



Virginia Beach Department of Emergency Medical Services



HUMAN RESOURCES

MEDIC WORKFORCE DEVELOPMENT POLICY

PURPOSE: This document provides procedures for administration of the Paramedic career progression process.

APPLICABILITY: This policy applies to all career Paramedic Personnel.

ATTACHMENTS: Appendix A – Paramedic Workforce Development Plan
Appendix B – Workforce Development Implementation Plan
Appendix C – Pre-approved Leadership Coursework

Paramedic Professional Development Increase

Eligibility

In order to qualify for the Paramedic professional development increase, all candidates must possess the following credentials and service qualifications:

- Three (3) calendar years of service functioning as a Paramedic under general supervision in a full-time capacity with the Department of EMS. The most recent year must be with the Department of EMS as a career paramedic.
- Completion of Paramedic professional development courses (Appendix A)
- No disciplinary actions received during the previous twelve (12) months

Appendix A applies to all Paramedics hired after July 1, 2019. Appendices A and B apply to all incumbent Paramedics hired prior to July 1, 2019.

Paramedic to Senior Paramedic Career Progression

Eligibility

In order to qualify for career progression to Senior Paramedic, all candidates must possess the following credentials and service qualifications:

- Completion of Paramedic professional development requirements

- Six (6) calendar years of service functioning as a Paramedic under general supervision, in a full-time capacity with the City of Virginia Beach. The most recent year must be with the Department of EMS as a career paramedic. Upon approval of the EMS Chief, a maximum of two (2) years of experience may be credited for full-time service as a Paramedic with another EMS agency. Time in service credit will be established and recorded upon hiring.
- Completion of Senior Paramedic Career Path courses (Appendix A)
- No disciplinary actions received during the previous eighteen (18) months

Appendix A applies to all Paramedics hired after July 1, 2019. Appendices A and B apply to all incumbent Paramedics hired prior to July 1, 2019.

Senior Paramedic Professional Development Increase

Eligibility

In order to qualify for the Senior Paramedic professional development increase, all candidates must possess the following credentials and service qualifications:

- Three years employed as a Senior Paramedic under general supervision, in a full-time capacity with the City of Virginia Beach.
- Completion of Senior Paramedic professional development courses (Appendix A)
- No disciplinary actions received during the previous eighteen (18) months

Professional Development and Career Progression Process

Participation in the Paramedic professional development training and advancement program is strictly voluntary. The Department of EMS will attempt to offer as many courses as possible, but it remains the responsibility of the member to seek out training opportunities. While compensation will be provided for classes mandated for all employees, members seeking career progression should anticipate completing many of the classes during off duty time without compensation.

It is the employee's responsibility to request the professional development increases and advancement to Senior Paramedic. The employee shall submit a written request to their supervising Division Chief via the chain-of-command. Attach copies of the credentials listed above and a copy of the appropriate career path completion checklist and certificate. The employee's chain-of-command, through the Division Chief, must acknowledge that there has been no disciplinary action received during the previous required consecutive calendar months.

The supervising Division Chief, in conjunction with the Division Chief responsible for Personnel, will review the request and forward to the Deputy Chief of

Operations and EMS Chief for approval. Professional development increases will be executed semiannually effective with the first pay period following January 1st or July 1st. Requests must be submitted to the member's supervisor for processing by November 1st for the January pay increase or May 1st for the July pay increase. The Department shall have all paperwork processed and delivered to Human Resources by December/June 1st accordingly. Senior Paramedic career progression requests will be processed individually throughout the year as members become eligible. At least sixty (60) days should be allowed for processing such requests through both the EMS and Human Resources Departments.

Senior Paramedic Status

Individuals who are career progressed to the Senior Paramedic position will be given duties and responsibilities of a more complex nature. These increased duties and responsibilities will not be construed as having command rank and will authorize no general supervisory powers.

