



JOHNSTON COUNTY EMS CADET MEMBERSHIP STANDARD OPERATING GUIDELINES 2013

MISSION STATEMENT:

To provide excellent care and quality service.

VISION:

Johnston County EMS operates with the goal of ensuring total customer satisfaction. We will strive to continuously provide to the customer, quality service in a timely manner, regardless of the time of day, situation, and location, severity of injury or illness and degree of working conditions. Through ongoing training, teamwork and commitment to our customer, the quality of our service and our dedication to excellence will be the benchmark that others will judge themselves by. This is our promise to everyone who calls on our services.

SECTION I: Cadet Ages

The Johnston County EMS cadet program will consist of members from ages 15-18 years of age.

SECTION II: Written Consent

All applications must have written consent of his/her parent/guardian on file. This documentation should be submitted with the initial application. All applicants must also provide a driver's license check (if applicable), criminal background check, a copy of immunization records, and a high school physical.

SECTION III: Schooling

All cadets must maintain a minimum of a C grade point average. All Cadets are required to submit a copy of their report cards at each semester. If the Cadet's grades fall below a C, the Cadet shall be suspended for a 30 day period or until proof of grade is submitted to Cadet Advisors. If there is a second infraction, the Cadet shall be suspended for the remainder of the semester. If there is a third infraction, the Cadet will be removed from the membership. All Cadets must be enrolled and in school at all times. Cadets should not be absent more than 10 unexcused consecutive days from school in any semester. Any Cadet not in school will either leave the program or give just reason for not being enrolled in school. After the reason has been given then the advisors will decide if the member will be able to remain in the program. Any Cadet joining the program at 18 years of age can only remain in the program for one year, which in that time they must enroll into a Basic EMT course to be able to join the senior membership.

SECTION IV: Cadet Ride Times

At no time will a Cadet be at any EMS station without the supervision of a Cadet Advisor. There will be no calls after 22:00 for all cadets. Cadets may be allowed to spend the night if there is no school the following day providing that their parent/guardian gives permission, there are adequate sleeping facilities, and approval is obtained from the Cadet Advisor.

SECTION V: POV

No Cadet will be allowed to have any red lights or sirens of any kind on their personal vehicle. No Cadet will respond in their personal vehicles to a call at any time.

SECTION VI: Equipment

No Cadet will be allowed to drive any Johnston County EMS vehicle. No Cadet will maintain in their possession a pager/radio device from Johnston County EMS or any other department. Cadets will not be allowed to have any red lights or sirens of any kind on their personal vehicle.

SECTION VII: Cadet Academy

All cadets will be required to attend a (1) month long Cadet Academy. Academy hours will be held from 1500-1800 hrs for (4) consecutive Sundays. A graduation ceremony will be held on the last day of the Cadet Academy. Advanced notice must be given to the Cadet Program Coordinator if unable to attend every Sunday.

SECTION VIII: Meetings

Meetings will be scheduled the 3rd Sunday of every month following the completed Cadet Academy. Meeting times will be from 1500-1800 hrs. An occasional 8 hr day will be required depending on the monthly topic. Cadets are encouraged to attend all meetings. Advanced notice to an advisor is required if unable to attend.

SECTION IX: Uniforms

Johnston County EMS will provide (1) uniform shirt showing Cadet Membership with Johnston County EMS and (1) pair of navy EMS pants. Shirts are to be worn at all times when on duty and responding to calls. Johnston County EMS will also provide (1) department tee shirt and (1) department sweatshirt, which may be worn after 1900 hrs. The Cadet uniforms will be noticeably marked with Cadet on them so that they are easily recognizable. Johnston County EMS uniforms shall NOT be worn when off duty. There will be a (1) hour grace period before and after assigned shifts to allow for adequate transportation to and from the assigned station. Although not provided, all cadets are expected to wear a white tee shirt under the white uniform shirt and black shoes with black socks.

SECTION X: Duty Times

Each Cadet will be expected to pull duty when assigned unless advisors are informed by Cadet otherwise. All Cadets are required to run at least 12 hours of duty each month. However, meeting times and other squad functions may be used as run times. All Cadets will be able to choose their schedules. Times should be submitted by the 15th of each month. The email should consist of the dates, times, and top 3 station locations that the Cadet would like to pull duty. There will only be 1 Cadet allowed to ride per truck that is in service that does not have any other riders already scheduled (i.e.: students, observers, etc.). The Cadet will e-mail his/her time to the Cadet Program Coordinator at kgrimes@johnstonems.com.

SECTION XI: Associate Membership

Cadets must transfer to an associate membership (via) regular application within a year after completion of high school. Exception being that no positions are available and at such time the applicant may remain as a volunteer Cadet with the agency until a position becomes available.

