Bath Township Fire Department			Standard Operating Guideline	
Section Training	**Referral No.** TR-10	**Subject:** Training records	**Date Issued** 04/10	**Date Revised**

Purpose:

- To provide guidelines for maintaining training records, including EMS continuing education, and ensure that all applicable state laws are followed. All training shall be conducted in accordance with O.R.C. 4765

Scope:

- This standard operating guideline shall apply to all personnel.

Responsibilities:

- Personnel
  - All personnel shall maintain an awareness of the laws that apply to Fire and EMS continuing education.
  - All personnel are responsible for attending sufficient amounts of continuing education based upon the level of certification and maintaining records of their education.

Guidelines:

- All personnel shall operate within their scope of practice.
  - Scope of practice can be found in O.R.C. Sections 4765.35 (FR), 4765.37 (EMT-B), 4765.38 (EMT-I), and 4765.39 (EMT-P) and further defined in O.A.C. Rules 4765-12-04 (FR), 4765-15-04 (EMT-B), 4765-16-04 (EMT-I), and 4765-17-03 (EMT-P).
- EMS CE's needed for each level as follows:
  - First Responder: Minimum **15 CE** hours within three year certification cycle;
    - Must include at least 1 hour in the following topics: Patient Assessment; CPR; Airway & Oxygen Administration; AED; Illness & Injury Management; Trauma Issues; Anaphylaxis & Patient Assisted Epinephrine Administration
  - EMT-B: Minimum of **40 CE** hours within three year certification cycle;
    - Must include at least 6 hrs pediatrics, 2 hrs geriatric and 8 hrs of trauma issues, including completion of trauma triage and transportation protocols approved by the board
  - EMT-I: Minimum **60 CE** hours within three year certification cycle;
    - Must include at least 8 hrs pediatric, 4 hrs geriatric 8 hrs of trauma issues, including completion of trauma triage and transportation protocols approved by the board
  - EMT-P: Minimum of **86 CE** hours within three year certification cycle;
    - Must include at least 12 hrs pediatrics, 4 hrs geriatric, 6 hrs of emergency cardiac care (which may be satisfied by an ACLS course of the AHA, ASHI or equivalent program approved by the EMS Board) and 8 hours of trauma issues to include triage and transportation protocols approved by the board
- Firefighters shall obtain a minimum of 54 CE hours every three years.
- All Continuing education shall be instructed under the direction of a certified instructor.

- Continuing education lesson plans shall be submitted to the Deputy Chief or training officer for approval.
- All EMS training classes must have class evaluation sheets filled out by the students.
- All Training must be logged into the Training Log Book.
- Certificates issued to the student shall be maintained by the student for re-certification.
- Training records for active employees will be maintained using Firehouse software.