

EMS Executive Committee and Workgroups

500.1 PURPOSE AND SCOPE

Agency Content

To establish guidelines for the roles and responsibilities of the EMS Executive Committee and the EMS Workgroups.

500.2 POLICY

Agency Content

The EMS Executive Committee will be appointed by the Fire Chief or designee and consist of the EMS Coordinator and the EMS Captains. There will be six EMS Workgroups as listed below with chairpersons that will report to the members of the EMS Executive Committee.

500.3 ROLES AND RESPONSIBILITIES OF EMS EXECUTIVE COMMITTEE

Agency Content

- (a) EMS Coordinator – Will be designated by the Fire Chief or designee and will be, under the direction of the Fire Chief or designee, responsible for all aspects of administration and operations of EMS at the Lansing Fire Department.
- (b) EMS Captains (One for Each Shift) – Will be designated by the Fire Chief or designee and under the direction of the EMS Coordinator will be responsible for overseeing the EMS workgroups, Complaint Investigation, CQI, EMS Inventory, Tri-County representation and other operation oversight of EMS.
- (c) The EMS Executive Committee will make recommendations for changes and improvements to Administration for review and implementation.
- (d) Changes and Improvements will come from input from the EMS Workgroups.

500.4 EMS WORKGROUPS

Agency Content

- (a) The six groups listed below will be the EMS Workgroups and will consist of members from Suppression, and Training or Maintenance as required for completing that workgroup's mission.
 - 1. QA Workgroup- will consist of paramedics from each shift appointed by the EMS Coordinator. This workgroup will:
 - (a) Review all QA related complaints related to LFD EMS and make recommendations for resolutions to the EMS Coordinator and LFD Administration.
 - (b) Do monthly chart review for consistency and quality assurance purposes.
 - (c) Make recommendations to the FTI workgroup as to what skills or issues may need to be evaluated or reviewed for QA purposes.
 - (d) Collect data for local, state, regional, or federal bench-marking.

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2. FTI Workgroup- will consist of the six FTIs from each shift. The FTIs are selected per union contract and will:
 - (a) Oversee the training and evaluation of new and current employees, i.e. return to work evaluation (per AOG 202.1.9)
 - (b) Assist with skills updating and remedialization.
 - (c) Assist in training on new equipment.
 - (d) Other EMS related tasks as deemed necessary by administration to ensure the continuance of quality EMS services.
3. Equipment/IT Workgroup- will consist of suppression (EMS rotation) personnel and one maintenance representative. They will:
 - (a) Review any new or current EMS equipment/technology issues and make recommendations to administration for purchase, testing, and possible implementation.
 - (b) Annually review EMS inventory for changes.
4. ACLS (PALS) Workgroup- will consist of current ACLS (PALS) Instructors. They will oversee the ACLS (PALS) program in conjunction with the Metro EMS Partners. They will remain in compliance with current AHA ACLS (PALS) Standards.
5. Exposure Control Workgroup will consist of DECO and ADECOs. They will research and revise the Exposure Control Plan, answer questions, present training, facilitating exposure control measures and testing, and assist potentially exposed personnel.
6. Training Workgroup- will consist of the EMS Coordinator and LFD EMS I/Cs and/or Subject Matter Experts as approved by the EMS Coordinator. They will research, make recommendations and provide/coordinate EMS-related training for Lansing Fire Department under the Metro EMS Consortium.

Training Records

612.1 PURPOSE AND SCOPE

State

The purpose of this policy is to establish procedures for accumulating and maintaining records of all training provided by the Department and all training received by individual Department members. This policy shall apply to all training received but particularly training that is mandated by an external force such as a law, statute, or regulation.

612.2 POLICY

State

It is the policy of the Lansing Fire Department to maintain comprehensive records of all training provided by the Department and all training received by Department members. The Division Chief of Training or the authorized designee shall be responsible for creating and maintaining training records. All members of the Department are responsible for assisting the Training Division in documenting training activities by signing course rosters, submitting certificates of completion from outside training, or providing other means of training documentation.

Training records may be documented utilizing either hard copies stored in a traditional filing system or via electronic files. All electronic training records will be redundantly stored using Department-approved secure electronic file storage systems.

