

# *Probationary Member Manual*

**This handbook belongs to:** \_\_\_\_\_

**Your Membership Committee contact is:** \_\_\_\_\_

**You may reach them by:** \_\_\_\_\_(email)

\_\_\_\_\_ (phone)

*Charlottesville – Albemarle Rescue Squad, Inc.*

*Volunteers Serving the Community Since 1960*

***Congratulations!*** You have been accepted as a ***probationary*** member.

The probationary, or introductory, period is normally six (6) months long; however, if you have not been released as an attendant-in-charge (AIC) at the end of six months, you will not be granted "full membership." (Full members are eligible to vote, receive training funds, receive personal property tax credit, and receive other benefits that a probationary member will not.)

***Note:*** *While this period is called a "probationary" period, completion of this period does not change the fact that membership is at-will—membership may still be terminated at any time, with or without cause, and with or without notice. All rules, regulations, policies and procedures may be amended or modified at any time.*

### **What to do now?**

- **Affiliate your VA EMT Certification with C-ARS:** If you have not already done so, login to the Virginia OEMS website at <https://vdhems.vdh.virginia.gov/dedweb/main.startup> and request an agency affiliation with "Charlottesville-Albemarle Rescue Squad." Once your request has been submitted, you will have to be approved by our Training Officer.
- **Get a Uniform:** As a probationary member, you are issued an official uniform. The uniform includes a voucher to purchase steel-toed boots from Super Shoes, two (2) navy blue polo shirts, a job shirt, a belt, and a highlighter jacket, if available. Contact the Quartermaster at [uniforms@rescue1.org](mailto:uniforms@rescue1.org) to arrange a time to meet at the building.
- **Get the Hepatitis B Vaccination:** Probationary members are eligible to receive an inoculation against Hepatitis B, provided free of charge by the Squad, if you have not already had the series. The inoculation involves a series of three injections of the vaccine (HBV), completed over a six month period. Contact Andrew Getty to obtain instructions for obtaining the shots or making an informed refusal.

**NOTE:** If you believe you have suffered an *exposure* on a call, you should inform your crew captain, the infection control officer, and the duty officer. **THE INFECTION CONTROL OFFICER WILL DETERMINE IF AN EXPOSURE HAS OCCURRED AND WILL DIRECT YOUR CARE.** You are not authorized to seek medical care for a possible exposure without the approval of the Infection Control Officer.

- **Get on the "CARS-ALL" Mailing List:** The CARS-ALL list is maintained by Life Member Ty Hoeffler. Once subscribed, you can send an email to other members and will receive other messages sent to the group. Send an e-mail to *pth3k@virginia.edu* telling him your name and when you were accepted as a probationary member and the e-mail address you want to use to send and receive messages. You will only be able to send from the address you gave.
- **Get a Field Bridge Account:** The Membership Committee will provide you with your username and password to your Field Bridge account. If you have not received that e-mail, contact them at *join@rescue1.org* to request an account. Field Bridge accounts will only be assigned once you have been promoted.

### **What else do I have to do?**

- **Obtain Stand-by Hours:** In addition to one's regular duty, each member **MUST** perform at least **six hours** of stand-by time each fiscal year (July-June), one hour for each month you are a Probationary or Full member. Stand-by events include things like football games and public events. Failure to perform at least 6 hours of stand-by time will make you ineligible to vote in the corporation's elections and other benefits, i.e., training funds reimbursement, eligibility for competition teams, credit for the year towards life membership, and eligibility for personal property tax credit. Opportunities are frequently announced on the "CARS-ALL" mailing list.
- **Attend Monthly Business/Training Meetings:** You are now **REQUIRED** to attend the monthly business and training meetings on the second Thursday of each month at 1900. There are no business/training meetings in the months of June and December. Failure to attend at least 50% of the monthly training meetings or missing three meetings in a row will make you ineligible to vote in the corporation's elections. Ineligibility to vote also means you lose other benefits, i.e., training funds reimbursement, eligibility for competition teams, credit for the year towards life membership, and eligibility for personal property tax credit. Excused absences may be granted for work or squad-related classes; however, you must make up the meetings by watching the video, completing the alternate training form and submitting it to the training officer prior to the next meeting. You are also required to complete all skills drills. *Suspension from practice for failure to complete skills drills may result in termination.* We do feed you before the meeting and if you come to the meetings you will get all the hours you need to recertify.
- **Get EVOC Certification:** Probationary members **are** now **allowed** to drive the units in **non-emergency** situations with the exception of Squads 133, 134, 135 and Logistics 137 (the big

trucks). Driving on errands helps you become familiar with the vehicles before you enter the driver release process as a full member.