ORDERED:



10/21/2019

EMS Chief

Date

Originated: 5/23/2008

Revised/Reviewed: 10/21/2019

Appendix A

Paramedic Professional Development Increase Requirements

Mandatory Courses:

1. (NAEMT) Professional Ethics and Personal Leadership (PEPL)
(Compensation Authorized)
2. VBEMS Leadership I (Compensation Authorized)
3. Current ACLS and PALS Provider certification
4. 16 hours of additional advanced medical training.
 - a. Preapproved courses include:
NAEMT 16-hour courses
Pre-Hospital Trauma Life Support (PHTLS)
Tactical Emergency Casualty Care (TECC)
Advanced Medical Life Support (AMLS)
Emergency Pediatric Care
Geriatric Education for EMS (Basic and Advanced GEMS)
 - b. Courses not listed above require approval for equivalency by the Division Chief responsible for Personnel

OR

24 hours (or 8 hours per year) of additional leadership coursework (may be classroom training or on-line training) – see Appendix C for pre-approved training courses.

- c. Courses not listed in Appendix C require approval for equivalency by the Division Chief responsible for Personnel
- d. This is in addition to required annual training

All classes under Item 4 must have been completed within the previous three (3) years in order to be accepted.

Senior Paramedic Career Progression Requirements

Mandatory Courses:

1. VBEMS Leadership II (Compensation Authorized)
2. Obtain or maintain a credentialed EMS Instructor Discipline certification (AHA, NAEMT, EMT, VBEMS EVOC or other approved by the EMS Chief or Deputy)
3. Current ACLS and PALS Provider certification
4. 16 hours of additional advanced medical training.
 - a. Preapproved courses include:
 - NAEMT 16-hour courses**
 - Pre-Hospital Trauma Life Support (PHTLS)
 - Tactical Emergency Casualty Care (TECC)
 - Advanced Medical Life Support (AMLS)
 - Emergency Pediatric Care
 - Geriatric Education for EMS (Basic and Advanced GEMS)
 - b. Courses not listed above require approval for equivalency by the Division Chief responsible for Personnel
5. 24 hours of additional leadership coursework (may be classroom or on-line training) – see Appendix C for pre-approved training courses.
 - a. Courses not listed below require approval for equivalency by the Division Chief responsible for Personnel
 - b. This is in addition to required annual in-service training

All classes under items 4 and 5 must have been completed within the previous three (3) years in order to be accepted. Those courses used for the Paramedic professional development increase cannot be used for this advancement.

Senior Paramedic Professional Development Increase Requirements

Mandatory Courses:

1. Hold a credentialed EMS Instructor Discipline certification (AHA, NAEMT, EMT, VBEMS EVOG or other approved by the EMS Chief or Deputy)
2. Current ACLS and PALS Provider certification
3. 16 hours of additional advanced medical training.
 - a. Preapproved courses include:
 - NAEMT 16-hour courses**
 - Pre-Hospital Trauma Life Support (PHTLS)
 - Tactical Emergency Casualty Care (TECC)
 - Advanced Medical Life Support (AMLS)
 - Emergency Pediatric Care
 - Geriatric Education for EMS (Basic and Advanced GEMS)
 - b. Courses not listed above require approval for equivalency by the Division Chief responsible for Personnel
4. 24 hours of additional leadership coursework (may be classroom training or on-line training) – see Appendix C for pre-approved training courses.
 - a. Courses not listed below require approval for equivalency by the Division Chief responsible for Personnel
 - b. No more than 16 hours per year will be accepted
 - c. This is in addition to required annual training

All classes under items 3 and 4 must have been completed within the previous three (3) years in order to be accepted.

Appendix B

Implementation Plan for Incumbent Paramedics Employed Prior to July 1, 2019

Paramedic Professional Development Increase:

1. Incumbent Paramedics with between one (1) and three (3) years of City of Virginia Beach Department of EMS Paramedic service as of July 1, 2019 must complete:
 - a. (NAEMT) Professional Ethics and Personal Leadership (PEPL)
 - b. VBEMS Leadership I
2. Incumbent Paramedics with less than one (1) year of City of Virginia Beach Department of EMS Paramedic service as of July 1, 2019 must complete:
 - a. (NAEMT) Professional Ethics and Personal Leadership (PEPL)
 - b. VBEMS Leadership I
 - c. Either sixteen (16) hours of advanced medical training **OR** sixteen (16) hours of additional leadership coursework
 - i. Note: Classes must have been completed in the past three (3) years

