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| City of Virginia Beach Department of EMS Policy | |
| EMS Accredited Training Program Advisory Committee |  |
| Issue Date: 05/03/2022 | Revised Date: |
| Section: Training | |

1. Purpose

The purpose of this policy is to create an advisory committee for the Virginia Office of Emergency Medical Services (VAOEMS) Accredited Advanced Emergency Medical Technician (AEMT) courses offered by the Virginia Beach Department of EMS (VBEMS). This committee is a sub-committee of the Medical Training Steering Committee.

2. Applicability

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

3. Policy Statement

Pursuant to the Virginia EMS Education Standards (VEMSES), VBEMS Training Center must regularly assess its goals and learning domains (*cognitive, affective, and psychomotor*) pertaining to the VBEMS AEMT courses. In addition, program personnel must identify and respond to changes in the needs and/or expectations of its stakeholder of interest.

An advisory committee, which is representative of these stakeholders of interest, must be designated and charged with the responsibility of meeting at least annually to assist the program in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring the program responsiveness to change.

4. Policy

4.1. Membership

4.1.1. The VBEMS EMS Program Advisory Committee is comprised of:

- 4.1.1.1. Current AEMT student
 - 4.1.1.2. AEMT graduate
 - 4.1.1.3. Two (2) volunteer rescue squad representatives
 - 4.1.1.4. VBEMS Division Chief
 - 4.1.1.5. VBEMS Captain
 - 4.1.1.6. VB Fire Department representative
 - 4.1.1.7. Hospital/clinic representative
 - 4.1.1.8. VBEMS Paramedic
 - 4.1.1.9. Member of the public
- 4.1.2. Ex officio members of the board include:
- 4.1.2.1. EMS Medical Director
 - 4.1.2.2. EMS Training Brigade Chief
 - 4.1.2.3. AEMT Program Director
 - 4.1.2.4. Lead Instructor for AEMT course
- 4.1.3. The Medical Training Steering Committee shall appoint the Chairperson for this advisory committee.

4.2. Meetings

- 4.2.1. The Advisory Committee must meet at least once per calendar year and review the goals and outcomes for the classes in the last year and to make recommendations to the program director.
- 4.2.2. Minutes of all committee meetings will be considered public documents and shall be published as directed by the Chief of EMS or his designee.

5. *References and Related Policies/Procedures/Guidelines*

- 5.1. VBEMS Medical Oversight Steering Committee Policy
- 5.2. VBEMS ALS Training Policy
- 5.3. VBEMS Certification and Credentialing Policy
- 5.4. VBEMS Training Steering Committee Policy
- 5.5. VAOEMS Program Accreditation Application, Instructions and Self Study for AEMT

This policy shall become effective upon the approval of the Chief of Emergency Medical Services.



05/03/2022

EMS Chief

Date Signed

| Policy Change Log | | |
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| Created: | 05/03/2022 | Created on this date |