A probationary member must not operate a vehicle transporting a patient and/or under emergency conditions (with emergency lights and siren) unless the AIC determines a life threatening emergency exists, requiring the driver to provide patient care, and then **only if** he/she has successfully completed an emergency vehicle operators course (EVOC). **It is recommended that all probationary members obtain EVOC certification during their probationary period.**

Opportunities are frequently announced on the "CARS-ALL" mailing list. Classes are posted on the bulletin board adjacent to the stairs. You may check the ACFR web page for EVOC classes. The link is <http://www.albemarle.org/departments.asp?department=fire&relpage=2813>. The Virginia Association of Volunteer Rescue Squads also has EVOC classes. The link is <http://www.vavrs.com/subpage.cfm?pagename=training#courses>. We are in VAVRS District One (1), but you can go anywhere there is a class.

***CAUTION: Each year several firefighters are killed when their vehicle backs over them!***

Almost all C-ARS accidents occur while backing. **ALWAYS** use a spotter when you back a vehicle. If you can't, get out and walk around the vehicle before you move it. To help you remember how serious this is, just remember that if you back without a spotter you risk backing over and killing another member or a child that has come up behind you. **DO NOT** take that chance.

Upon approval for full membership, members who have successfully completed EVOC may begin the process of becoming a released driver.

- **Take the King Airway Class:** EMT-Bs of this agency are allowed to insert king airways when patients are in cardiac arrest in the field once they have taken the official class and received approval from the instructor. The class is not taught fairly often (once or twice a year) so it is highly encourage you attend this class when it is available. Before attending the class, read the guideline on our website (<http://carsrescue.org/wp-content/uploads/2012/Downloads/kingairwayguide.pdf>) and watch the short video (<http://www.cityofmemphis.org/Government/FireServices/EmergencyMedicalServices/KingLTDAirwayRefresherVideo.aspx>).

- **Review the "Elderly Abuse and Neglect Program" PowerPoint Presentation** found at [http://carsrescue.org/wp-content/uploads/2012/Downloads/as\\_mandated.pdf](http://carsrescue.org/wp-content/uploads/2012/Downloads/as_mandated.pdf). Once you have done so, you must sign the **Acknowledgement of Mandated Reporter Status Form** found at <http://carsrescue.org/wp-content/uploads/2012/Downloads/mandatedreporter.pdf>.
- **MOST IMPORTANTLY, start the Attendant-In-Charge (AIC) Release Process.** Now that you have been accepted as a probationary member, you can begin participating directly in patient care. Although you will still run as a "third person," now is the time for you to develop better patient care abilities. You will act as the patient care provider on all calls under the direction of a senior member who has been released as an AIC and approved by Clinical Review and Training (CRAT) Committee.

**NOTE:** *New, and even old members are continually confused about the following:*

- *A "third person" can be on a call with any released AIC.*
- *Not all released AICs are released as a "preceptor" to evaluate the third person on a call -- meaning that the "third person" may not use that call to be released.*
- *Any AIC released as a preceptor may evaluate a call for a third person.*
- *A primary preceptor is assigned by the Crew Captain but that does not mean that the "third person" must, or even might, run all the calls for release with that person.*

**To become released you need to do the following:**

- \* Be a probationary member. You may not collect calls before you are a probationary member.
- \* You must have **an approved preceptor**. If unable to determine who is an approved preceptor or if your preceptor is approved, please contact the Training Officer.
- \* You will collect at least 20 calls **with an approved preceptor**, divided into the following categories: ten (10) general BLS calls, five (5) backboard calls, and five (5) ALS calls. One (1) call must be full documentation of a refusal of care. If a call is an ALS call with a backboarded patient, it can only be counted as one call - you decide which category you need credit for most.

We expect your evaluations in the beginning will indicate a need for improvement or further work. We will look for an overall pattern of growth.