Senior Paramedic:

1. All incumbent Paramedics must complete requirements for the Paramedic Professional Development Increase in total.
2. All incumbent Paramedics must hold a credentialed EMS Instructor Discipline certification (AHA, NAEMT, EMT, VBEMS EVOC or other approved by the EMS Chief or Deputy)
3. All incumbent Paramedics must hold current ACLS and PALS certifications.
4. Incumbent Paramedics with less than four (4) years of credited Paramedic service must also complete:
 - a. Sixteen (16) hours of advanced medical training
 - b. Sixteen (16) hours of additional leadership coursework
 - i. Note: Classes must have been completed in the past three (3) years. Those courses used for the Paramedic professional development increase cannot be used for this advancement.
5. Incumbent Paramedics with greater than four (4) years of credited Paramedic service must also complete:
 - a. Sixteen (16) hours of advanced medical training or eight (8) hours of additional leadership coursework

- i. Note: Classes must have been completed in the past three (3) years. Those courses used for the Paramedic professional development increase cannot be used for this advancement.

Senior Paramedic Professional Development Increase:

1. All incumbent Senior Paramedics must maintain a credentialed EMS Instructor Discipline certification (AHA, NAEMT, EMT or other approved by the EMS Chief or Deputy)
2. All incumbent Senior Paramedics must hold current ACLS and PALS certifications.
3. Incumbent Senior Paramedics with greater than two (2) years as a SPM as must complete:
 - a. NAEMT Professional Ethics and Personal Leadership (PEPL) course
 - b. VBEMS Leadership I
4. Incumbent Senior Paramedics with one (1) to two (2) years as a SPM must complete:
 - a. NAEMT Professional Ethics and Personal Leadership (PEPL) course
 - b. VBEMS Leadership I
 - c. 8 hours of additional advanced medical training or 8 hours of additional leadership training as outlined in Appendix A.
5. Incumbent Senior Paramedics with less than one (1) year as a SPM must complete all requirements of the Senior Paramedic career development increase outlined in Appendix A.

Paramedic Professional Development Checklist

Name: _____

Date of Hire: _____

Requirement	Date Completed
VBEMS Leadership I (Compensation Authorized)	
(NAEMT) Professional Ethics and Personal Leadership (PEPL) (Compensation Authorized)	
ACLS Certified	
PALS Certified	
No discipline within previous 12 months	
Paramedics with <1 year of TOTAL service	
*16 hours of additional advanced medical training OR *16 hours of additional leadership coursework	

*Must have been completed in the last three (3) years

Notes:

Employee Signature / Date: _____ / _____

Division Chief Signature / Date: _____ / _____

Senior Paramedic Career Progression Checklist

Name: _____ Date of Hire: _____

Amount of pre-hire credited service: _____

Total amount of credited service as of July 1, 2019: _____

Requirement	Date Completed
VBEMS Leadership I (Compensation Authorized)	
(NAEMT) Professional Ethics and Personal Leadership (PEPL) (Compensation Authorized)	
ACLS Certified	
PALS Certified	
Credentialed EMS Instructor discipline	
16 hours of additional advanced medical training OR 24 hours of additional leadership coursework	
No discipline within previous 18 months	
Paramedics with >4 years of TOTAL service as of July 1, 2019	
*16 hours of additional advanced medical training OR *8 hours of additional leadership coursework	
Paramedics with <4 years of TOTAL service as of July 1, 2019	
*16 hours of additional advanced medical training	
*16 hours of additional leadership coursework	

*Must have been completed in the last three (3) years and cannot be the same courses used for Paramedic Professional Development increase.

Notes: _____

Employee Signature / Date: _____ / _____

Division Chief Signature / Date: _____ / _____

Senior Paramedic Professional Development Checklist

Name: _____ Date of Hire: _____

Date of Promotion to Senior Paramedic: _____

Requirement	Date Completed
VBEMS Leadership I (Compensation Authorized)	
(NAEMT) Professional Ethics and Personal Leadership (PEPL) (Compensation Authorized)	
ACLS Certified	
PALS Certified	
Credentialed EMS Instructor discipline	
No discipline within previous 18 months	
Senior Paramedics with 1-2 years as SPM	
*8 hours of additional advanced medical training OR *8 hours of additional leadership coursework	
Paramedics with <1 year of TOTAL service	
*16 hours of additional advanced medical training	
*24 hours of additional leadership coursework	

*Must have been completed in the last three (3) years and cannot be the same courses used for Senior Paramedic advancement.

