

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Online Education
Effective: June 18, 2012
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Revision: 1
Pages: 1

I. PURPOSE:

To provide guidelines for the online continuing education program. To improve performance of EMS employees.

II. GUIDELINE:

- The IQM / Education Manager shall develop and implement a continuing education program for all EMT-B and EMT-P employees and is responsible for education and training.
- All EMT-B and EMT-P staff will be required to participate in monthly continuing education. Courses will be assigned the first day of each month and will be due no later than the last day of that same month.
- Areas of focus are LCEMS Protocols, LCEMS Policies and Procedures, HIPAA training, Safety training, position specific training, and any training deemed necessary by IQM / Education Manager or the Medical Director.
- Memo's and other documents distributed via the online training program can be assigned at any time for no less than fourteen days. Receipt and understanding will be verified online. This confirms that the document is acknowledged as the most up to date information on it's given topic
- Additional courses will be assigned on an individual basis if an issue is recognized. Issues may be reported by anyone to the on-duty supervisor or the IQM / Education Manager. The IQM / Education Manager will determine if additional online course is warranted. Any additional online course must be completed in no more than 14 days.
- Additional courses will be assigned to all EMT-B and EMT-P staff if an issue is recognized in 3 or more separate instances, or at the discretion of the Medical Director. Issues may be reported by anyone to the on-duty supervisor or the IQM / Education Manager. The IQM / Education Manager and/or Medical Director will determine if additional online course is warranted. Any additional online course must be completed in no more than 14 days.