612.3 MASTER TRAINING CALENDAR

Best Practice

The Training Division will create and maintain an annual master training calendar for the Department. This calendar will document all Department-provided, regularly scheduled training opportunities. The master training calendar should be a living document, reflecting any changes made in the actual training schedule or actual training opportunities provided throughout the year. The training opportunities in the master training calendar should include but are not limited to:

- (a) All federal or state mandated training. Examples include courses that address sexual harassment prevention, heat illness prevention, medical records privacy, personal protective equipment, bloodborne pathogens, CPR, and hearing protection.
- (b) All federal or state mandated training drills, manipulative drills, skills or equipment testing, including annual audiograms and fit testing for approved masks and respirators.
- (c) All Michigan Occupational Safety and Health Administration (MIOSHA) training provided by the Department.
- (d) Specific training and certification for "all-hazards" positions, based on the Incident Command System (ICS), the National Incident Management System (NIMS), or other NIMS-compliant incident management system.
- (e) All NIMS, ICS, and NIMS-compliant incident management system courses.

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- (f) All Emergency Medical Services (EMS) pre-hospital care, continuing education courses, or programs provided by the Department.
- (g) Any training opportunity scheduled through the Training Division and intended to be provided division-wide to each of the Divisions.
- (h) Any training opportunity utilizing instruction from outside the Department.
- (i) Any interagency cooperative training program or activity.
- (j) Any regularly scheduled skills, drills, or job performance training and testing evolutions.

Copies of each year's master training calendar will be maintained and retained in the Training Division files based on Department-established records retention schedules.

612.4 DIVISION TRAINING RECORDS

State

The Division Chief of Training shall be responsible for maintaining records of all training provided by all Divisions of the Department (Mich. Admin. Code, R 408.17464). All Divisions are required to submit documentation for each training session offered. The information in each record shall include but is not limited to:

- (a) The course title.
- (b) An outline of the subject matter and specific details of any information mandated by federal or state code, MIOSHA or MDHHS regulation, or other requirement.
- (c) The dates the course was provided to members.
- (d) The instructor names, qualifications, and/or certifications.
- (e) Copies of course curriculum, course duration, information sheets, or other course content provided to students.
- (f) Copies of course evaluations submitted by students.
- (g) Attendance records for each course session, including each member's name or other identifier.

612.5 INDIVIDUAL TRAINING RECORDS

State

The Training Division will create and maintain an individual training file for each member of the Department. The training files will be kept separate from the Department's personnel files. The member training files should be used to document a member's training courses and training-related programs and activities.

The training files shall not be used to store any work-performance records, member conduct records, member disciplinary records, or any other documentation that is not specifically training-related. Information entered into the member training files will be a permanent part of that record. No training information or entries will be removed from the file unless the record is found to be

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factually incorrect or erroneously entered into that member's training file. Each member's training file will be part of that member's permanent record of activity while employed by the Department.

When a member ends employment with the Department, that member's training file will be archived and maintained for a minimum of seven full calendar years following the member's separation from service or in accordance with the Department's established records retention schedule.

Members of the Department shall be provided access to their individual training file upon request (Mich. Admin. Code, R 408.17464). Members may request to review their training file either verbally or in writing. The Training Division should facilitate those requests as soon as practicable but in all cases within 21 days of the member's request to review their file. Members may not remove any document or information from the training file without the express approval of the Division Chief of Training. Members may not add any documents or entries to their training file without the approval of the Division Chief of Training or other approved member of the Training Division staff. Members shall be allowed to photocopy or otherwise reproduce images of any entries in their individual training file.

Member training files should be organized to readily allow for the retrieval of specific training subject documentation, particularly in regard to documentation of any mandated training subject compliance.

Member training files should contain documentation of all work- or job-related licensing and certification that the member earns, achieves, or is awarded. Information regarding member progress toward or application for licensing and certification should also be stored in the member training files. Examples include National Wildfire Coordinating Group (NWCG) coursework, NWCG position task books and certifications, NIMS certifications, ICS certifications, MIOSHA certifications, and MDHHS pre-hospital care provider continuing education coursework, licensing, and certification records (paramedic and Emergency Medical Technician).

612.6 TRAINING RECORDS FROM PREVIOUS EMPLOYERS

Best Practice

Members of the Department may submit training records from previous employers to the Training Division for inclusion in their individual training file. The Training Division staff will evaluate any submitted training records obtained during previous employment and will add any pertinent information to the member's training file as appropriate. New members should submit to the Training Division copies of any licenses, certifications, and coursework that are pertinent to their position with the Lansing Fire Department.

The Training Division staff may request that new members obtain and submit copies of any previous employer training files for inclusion in their Lansing Fire Department training file.

612.7 RELEASE OF FORMER MEMBER TRAINING RECORDS

Best Practice

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Upon written request, the individual training file of any former Lansing Fire Department member may be copied and released to either the former member or to a third party upon receipt of a signed written request from the former member of the Department. The written request should include the past member's full name, approximate dates of employment with the Department, and date of separation from employment with the Department. In the event that the former member is requesting that copies of their file be sent directly to a third party, the written request should include a statement authorizing the Lansing Fire Department to release copies to the named third party.