



Virginia Beach Department of Emergency Medical Services



TRAINING

MEDICAL TRAINING STEERING COMMITTEE POLICY

PURPOSE: The purpose of this policy is establish a Medical Training Steering Committee to review and evaluate the needs for pre-hospital medical care training; collect data; review and recommend changes to existing programs; review and recommend new training programs; integrate Continuous Quality Improvement (CQI) objectives; and make recommendations concerning city-wide pre-hospital training issues to the Emergency Medical Services Chief and Operational Medical Director.

APPLICABILITY: This policy shall apply to all members of the Virginia Beach Emergency Response System.

POLICY STATEMENT: The Emergency Medical Services (EMS) Chief shall appoint a Medical Training Steering Committee (MTSC). Medical training provided to members of the Virginia Beach Emergency Response System will be reviewed for appropriateness by the MTSC. The MTSC is an advisory committee to the EMS Chief and Operational Medical Director on issues related to pre-hospital medical training.

MEMBERSHIP

The Steering Committee will be composed of:

- Deputy Chief of Sustainment and Support - Chairman
- EMS Personnel and Training Division Chief
- EMS Operations Division Chief
- Volunteer Rescue Squad Representative
- EMS Volunteer Assistant Chief
- Fire Department Representative

CHAIRMAN

The Chairman will act as leader of the committee. Duties of the chairman will include, but not be limited to, scheduling regular meetings, maintaining records, appointing working groups as necessary and compiling recommendation reports to the EMS Chief and Operational Medical Director.

COMMITTEE MEMBERS

Members representing the Fire Department will be selected by the Fire Chief or his designee. The EMS Volunteer Assistant Chief will be selected by the Chief of EMS. Representation of the Volunteer Rescue Squads will be selected by the Council of Virginia Beach Volunteer Rescue Squads.

All members are expected to regularly attend meetings. The chair may recommend replacement to a sponsoring agency when a member fails to appropriately participate in committee activities.

WORKING GROUPS

The Chair shall establish working groups as necessary to review items brought before the Steering Committee. Some groups may be standing bodies while others will be ad hoc as needed. Members of working groups will be selected via the Steering Committee. Group leaders may be members of the Steering Committee, but broad participation is encouraged. All working groups shall include appropriate representation from across the Virginia Beach Emergency Response System based on the assigned project.

Working group members will be nominated by their respective Steering Committee representative.

The Personnel and Training Division Chief shall act as coordinator of the various working groups, collaborating with the group leaders to ensure timely completion of assignments and reporting.

MEETINGS

The Committee will meet at least quarterly. Minutes of all committee meetings will be considered public documents and shall be published as directed by the Chief of EMS.

RECOMMENDATIONS

Feedback from the MTSC shall be compiled by the chair and shared as appropriate with the EMS Chief, Operational Medical Director and/or other officers of the department in order to implement training enhancements. Results will be integrated to the greatest extent feasible into organizational training programs and updates to patient care providers in the field.

This policy shall become effective upon approval of the EMS Chief and the Operational Medical Director.

ORDERED:



1/24/2019

EMS Chief

Date



1/24/2019

Stewart W. Martin, MD **Date**
Operational Medical Director