

HALIFAX FIRE DEPARTMENT R&R ARTICLE 27	TRAINING REQUIREMENTS FOR NEW HIRE'S AND EMT UPGRADES
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Purpose

This rule and regulation specifies the requirements needed for all new hires to work as Firefighter/EMT's for the Town of Halifax. The list of requirements is necessary to standardize the training of new employees to meet department, local, and regional standards in firefighting and EMS.

Eligibility

All new potential employees shall have a minimum of basic EMT level training to be considered for a position. They must have a clean CORI; past firefighting experience is preferred but not required.

Pre-Employment Process

All new employees shall be given an offer of employment. Candidates must then schedule and pass a pre-employment physical which is in compliance with NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments.

All new hires must complete and pass, a Physical Agility Test (PAT), which is paid for by the new hire and not reimbursed. It is the Chief's discretion to allow additional tries at this test.

Requirements

All new employees will attend a structured FF-I/II program as soon as practicable. If they cannot attend one within 6 months of hire, they will have their probationary period extended until such time they can attend one. The following requirements will be strictly followed and enforced.

1. If you are hired as a Call Firefighter/EMT you must retain your EMT, EMT-I, or EMT-P certification for the duration of your employment.
2. You must always have a valid driver's license and CPR card for the duration of your employment.
3. You must attend and pass a FF I-II training class.
4. You must successfully pass the NFPA 1001, Standard for Fire Fighter Professional Qualifications certification exam within one year of employment.

5. You must successfully complete the Halifax Fire Department in-house training packet.
6. You must successfully complete the Halifax Fire Department in-house EMS training packet.

General Conditions

New hires are required to meet with the department training officer and the department EMS officer to discuss the training process and requirements established in this R&R.

It is the employee's responsibility to make sure the training packets are complete and turned into the Chief for review and final sign-off. If a new employee fails to maintain records of skills performed, he or she will not be signed off.

New hires will be allowed to respond on calls not be allowed to perform interior firefighting. When responding to an EMS call, the new employee will ride as a third rider and perform skills within their certification to complete their training packet. Not until the training packets are complete and they receive a letter from the Chief will they be allowed to operate independently.

Competency Testing

Each year all department members shall undergo competency testing. All new hires shall be tested prior to being allowed to operate independently, using the department's competency form.

Training Schedule

Department and EMS training shall be in accordance with R & R Article 24.

All ride times shall be scheduled in the departments red book. Only one trainee shall be scheduled per each shift.

EMT Change of Status

Any EMT who upgrades their certification to EMT-I or EMT-P shall be required to complete and submit a EMS Call Attendance Sheet and complete 10 calls. These calls shall be submitted to the Chief for review.



Halifax Fire Department

438 Plymouth Street

Halifax, Massachusetts 02338

Tel. 781-293-1751 Fax 781-293-6635



William C. Carrico II, CFO
Fire Chief

"Protecting Halifax with Pride for 100 Years"

Date: _____

On this date, _____ did complete the following:

- ☐ Halifax Fire Department Vehicle and Equipment package
- ☐ Halifax Fire Department EMS Training package

You are hereby allowed to work as a Firefighter and/or EMT for the Halifax Fire Department without restrictions.

Chief of Department

Date

Department Training Officer

Date

Department EMS Officer

Date

Halifax Fire Department

New Hire EMS Training Packet

Probationary Firefighter/EMT/B/I/P Name_____

Date of hire: _____

Date of Issue: _____

Date candidate successfully completed EMS training

Standards of Ratings:

(1) Acceptable understanding/Demonstration.

(2) Unacceptable understanding/Demonstration.

