



NORTHAMPTON COUNTY

Department of EMERGENCY MEDICAL SERVICES



STANDARD OPERATING GUIDELINES

TOPIC: EMS Provider Orientation	SOG #: 2.14
Status: ACTIVE	Written: 04/08/2004
Written by: Hollye B. Carpenter	Revised: 03/10/2014
Approved by: Hollye B. Carpenter	Adopted: 01/01/2013

PURPOSE

To outline the orientation process for the EMS Provider

SCOPE

All new EMS Providers.

CONTENT

Length of Orientation

- All new EMS Providers shall begin their first day of duty at the NCEMS office, for completion of paperwork, equipment issue and policy/procedure review. The remainder of the shift will be completed as determined by the NCEMS Duty Supervisor.
- As staffing allows, all new EMS Providers shall be scheduled as a third (3rd) person for two (2) shifts in each station. Prior to the end of orientation, all orientation forms shall be completed and returned to the EMS Director for inclusion in the EMS Provider's training record.
- While typically each new EMS Provider is assigned to a primary station, the EMS Director reserves the right to change their primary station at any time during affiliation.

Driver Orientation & Clearance

- An EMS Provider will not be released to drive at a station until all requirements for that station have been met and all signatures acquired.
- *Driver Clearance is a priority during EMS Provider orientation.*
- Prior to the end of orientation, the completed "Driver Orientation" shall be returned to the EMS Director for inclusion in the EMS Provider's training record.

Administrative Requirements

- Issue ID and NCEMS Cheat Card;
- HIPAA Privacy Training;
- Infectious Disease In-Service;
- EMScharts Login and Training;
- Review of Immunizations and documentation requirements;
- Review of Certifications and documentation requirements;
- Payroll Paperwork and Orientation to County & Employee Benefits, provided by the Northampton County Human Resource Coordinator;



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- If applicable, Scheduling of Physical by Department Physician;
- Preparation and submission of Criminal History Check;
- Internal and External Communications set-up:
 - Agency Affiliation;
 - Mailbox;
 - Server;
 - CAD;
 - Email;
 - Special Reports;
 - Everbridge;
 - EMS Manager;
 - NCEMS Contact List
- Issuance and/or Ordering of Uniforms;
- Issuance and/or Ordering of EMS Gear;
- Issuance of Station Keys.

Paperwork Required for Release from Orientation

- ✓ Confidentiality Agreement;
- ✓ HIPAA Training Form;
- ✓ Infection Control Quiz and Training Form;
- ✓ Mandated Reporter;
- ✓ VSP Criminal History Report;
- ✓ Driver Orientation and Clearance (complete for all three (3) stations);
- ✓ Station Orientation (complete for all three (3) stations);
- ✓ Format and Review of SOGs;
- ✓ Attendant-in-Charge Clearance.