SECTION XII: Disciplinary

Failure to obey SOG's will result in disciplinary action as deemed necessary by the Chief or officers and Cadet Advisors. If a senior member believes that discipline action should be taken, the senior member should report the offense to a Cadet Advisor.

Disciplinary actions are as follows:

- A: First Offence: Verbal Warning.
- B: Second Offence: Written Warning.
- C: Third Offense: Suspension.
- D: Fourth Offense: Dismissal from the Cadet Program.

SECTION XIII: Training

All cadets are required to submit a copy of their shot records which are to include Hep B, Tetanus, and PPD and also a valid CPR card and Blood Borne Pathogens class that will be verified by the training officer.

SECTION XIV: Tobacco

Under no circumstances should any Cadet use tobacco while on duty. This includes smoking and dipping. No one under 18 should use this at any time while on duty or at a JCEMS station.

SECTION XV: Personal Appearance

All cadets will be neatly groomed at all times. Hair and mustache must be neatly trimmed. No beards or visible piercings will be allowed. All visible tattoos must be covered at all times.

SECTION XVI: Parental Involvement

The parents of the Cadets are urged to be highly involved with their child's participation in the program. Open communication between the Cadet Advisors, Cadet Program Coordinator, and parents is vital to making this program a success. The parents will be advised of the rules concerning the operation of the cadet program. It will be emphasized that this is not a hangout and prompt pickup and drop-off of the Cadet is expected. All parents will be advised to bring any questions, comments, concerns, or grievances to the Cadet Program Coordinator. Johnston County EMS encourages families first. If for any reason, a parent feels their child should not pull their assigned duty, they are encouraged to contact the Cadet Advisor or Cadet Program Coordinator.

SECTION XVII: Behavior

There will be no misconduct, foul language, horseplay, or fighting while the Cadet is affiliated with Johnston County EMS. All Cadets must respect all members of the department and patients. All information obtained while on calls will be kept strictly confidential as mandated by the HIPAA (Health Insurance Portability Accountability Act) laws. If the HIPAA laws are violated, the Cadet will be automatically dismissed from the Program.

SECTION XVIII: Social Networking

No Cadet will be allowed to participate in any social networking site (i.e.: Facebook, MySpace, Twitter, etc.) while representing Johnston County EMS. Discovery of such comments or posts that reflect poorly on Johnston County EMS or its members will be grounds for suspension and potential dismissal from the Cadet Program.

SECTION XIX: CELLPHONES

1. Personal cellular telephones are permitted to be carried while on duty, but must be placed on silent/vibrate mode or have a ring tone not considered offensive. Incoming calls received while responding to a call, or while providing patient care must be allowed to go to voice mail. Messages may be checked on "down time" when not actively involved in a call.
2. Personal cellular phone calls should never be cause for delay in responding to a patient or beginning an assignment.
3. While attending to a patient or while operating a Department vehicle, personnel shall not, under any circumstances, respond to (or make) a personal cellular telephone call, send text messages, or check electronic mail on PDAs.
- 4. In the interest of protecting employee documents, patient confidentiality, and to prevent the capture of inappropriate data, under no circumstances shall any personnel be permitted to use a personal cellular telephone, PDA, camera, cellular phone/camera combination, or personal computer to record any patient information, audio, video or still images of patients.**
5. Personnel are prohibited from using personal cellular telephones or PDAs between the dispatch of a call and the time that the call is cleared, unless the call is directly job related. This is to prevent any distractions while engaged in patient care, and to avoid any possible interference with equipment that may occur based upon the cellular activity.

SECTION XX: Visitors

Parents are encouraged to visit their children during all aspects of the Cadet Program affiliation including the Cadet Academy, Cadet Meetings, and while cadets are on-duty. Other visitors are discouraged as they may cause distractions from the learning atmosphere for the cadets and advisors. In regards to other visitors the cadets will follow the JCEMS SOG policy that states:

1. Prolonged personal visits involving county EMS Employees are discouraged.
2. Personal visitation involving county EMS Employees after 11:00 p.m. is not allowed at any EMS Station or site without prior permission of the advisor.

SECTION XXI: SAFETY EQUIPMENT

In addition to uniforms being provided, JCEMS also provides safety equipment that is available for use on every ambulance and Supervisor vehicle. Cadets are expected to use this safety equipment on all calls that require it.

1. Personal Protection Equipment is available and is expected to be used on all calls. Gloves, masks, gowns, and shoe coverings are all available for use on every ambulance and Supervisor vehicle.
2. Appropriate safety measures should be taken when BBP are encountered, in accordance with the Infection Control policy.
3. Personal Floatation Devices (PFD's) should be worn anytime water presents a hazard.

SECTION XXII: OTHER

For all other guidelines not listed herein, The Johnston County EMS Cadet Program will refer to the Johnston County EMS Employee SOG's and Handbook.