WORKPLACE SAFETY

ACCEPTABLE/UNACCEPTABLE

Appropriate BSI used on all PT contacts

1

2

Vehicle cleaning

1

2

Body mechanics

1

2

Proper disposal of sharps

1

2

INTERACTIONS

Interactions with fellow FF/EMT's

1

2

Interactions with PT's

1

2

Interactions with other healthcare providers

1

2

Interactions with other municipalities

1

2

OPERATIONS

Chain of command

1

2

Restocking of ambulance

1

2

COMMUNICATIONS

Radio operations (use)

1

2

C-Med

1

2

Portables

1

2

EQUIPMENT FAMILIARIZATION

Operate safely and correctly any piece of hard equipment found in an ambulance (i.e. stair chair, stretcher, mega mover, splints etc)

1

2

DOCUMENTATION

This department uses an EPCR program called Image trend. All patient care reports should be done on Image trend if at all possible. In the very rare situation where that is not possible, and a region V paper S.A.R.F is completed instead, an electronic report will be completed on an Image trend capable computer before the member will be allowed to leave the station.

Image trend PCR completion	1	2
Region V paper S.A.R.F	1	2
PT authorization to bill (HIPPA)	1	2
Narrative complete (PQRST-SAMPLE)	1	2
DNR/DNI/DNH documentation	1	2

Candidates will also understand the roles and responsibilities of the Designated Infection Control Officer, and proper notification procedures in case of an unprotected exposure.

CLINICAL

This section cannot and will not be graded acceptable versus unacceptable as there are too many variables on each call. Each time a candidate responds to an incident, they will complete an incident review form with the senior member present for the transport. All reports will be reviewed together at the completion of training, as part of the sign off process.

VEHICLE OPERATION

Appropriate speed limit at all times	1	2
Stops at all red lights and stop signs	1	2
Appropriate driving distance/using spotters	1	2

NOTES

The candidate should understand what is expected of him/her, and should understand the risks/legal ramifications that go hand in hand with working as an EMT in the commonwealth of Massachusetts and for the Town of Halifax. If a candidate is deemed ready for the road, by both the candidate and the preceptor, the candidate should and will be expected to provide top notch care to all types of illness and injury. Candidates should be prepared to assist the department in all roles as determined by the call, meaning that if

you are able and willing to drive the ambulance to the hospital, then you will be able and willing to tech the call as a sole caregiver in the back. Candidates will understand that, at the discretion of an officer of this department, that their ability to work as an unrestricted member of an ambulance crew can be suspended or revoked if it is felt that the candidate does not maintain department standards. The candidate must also understand that training is an ongoing process; he/she should strive to better themselves by furthering their education on their own through MASS OEMS approved training courses and continuing education, as well as by attending department held EMS training drills. Candidates will be expected to respond on EMS recalls, documenting their time on the attached attendance sheet. After 10 EMS calls, the candidate will meet with Captain Cunningham for a review of their experience, and possible release to the road. It is the responsibility of the candidate to monitor the department radio/paging system, and meet the requirement of 10 EMS responses as soon as practical.

DOES THE PROBATIONARY FIREFIGHTER/EMT/B/I/P FEEL READY FOR THE ROAD?

YES NO

DOES THE TRAINER FEEL THE PROBATIONARY FIREFIGHTER/EMT/B/I/P IS READY FOR THE ROAD?

YES NO

COMMENTS: _____

Probationary Firefighter/EMT/B/I/P Signature: _____

TRAINER Signature _____

EMS CALL ATTENDANCE SHEET

This sheet is to be filled out after every response made until the candidate has satisfied their mandatory 10 call attendance requirement. All attendance sheets will be turned into the Chief of Department. If this sheet is not turned in, it will not count as credit toward the 10 call requirement.

Candidate Name: _____

Call # 1/2/3/4/5/6/7/8/9/10

Date _____ Address _____

Chief complaint:

Skills performed:

Candidate comments:

Preceptor comments:

Preceptor Name:

Preceptor Signature:

Halifax Fire Department Training Packet



MEMBER NAME:

Issued Date:

Completed Date:

Halifax Fire Department
Engine 1

1. Orientation
2. Equipment Review/Usage
 - a. All hand tools
 - b. Fittings/adapters
 - c. Hose/appliances
 - d. All power equipment
 - e. SCBA/spare cylinders
 - f. EMS equipment
 - g. Ground ladders
 - h. Generators
 - i. Extrication equipment
 - j. Miscellaneous equipment
3. Pump Operations
4. Vehicle operations:
 - a. Weekly checklist/vehicle walk-around

