

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

PARAMEDIC CONTINUING EDUCATION REQUIREMENTS

MP111.01 11/08 – R

This procedure identifies the requirements necessary for paramedics to qualify for continuing education credits, recertification, overtime and tuition payment.

All continuing education training will be subject to review and validation by the Arizona Department of Health Services. Paramedics are to submit all continuing education materials directly to the EMS Division. All continuing education recertification materials are required to be in the EMS Division office no later than thirty (30) days prior to the paramedic's recertification date. Do not send any material to the Arizona Department of Health Services.

The EMS Division will maintain a file on each paramedic and will forward copies of continuing education/recertification materials to The Arizona Department of Health Services.

All continuing education forms submitted to the EMS Division must include the following information in order to be accepted.

1. Paramedic name, certification number and current certification expiration date.
2. Times and date(s) of training.
3. Location training took place.
4. Complete description of the class or training including:

a. Topic of class	b. Instructor/moderator's name
c. Title of any films	d. Number of hours devoted to specific subject and/or activities

5. Signature or initials of instructor.
6. Paramedic's signature

Final determination of continuing education credits and category will be made by the Arizona Department of Health Services.

OVERTIME PAYMENT FOR CONTINUING EDUCATION

Much of the available continuing education training, by necessity, must be obtained off-duty. The paramedic may qualify for overtime payment under the following guidelines:

1. All overtime forms submitted to the EMS Division must be completely filled out and signed by the paramedic. The comments section of the form must identify the following:

a. Paramedic continuing education	d. Instructor/moderator
b. Description of class, title, etc.	e. Location of training taking place
c. Title of any films	

2. All submitted overtime forms must also have a completed continuing education form attached.
3. All continuing education forms must be submitted to the EMS Division within thirty (30) days following the training event.
4. Requests for overtime payment must be submitted with the continuing education form to the EMS Division within five (5) days following the training event.
5. With the exception of mandatory continuing education, overtime will not be paid for continuing education training in a category that is already full.
6. Overtime payment at Base Station Run Reviews will be approved for attendance at the paramedic's assigned base hospital only, regardless of the availability of continuing education hours in that category.
7. All continuing education credit (both in state and out-of-state) must be approved by the Arizona Department of Health Services to be eligible for overtime payment.
8. The EMS Deputy Chief may determine that a particular continuing education class is of such superior nature that paramedics may attend and be allowed overtime pay even though their continuing education categories are full.

TUITION PAYMENT OF CONTINUING EDUCATION TRAINING

1. The Arizona Department of Health Services must approve all continuing education classes eligible for tuition payment for credit.
2. Overtime will be paid for the training based on established overtime criteria.
3. All continuing education forms must be submitted to the EMS Division within thirty (30) days following the training event.
4. Requests for overtime payment must be submitted with the continuing education form to the EMS Division within five (5) days following the training event.
5. The EMS Deputy Chief will determine the final approval for all continuing education requiring tuition payment.

RECERTIFICATION PERIOD: BI-ANNUALLY

CONTINUING EDUCATION

Paramedics are required by the Phoenix Fire Department to obtain sixty (60) hours of continuing education (CE) credit for recertification in a two-year period. Included in the required sixty (60) hours will be the attendance of a minimum of eight (8) base station run review meetings (tape and chart) per the following are the categories and amounts of CE hours:

1. College Courses

1 Unit (or credit) = 3 Hours CE

Maximum - 12 Hours

*2. Base Station Run Reviews

1 Session = 1 Hour CE

Minimum - 12 Sessions (12 Hours)

Maximum - 24 Sessions (24 Hours)

3. Conference/Didactic/Lecture Sessions

1 Hour = 1 Hour CE

Minimum - 1 Hour of Airway Mgt.

Maximum - 30 Hours

4. Supervised Clinical Experience

1 Hour = 1 Hour CE

Minimum - 1 Hour Skills Lab to include:

A Paramedic may teach 10 Hours at Basic Life Support level (B-EMT level) and 10 Hours at Advanced Life Support level (IEMT level or above) or 20 Hours at Advanced Life Support level.

Maximum - 20 Hours

5. Skills Workshop

1 Hour = 1 Hour CE

Maximum - 20 Hours

Minimum - 1 Hour Skills Lab to include:

Intubation (manikin), Discussion of Needle Thoracostomy, Surgical Cricothyrotomy, Central Lines

6. Supervised Audiovisual

1 Hour - 1 Hour CE

Maximum - 20 Hours

7. Teaching

1 Hour = 1 Hour CE (Only given credit for the same class once per year.)

Maximum - 20 Hours

8. ACLS

1 Hour = 1 Hour CE

Minimum - 8 Hours Maximum - 20 Hours

ACLS Paramedic instructors will receive 8 Hours CE. *Base Station Run Review sessions may be conducted for longer than the one hour for which the Paramedic may receive credit. When this occurs, the additional time may be accredited to the Paramedic in the Conference/Didactic/Lecture category.

9. Vehicular Preceptorship

1 Hour = 1 Hour CE (must be documented patient contact)

Maximum - 20 Hours

STAFF PARAMEDIC (VEHICULAR/EXPERIENCE) REQUIREMENTS

All Paramedics assigned to staff positions must obtain 60 hours of vehicular experience on an ALS unit every six (6) months in addition to all other Paramedic Continuing Educational requirements.

Paramedics shall document their hours of vehicular experience with a Vehicular Experience Verification form. (Forms available at EMS Section).

All verification forms when completed shall be submitted and filed at the EMS Section.

The responsibility for accumulating the 60 hours of vehicular experience remains with the Paramedic. Section Heads with Paramedic staff personnel shall provide him/her opportunity to meet these requirements.

VEHICULAR EXPERIENCE/VERIFICATION

ATTENTION:

The Vehicular Experience/Verification Form will be posted here shortly.