Notes:

Employee Signature / Date: _____ / _____

Division Chief Signature / Date: _____ / _____

APPENDIX C

Pre-approved Leadership Coursework

City of Virginia Beach Classes (See COVB Class Catalogue for class dates):

- Adapting Your Leadership Style – 4 hours
- Coaching for Commitment – 4 hours
- Communicating with Dignity and Respect – 4 hours
- Delegating to Promote Employee Growth – 4 hours
- Developing Your Direct Reports – 4 hours
- Emotional Intelligence: Developing Skills for Success – 4 hours
- Foundations for New Supervisors – 40 hours
- Generational Differences – 4 hours
- Goal Setting and Getting Things Done – 4 hours
- How to Create a Respectful Workplace – 4 hours
- Improving Self Awareness – 4 hours
- Leading Across Generational Differences – 4 hours
- Leading Others Through Change – 8 hours
- Learning to Manage – 4 hours
- Managing Challenging Behaviors – 4 hours
- Managing Up – 4 hours
- Navigating Difficult Conversations – 4 hours
- Peer Today, Boss Tomorrow, Navigating Your Changing Role – 8 hours
- Powerful Listening – 4 hours
- Situational Leadership – 8 hours
- Super Manager – 4 hours
- Team Lead Bootcamp – 16 hours
- Why We Struggle With Tough Decisions – 4 hours
- Working Through Barriers and Biases as a Leader – 4 hours
- Working Through Conflict Successfully – 4 hours
- Writing Effective Emails – 2 hours

City of Virginia Beach On-Line Courses (See COVB Class Catalogue for class dates):

- Better Business Writing – 1 hour
- Business Essentials: Change Management – 30 Minutes
- Business Essentials: Discrimination in the Workplace – 30 Minutes
- Business Essentials: Harassment in the Workplace – 30 Minutes
- Business Essentials: Project Management – 30 Minutes
- Business Writing: Letters and E-mails – 1 hour
- Communicate Effectively – 30 Minutes
- Effective Listening Training – 45 Minutes
- Emotional Intelligence – 30 Minutes
- Goal-Setting in the Workplace – 45 Minutes

- Grammar 101 – 1 hour
- Leading a High Performance Team – 45 Minutes
- Manage Stress – 30 Minutes
- Managing Conflict: A Collaborative Approach – 45 Minutes
- Meeting the Delegation Challenge – 45 Minutes
- Presenting with Power – 30 Minutes
- Workplace Harassment Prevention: Managers and Supervisor Edition

FEMA Independent Study On-Line Courses:

- IS-10 Animals in Disasters: Awareness and Preparedness – 4 hours
- IS-15 Special Events Contingency Planning for Public Safety Agencies – 4 hours
- IS-201 Forms Used for the Development of the Incident Action Plan – 2 hours
- IS-230 Fundamentals of Emergency Management – 6 hours
- IS-235 Emergency Planning – 5 hours
- IS-240 Leadership and Influence – 3 hours
- IS-241 Decision Making and Problem Solving – 2 hours
- IS-242 Effective Communication – 8 hours
- IS-244 Developing and Managing Volunteers - 4 hours
- IS-321 Hurricane Mitigation Basics for Mitigation Staff – 1 hour
- IS-322 Flood Mitigation Basics for Mitigation Staff – 1 hour
- IS-324 Community Hurricane Preparedness – 10 hours
- IS-346 An Orientation to Hazardous Materials for Medical Personnel – 10 hours
- IS-360 Preparing for Mass Casualty Incidents: A Guide for Schools, Higher Education, and Houses of Worship – 3 hours
- IS-368 Including People With Disabilities & Others With Access & Functional Needs in Disaster Operations – 2 hours