

Department Orientation Workshop Agenda

Welcome and Introduction minutes

Welcome and Introduction of Faculty minutes
 Overview of Orientation Agenda

Assemble personnel file minutes

Orientation checklist minutes
 Current certifications minutes
 Employee health information minutes
 Discussion minutes

Policy manuals minutes

EMS department policy
 Exposure control policy
 EMS department patient care protocols
 EMS emergency driving policy
 Confidentiality policy

Ambulance Station Orientation-Video minutes

Video- minutes

 Location of items in the training room, garage area and office

 Acquaint with department facilities

Ambulance Station Orientation Walk Through minutes

The recruit wishing not to do any ride-a-long with the department until after the completion of the EMT-Basic will stop here.

OSHA Required Training Topics – Part TWO minutes

Department Policy Airborne and Blood borne Pathogens minutes

Video- minutes

 Review policy regarding Airborne and Blood borne Pathogens
 Identify the location and the proper use of the department safety equipment

Ambulance and Ambulance Station Walk Through minutes

Hands on practical use of the safety equipment for OSHA standards minutes
 Participant is identifying location of safety equipment minutes
 Participant will be test fitted with a department respirator minutes

Hazardous Material Operations**minutes**

Video-

minutes

Identify hazards
 How the department handles a hazardous material incident
 How to treat patient in a hazardous material incident

Hands on Training Hazmat Operations**minutes**

Review department policies (Haz-Mat, Clandestine drug labs) minutes
 Participant will suit up in a level B suit minutes
 Participant will set up a properly placed decontamination area minutes
 Participant will review department reference books minutes
 Review the department training requirements regarding Hazardous material incident minutes

Fire Extinguisher**minutes**

Identify department location of fire extinguisher minutes
 Hands on training with a fire extinguisher minutes

The recruit wishing to do ride-a-long with the department and nothing more until after the completion of the EMT-Basic will stop here.

Vehicles Orientation – Part THREE**minutes****Vehicles Orientation Video****minutes**

Video-

Identifies the location of the medical equipment in the vehicles
 Reviews the operations procedure for starting vehicles, communication equipment and emergency lighting
 Review the interior and exterior compartments

Vehicles Orientation Walk Through**minutes**

Hands on opportunities with the varying medical equipment in the interior and exterior compartments

Ambulance Transporter Video Part 1**minutes**

Video-

Reviews the operation of the 35-A transporter

Practical opportunity 35-A**minutes**

Hands on opportunity with 35-A transport
 Review proper lifting techniques with the 35-A transporter

Ambulance Transporter Video Part 2 **minutes**

Video-

Reviews the operation of the 35-A transporter

Practical Opportunity Stryker Transporter **minutes**

Hands on opportunity with Stryker transporter
Review proper lifting techniques with the Stryker transporter

Zoll 1600 Defibrillator Video **minutes**

Video-

Review the operation of the defibrillator

Zoll 1600 Defibrillator Practical Opportunity **minutes**

Review the operation and protocols used with the Zoll 1600
Review the battery charger location and Battery reconditioning program
with the Zoll defibrillator

Zoll 1600 Practical Skill Evaluation **minutes**

Participant demonstration of practical skills with the Zoll 1600

Emergency Vehicles Operation Driving Video **minutes**

Review Department policy regarding driving the vehicle
Review Department driver training requirement
Review department pre and post alarm vehicle checks
- Documentation requirements

Department Vehicle Driving Practice **minutes**

Review maps and location thought EMS District
Practice- U-Turn, Three Point Turn, Lane Change,
Perpendicular parking, Radio Communication

Department Vehicle Driving Evaluation **minutes**

- Written Evaluation
- Practical Evaluation

Scene Management – Part Four **minutes**

Video-

General review of responsibilities

Table Top Discussion **minutes**

Table top discussion on crime scene, violent scene and assault victims.

Department Radio Communication **minutes**

Review with the participant department radios location and proper use
Review department radio communication procedures
Review proper use of pager and time of test alarm page
Review radio frequencies in our area

Radio Communication Practice **minutes**

Allow the participant to use mobile and portable radios with mock scene scenarios (use pager frequency)

Wright County EMS IMS Video **minutes**

Video-

Review of Incident Management system in Wright County
Review Triage, Triage Tagging, Sector Officers, Staging

Disaster Bag Walk Through **minutes**

Review the components of the disaster bag and triage fanny packs

Documentation Video **minutes**

Video-

Review the components _____