

Catawba County Emergency Medical Services

Visitors at Bases

Catawba County EMS promotes good community relations and realizes that family members often visit employees while at work. Catawba County EMS welcomes these people to our bases. This policy will help explain the rules and regulations during their visit.

- An on duty staff member will host visitors. Good employee conduct is expected during this time. At no time shall a visitor be allowed to occupy the base without an employee present.
- EMS personnel hosting visitors at the bases will be responsible for the conduct of those visitors. EMS bases and offices are places of business. Visitors will conduct themselves appropriately and in a manner that does not interfere with the normal operation of these areas.
- Should a visitor being present cause conflict within a workgroup, disrupt normal operations, or otherwise cause a problem, the on-duty Supervisor will be notified and the visitor's privilege to be at our facility will end.

Continuing Education

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This policy advises Catawba County EMS employees of the requirements and recommendations for continuing education.

- Each employee of Catawba County EMS must maintain thirty-six (36) hours of continuing education per year, as regulated by NCOEMS.
- Employees of Catawba County EMS are required to maintain the following certifications:
 - Hazardous Material Awareness Level (CCEMS Specific – annually)
 - Hazardous Communications (CCEMS Specific – annually)
 - Blood Borne Pathogens (CCEMS Specific – annually)
 - Fire Safety/Building Evacuation (CCEMS Specific – annually)
- Catawba County Emergency Medical Services encourages its staff to attend seminars, classes and professional programs whenever possible. If the budget allows, the county will cover the following expenses:
 - If the class requires an overnight stay, the county will pay in advance or reimburse the amount approved by the county code for lodging.
 - If a county vehicle cannot be used for the trip, the county will reimburse the employee for mileage at the rate allowed by the county code.
 - If the class is out of town during meal times, the employee will be reimbursed for meals at a rate allowed by the county code.
 - All employee requests will be taken on a first come-first serve basis. Requests must be made in writing to the EMS Manager or Training Officer. Priority will be given to employees who are requesting to attend a conference or class for the first time. New requests will be considered each fiscal year.
- Employees requesting to attend a class, conference, seminar, etc must be off duty during the time of attendance or have adequate vacation leave time available to use.
- Recredentialing of the employee's state certification is the responsibility of the employee. The employee shall submit the form for recredentialing to the Training Officer at least 60 days prior to the expiration date.
- Continuing education classes will be offered five (5) times per month. It is the responsibility of the employee to maintain required hours and topics for recredentialing. Classes should be attended on the employee's short week if at all possible.

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- Requests for reimbursement of education advancement programs (a higher level of medical certification) will be made prior to the start of the program. If the request is not submitted prior to the start of the program, the request will be denied.
- Each request will be reviewed and judged on an individual basis. If approved, an agreement will be made in writing and reimbursement will occur at the successful completion of the program.