

Probationary Member Training Packet

Fall Semester 2007

- A probationary member is one who has been in the organization for less than one semester, or has been deemed such by the director of membership.
- Each probationary member will be assigned a field trainer who will be available at any time to answer any questions and to make sure that progress through the packet is occurring.
- This program is to assist you during your probationary period with the University of Delaware Emergency Care Unit (UDECUCU). By completing the following in-house training and orientation, you will become more at ease with our organization's operations and procedures.
- It is your responsibility to work through this program with your field trainer and complete each section in the time period allotted.
- You are expected to attend each monthly membership meeting on the 1st available Sunday of every month at 7:00 pm. You are **STRONGLY** encouraged to attend any in-house training classes that UDECUCU holds. You are required to maintaining your minimum requirement of 12 duty hours per month.
- At the end of the program, the field trainer will check-off that the probationary member has successfully completed all skills and requirements. At that time, the e-board will meet to discuss each probationary member individually. If the probationary member has successfully completed the program, and the e-board deems the probationary member deserving, he or she will be granted full membership in the upcoming semester.

I, _____, have read the above statement and agree to work with my field trainer and Director of Training to work towards the completion of the probationary training program by the end of this, my probationary semester

Signed: _____ (Probationary Member) Date: _____

Signed: _____ (Field Trainer) Date: _____

Signed: _____ (Director of Training) Date: _____

By the end of week two, the probationary member will:

- ___ Meet with his/her probationary trainer.
- ___ Become familiar with the location of the ambulance bay.
- ___ Know where to meet crew during a call.
- ___ Know how to operate an alpha pager and a tone pager.
- ___ Wear proper clothing on ambulance calls.
- ___ Understand the importance of, location of, and use of all BSI.
- ___ Become familiar with the basic equipment on the ambulance.
- ___ Have HIPAA training
- ___ Begin interviews with drivers, technicians, and E-board members
- ___ Have started their series of Hepatitis B shots, or signed a waiver.

By the end of week four, the probationary member will:

- ___ Know how to use the stretcher, stair chair, and backboard and be able to show skills using these.
- ___ Understand and demonstrate proper lifting techniques.
- ___ Know how to turn on main and portable O₂ cylinders.
- ___ Become familiar with other equipment on the ambulance using the check-out sheet.
- ___ Attend one membership meeting.
- ___ Attend one in-house training class.
- ___ Have at least 12 hours of duty time.
- ___ Have met with Director of Training with their field trainer.

Signed: _____ (Director of Training)

By the end of week six, the probationary member will:

- ___ Understand the basic concepts and assist in spinal immobilization and long backboarding a patient.
- ___ Become familiar with ambulance documentation (EDIN, cheat sheets, HIPAA).
- ___ Have at least 18 hours of duty time.
- ___ Be certified in American Heart Association CPR for the Healthcare Provider and in AED use.

By the end of week eight, the probationary member will:

- ___ Be able to perform a full equipment check-out on the ambulance using the check-out sheet by themselves.
- ___ Have completed interviews with drivers, technicians, and E-board members.
- ___ Be able to take a patient's vital signs.
- ___ Have 24 hours of duty time.
- ___ Have attending two membership meetings.
- ___ Have attended two in-house training sessions.
- ___ Become familiar with the organization, its structure, and how it operates
- ___ Have successfully completed the above packet, and submit for a skills checkoff.

Vital Signs Check Off Sheet

Name	BP	Pulse	Resp	Pupils

Field Trainer:

I hereby attest that _____ has completed the requirements laid forth in this training packet to the best of his/her ability and wishes to advance to the final skills assessment.

Signed: _____

Probationary Member:

I hereby attest that I, _____, have completed the requirements laid forth in this training packet to the best of my ability and wish to advance to the final skills assessment.

Signed: _____

Eboard / Tech & Driver Interviews

All probationary members must interview at least 10 members of the Eboard and Techs and Drivers. Get to know their duties within the organization and get to know them as a person.

Name _____ Position _____ Signature _____ Date _____

Name _____ Position _____ Signature _____ Date _____

Name _____ Position _____ Signature _____ Date _____

Name _____ Position _____ Signature _____ Date _____

Name _____ Position _____ Signature _____ Date _____

Name _____ Position _____ Signature _____ Date _____

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