_____ has completed all of the above items and has a thorough knowledge this vehicles operation and capabilities.

Instructor

Date

Halifax Fire Department
Engine 2

1. Orientation
2. Equipment Review/Usage
 - a. All hand tools
 - b. Fittings/adapters
 - c. Hose/appliances
 - d. All power equipment
 - e. SCBA/spare cylinders
 - f. EMS equipment
 - g. Ground ladders
 - h. Generators
 - i. Extrication equipment
 - j. Miscellaneous equipment
3. Pump Operations
4. Vehicle operations:
 - a. Weekly checklist/vehicle walk-around

_____ has completed all of the above items and
has a thorough knowledge this vehicles operation and capabilities.

Instructor

Date

Halifax Fire Department
Ladder 1

1. Orientation
2. Equipment Review/Usage
 - a. All hand tools
 - b. Fittings/adapters
 - c. Hose/appliances
 - d. Positive and negative fans
 - e. SCBA/spare cylinders
 - f. EMS equipment
 - g. Ground ladders
 - h. Generators/potable lights
 - i. Miscellaneous equipment
3. Aerial Operation
 - a. Vehicle stabilization
 - b. Operation of aerial
4. Pump Operation
 - a. Tank to pump
 - b. Hydrant supply
 - c. Waterway supply
5. Vehicle operations:
 - a. Weekly checklist/vehicle walk-around

_____ has completed all of the above items and has a thorough knowledge this vehicles operation and capabilities.

Instructor

Date

Halifax Fire Department
FF1

1. Orientation
2. Equipment Review/Usage
 - a. All hand tools
 - b. Fittings/adapters
 - c. Hose/appliances
 - d. Positive and negative fans
 - e. SCBA/spare cylinders
 - f. EMS equipment
 - g. Miscellaneous equipment
3. Pump Operation
 - a. Tank to pump
 - b. Hydrant supply
 - c. Waterway supply
 - d. Drafting
4. Vehicle operations:
 - b. Weekly checklist/vehicle walk-around

_____ has completed all of the above items and has a thorough knowledge this vehicles operation and capabilities.

Instructor

Date

Halifax Fire Department
FF2

1. Orientation
2. Equipment Review/Usage
 - h. All hand tools
 - i. Fittings/adapters
 - j. Hose/appliances
 - k. Positive and negative fans
 - l. SCBA/spare cylinders
 - m. EMS equipment
 - n. Miscellaneous equipment
3. Pump Operation
 - e. Tank to pump
 - f. Hydrant supply
 - g. Waterway supply
 - h. Drafting
4. Vehicle operations:
 - c. Weekly checklist/vehicle walk-around

_____ has completed all of the above items and has a thorough knowledge this vehicles operation and capabilities.

Instructor

Date

Halifax Fire Department
Ambulance 1 and 2

1. Orientation
2. Vehicle Familiarization
 - a. Cab compartment
 - b. Warning systems
 - c. Outside compartments/inside compartments
 - d. Equipment locations and equipment usage
 - e. C-med radio operations
3. Vehicle operations:
 - d. Weekly checklist/vehicle walk-around

_____ has completed all of the above items and
has a thorough knowledge this vehicles operation and capabilities.

Instructor

Date

Halifax Fire Department
Marine 1

1. Orientation
2. Vehicle Familiarization/weekly checklist
3. Equipment locations and equipment usage
4. Motor Operations
5. Launch, operate, re-trailer the boat

_____ has completed all of the above items and
has a thorough knowledge these vehicles operation and capabilities.

Instructor

Date

Survival – Rescue Suits

Perform the following:

1. Donning & doffing the suit
2. Use of the suits in water environment
3. Use of rescue techniques
4. Cleaning of the suit
5. Place the suit back in service
6. Location of the suit in the apparatus/marine unit

_____ has completed all of the above items and has a thorough knowledge this suits operation and capabilities.

Instructor

Date

Halifax Fire Department **Training Log**

<u>Description</u>	<u>Instructor</u>	<u>Date</u>	<u>Remarks</u>