- \* At the completion of this collection process (which must be at least 2 months long), you then turn your paperwork into the Clinical Review and Training (CRAT) Committee for approval for release. You need to have a Coversheet for Release on top, your primary preceptor's letter of recommendation, and your copied call sheets underneath divided into each of the three sections-

-- BLS, Backboard, and ALS. ***The patient's name & address must be covered on your copies.***

\* Attend the CRAT meeting in the event that there are questions about your paperwork. CRAT meets at 6:00 pm before the business/training meeting. Do not assume that you will be released just because you turn in paperwork.

You must also complete the Map Training Program, Radio Operations Program, and Elderly Abuse/Neglect Program. There are quizzes for the map and radio programs, and an acknowledgment form for the Elderly Abuse and Neglect program. All of this needs to be attached to the Coversheet and has been incorporate into your checklist.

- **Get Evaluations:** In addition to *Call Evaluations* for the CRAT committee, your Crew Captain must complete *Performance Evaluations* for you **at the end of each month** to be submitted to the Membership committee.

**NOTE:** *These probationary evaluations go to Membership Committee and are used by both CRAT and Membership as needed. At six months and/or after you have been released as an AIC, your Crew Captain should write a letter to the Membership Committee addressing your eligibility for full membership.*

- **LASTLY, Complete the Probationary Checklist:** The Probationary Checklist must be completed before you are granted full membership. This checklist goes to the Membership Committee.

**IT IS YOUR RESPONSIBILITY TO ENSURE THAT THE COMPLETED FORMS ARE SUBMITTED TO CRAT AND/OR MEMBERSHIP COMMITTEE AND TO ATTEND THE CRAT AND MEMBERSHIP COMMITTEE MEETINGS.**

**IF YOU FAIL TO TURN IN THE NECESSARY PAPERWORK OR ATTEND THE APPROPRIATE CRAT OR MEMBERSHIP COMMITTEE MEETING, THEN YOU MAY HAVE YOUR REQUEST FOR RELEASE OR REQUEST FOR FULL MEMBERSHIP DENIED WITHOUT FURTHER NOTICE TO YOU.**

## Here's a few links you will find helpful—

- *EMT-Basic Provider Release Process*

<http://carsrescue.org/wp-content/uploads/2012/Downloads/preceptmanb.pdf>

- *BLS Evaluation for Release as Attendant-in-Charge Form*

<http://carsrescue.org/wp-content/uploads/2012/Downloads/Eval-form.pdf>

- *Basics of ALS Assistance*

<http://carsrescue.org/wp-content/uploads/2012/Downloads/drugbox.pdf>

- *Determination of Death Guideline*

[http://carsrescue.org/wp-content/uploads/2012/Downloads/Deceased\\_Patients.pdf](http://carsrescue.org/wp-content/uploads/2012/Downloads/Deceased_Patients.pdf)

- *Coversheet for Release*

<http://carsrescue.org/wp-content/uploads/2012/Downloads/cratreleasesheet.pdf>

- *Map Orientation Training Program*

<http://carsrescue.org/wp-content/uploads/2012/Downloads/map2007.pdf>

- *Map Orientation Module Completion Quiz*

<http://carsrescue.org/wp-content/uploads/2012/Downloads/mapquiz.pdf>

- *800Mhz Radio Operations*

<http://carsrescue.org/wp-content/uploads/2012/10/RadioTraining2012s.pdf>

- *Test for 800Mhz Radio Operations*

<http://carsrescue.org/wp-content/uploads/2012/10/RadioOperationsTest2011.pdf>

- *Elderly Abuse and Neglect Program*

[http://carsrescue.org/wp-content/uploads/2012/Downloads/as\\_mandated.pdf](http://carsrescue.org/wp-content/uploads/2012/Downloads/as_mandated.pdf)

- *Acknowledgement of Mandated Reporter Status*

<http://carsrescue.org/wp-content/uploads/2012/Downloads/mandatedreporter.pdf>

- *BLS Checkride Guidelines*

<http://carsrescue.org/wp-content/uploads/2013/12/BLS-Checkride-Guidelines.pdf>

- *Check-Ride for BLS Release as AIC Form*

<http://carsrescue.org/wp-content/uploads/2013/12/BLS-Checkride-Form1.pdf>

- *King Airway Guideline*

<http://carsrescue.org/wp-content/uploads/2012/Downloads/kingairwayguide.pdf>

- *CRAT Assessment and Documentation Guidelines*

<http://carsrescue.org/wp-content/uploads/2016/03/AssessmentsandDocumentation.pdf>