

Springdale Fire Department

Policy & Procedures Manual

Volume 3 – Training

Section 302 – Training Programs

302.2 – Paramedic Training Program

Program Overview

The Springdale Fire Department benefits greatly from an annual addition of new Paramedics. This allows for adequate daily staffing, replacement of vacated positions and opportunities for tenured attending Paramedics to pursue other avenues of experience and development. As such, the department will incur expenses to provide selected individuals with a Paramedic education at Northwest Arkansas Community College (NWACC).

The Paramedic program is academically demanding and requires a considerable personal commitment of off-duty time and effort even with department assistance. Persons who are not willing or able to sacrifice “off time” should not apply.

The following details the level of department commitment and individual expectations as well as the internal application and selection process.

SFD Commitment

- Pay expenses directly related to NWACC Paramedic education which may include: Tuition, books, fees, required tests, required uniform (scrubs), required equipment (stethoscope), drug testing, and any other expense approved by the Fire Chief
- Provide for paid time off work to attend required classes and approved clinical rotations
- Provide for on-duty assignments, within staffing mandates, that maximize students’ exposure to and participation in ambulance responses and transports
- Add “Student Paramedic” pay to the employee’s base pay while employees are officially full time students in the Paramedic program until such time as they are granted Paramedic licensure by the Arkansas Department of Health and the Fire Chief designates them a SFD Paramedic, at which time the employee’s base pay will be changed to the firefighter/paramedic pay grade.

Selected Individuals’ Expectations

- Once approved, make and maintain an advisory relationship with NWACC EMS Programs staff
- Sign a five year post-graduation employment agreement
- Meet NWACC established attendance, behavior, and academic policies
- Provide the department Training Officer with periodic progress updates and grades as requested
- Provide the Shift Commander with a schedule and updates as appropriate
- Provide preceptors with a schedule, progress reports, and updates as appropriate
- Report any significant problem, incident, or dispute to the Training Officer immediately
- When able, schedule off-site clinical rotations on non-duty days

Application and Selection Process

The departmental application and selection process is separate and distinct from the NWACC process. SFD Paramedic School applicants must have current Arkansas EMT licensure and a minimum of 18 consecutive months employed at SFD at the time of application. Applications will be accepted annually between May 15 and June 1 for the next calendar year's NWACC Paramedic class. For example, interested employees who submit application paperwork during the 2011 application period will be considered for the 2012 Paramedic class. The interim time period may be used for required or suggested college coursework and for the department to make necessary preparations or changes.

Interested individuals should complete a Paramedic School Application and submit it to the Training Officer. The assigned Captain (or other authorized supervisor) must complete and submit an Officer's Recommendation and an Attending Paramedic must complete and submit a Paramedic's Recommendation on behalf of the applicant.

Potential student selection is based on many variables. The number of students that the department can assist any year is dictated by staffing allowance, budget constraints, department need, employee interest and competition for NWACC slots. Once this potential is determined, selections are made based on another set of variable information. Included are the application and recommendation forms, applicant time on department, input of Operations Chief, Shift Commander and Training Officer, and any relevant past employee evaluations or disciplinary actions.

Due to the necessary commitment of city and department resources only those individuals who are deemed best prepared and most likely to succeed will be selected each year. The Fire Chief or his designee will have final authority over the selection process.