and are being compensated by the department for attending the training SHALL be in uniform (in accordance with Departmental SOG titled "Uniform & Hair") for the entirety of the training, unless otherwise directed by the Chief.

The Training Coordinators and Training Officer will schedule classes to provide for members to maintain their State of Ohio certification educational requirements throughout the year.

All employees are eligible to attend one in-house refresher course for their current level of certification before the date of their certification renewal. Employees must attend the in-house recertification courses as opposed to those provided elsewhere. Employees shall attend in-house training on their off-duty days, or as directed by the Chief, (rare exceptions may be requested in writing, but will be granted only at the discretion of the Chief), and are required to keep themselves informed of the training classes by checking the training calendar, which is available in a variety of locations. Employees will not be excused from a class that they signed up for less than one week from the date of the class unless an occurrence of unusual circumstances is submitted in writing to the office of the Chief.

If an employee chooses to take a required class other than what the County offers, they must submit a written request to the Training Officer. If a course is not mandatory for keeping their current certification or is not required by Delaware County EMS, the employee will not be compensated for class attendance. If a course is being provided in-house, and the employee is choosing to take the course from a different provider (i.e. LifeLink), the employee will be responsible for the cost of the course, and for covering their own time off. Employees who wish to take classes other than those provided by the department, the employee must submit a written request at least 30 days in advance of the course thru proper channels to the Training Officer. Both a Training Request Form and Training Justification Form shall be completed, with a copy of any training documentation attached. Incomplete requests will not be considered for approval. When the request is approved, the employee will receive funding for the class registration only. When possible, it is preferred that the County pays for the course directly, rather than the employee being reimbursed.

Issuing Authority:



DCEMS Chief Rob Farmer

08/01/2007  
Date