

TRAINING ALERT

Train as if your life depends on it... **BECAUSE IT DOES!**

Number 04-06

June 2004

The In-Service Section will issue training alerts as the need arises. They are intended to be shared at line-up.

NEW SASY/NSS EMS SUMMARY BY MEMBER REPORT

In an effort to reduce the amount of company closures and to streamline EMS training/documentation, the In-Service Training Section along with management information systems has developed a new report for tracking all Departmental EMS training. All Station/Unit commanders are now able to view the number of EMS continuing education hours obtained by members in their command.

For EMT members, this allows evidence of specific EMS training applicable for substitution of EMT refresher class hours. Specific EMS training includes:

- A. Any approved EMS training administered by an EMS Battalion Captain.
- B. Annual Departmental training which includes an EMS component (i.e. Haz-Mat F.R.O., Brush, Swift Water Rescue training, etc.).
- C. Any continuing education training received while assigned on an ALS resource (i.e. a firefighter assigned to an assessment engine/light force attending paramedic continuing education on-duty).

NOTE: It is **YOUR** responsibility to sign the EMS continuing education roster and to obtain an EMS continuing education receipt (CE slip) when attending continuing education. In-Service Training will use the roster to document all EMS training in the SASY/NSS F-393 system. Failure to sign the EMS continuing education roster will result in no documentation of training.

Up to 16 hours of EMS continuing education in a two year cycle may be substituted for Day 1 (8 hours) or Day 3 (8 hours) of EMT refresher class. Day 2 and Day 4 of EMT refresher are mandatory. Station/Unit commanders shall run the EMS education summary report prior to scheduling members for EMT refresher class.

If EMS continuing education hours are to be utilized, Station/Unit commanders shall notify their Division staff assistant in order to prevent unnecessary company closures. Notification shall be no later than 9 days before a member is scheduled to attend EMT refresher class. Members will only be allowed to utilize EMS continuing education hours in 4-hour blocks.

EXAMPLES:

1. A member with 3 hours of EMS continuing education shall attend the entire 8-hour day (not enough EMS continuing education hours obtained).
2. A member with 4 hours of EMS continuing education shall attend the AM session of Day 1.
3. A member with a minimum of 8 hours of EMS continuing education may skip Day 1.
4. A member with 12 hours of EMS continuing education may skip Day 1 and the AM of Day 3.
5. A member with 16 hours of EMS continuing education may skip Day 1 and the Day 3.

NOTE: Members are responsible for all class material taught and does not preclude them from attending all 4 days of EMT refresher.

Members utilizing continuing education hours to substitute for class time shall bring a copy of the *EMS CE SUMMARY BY MEMBER* and any EMS continuing education slips to their first day of attendance in EMT refresher class. EMT instructors will verify hours at that time.

Paramedic members may utilize the same report to display the number of continuing education hours obtained on-duty in order to facilitate the gathering of hours for paramedic recertification.

Since January of 2004, all EMS continuing education documentation has been entered by members of the In-Service Training Section. Station/Unit commanders are no longer required to enter F-393 reports for specific EMS training as described above. All other training, including non-specific EMS training, shall continue to be documented at the Station/Unit level (i.e. probationary firefighter exercises, small company drills, etc.).

The following procedure shall be utilized to view a member's EMS continuing education hours:

1. Enter NSS/SASY and under the menu of "TRAINING", select "EMS CE SUMMARY BY MEMBER".
2. Enter the beginning and end dates desired. These dates should be the next month after the last certification date up to the date you are running the report (i.e. member was recertified May 31,2002, the report date should begin on June 1, 2002).
3. Select a member's name, scroll, and press enter to select.
4. Press F-10 to confirm.
5. Enter "YES", "YES" to reconfirm.
6. Select "PRINTER" or "DISPLAY" for desired format.

The report will display the member's name, date of class, F-393 code, class description, and total number of continuing education hours. Please note that *Units* are different than *Hours*, and are not applicable to this report.

Questions may be directed to the In-Service Training Section, EMS Training Unit at (213) 485-6554.