



Contra Costa County Operations

Patient Focused - Customer Centered - Caregiver Inspired

SOP# 222 Personal Record Maintenance Effective: January 1, 2010 Updated: May 1, 2016	Approved By: Michael Johnson Regional Director
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A. Purpose

1. To insure that all personnel meet applicable State and Local Certification, Accreditation and License requirements and records for their job classification.
2. To insure consistent application of company policy in the maintenance of personnel records policy.
3. To provide guidance to operations management in the application of personnel records policy.

B. Policy

1. It shall be company policy that all EMT-I, EMT-Paramedic, Registered Nurse, Courier, and V.S.T. personnel maintain current records as required within the employee's job classification and or as defined in local EMS policy.
2. Courtesy Notices will be given to employee's monthly on the Monthly Safety Letter.
3. A copy of each renewed required record is required to be on file at the operations center prior to expiration.
4. Failure to turn in the required completed TB Test/Questionnaire before expiration will result an initiation of an investigation by operations, compliance violations may result in corrective action.
5. Suspension will occur if records are not current (TB Health Questionnaire and Report complete) and on-file at the Contra Costa Operations Center in advance of expiration.
 - a. Employees will remain eligible to work if the shift starts AND ends prior to the expiration date.
 - b. The company is not under obligation to return an employee to a shift that they have been suspended from if that shift has already started for the day.
6. The employee will be released to duty after the TB Test and/or Questionnaire are updated and on file. A corrective action notice will be submitted to the employee to sign and placed in his/her personnel file.
7. Management will provide receipts for received records to employees upon request.
8. It is the employee's sole responsibility to insure that copies of required documentation are received in a timely manner, and to verify that those records were received in the Operations Center.

- a. Employees will not assume that the Operations Center has received a certification if sent by fax or DAL.
 - b. Employees must confirm that the Operations Center has received the certification and that the employee is eligible to work.
 - c. Employees are encouraged to keep copies of their certifications.
9. It is the responsibility of each employee to maintain the minimum standard of qualifications and to insure that current copies of all required records are on file at the local operations center.
10. Any employee who has been suspended/placed inactive due to failure to meet the minimum requirements of this procedure and remains inactive for more than 30 consecutive days will be terminated from employment.
11. New Hire employees will have until one week past their completion of the Local Orientation to be fully compliant with the records requirements (exception - Paramedic County Accreditation; PEPP/ ITLS as per CCC Policy). Field FTO time will not be permitted until the employee is compliant; the employee will be placed on inactive status during the period of non-compliance. This includes the "New Hire" two-TB tests process.
12. Requirements: (* = Employee required to have in possession on-duty at all times. ADL, CDL and MEC must be originals)

a. PARAMEDIC REQUIRMENTS

- i. *CPR Healthcare Provider
 - ii. *ACLS certification
 - iii. *BTLS / *PHTLS/*ITLS certification
 - iv. *Paramedic State License
 - v. County Accreditation
 - vi. *Medical Examiner's Card
 - vii. *Ambulance Driver's License
 - viii. *California Driver's License
- a) Temporary ADL and CDL expire in a short period of time.
 - b) Employees must turn in a permanent record prior to that expiration date to remain eligible.
- ix. *PEPP
 - x. Any additional training or certifications that may be required by the Company or EMSA.

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b. EMT REQUIRMENTS

- i. *CPR Healthcare Provider
 - ii. *EMT Certification
 - iii. *Medical Examiner Card
 - iv. *Ambulance Driver's License
 - v. *California Driver's License
- a) Temporary ADL and CDL expire in a short period of time.
 - b) Employees must turn in a permanent record prior to that expiration date to remain eligible.
- vi. Any additional training or certifications that may be required by the Company or EMSA.

c. ALL EMT, PARAMEDICS, VSTs, AND COURIERS:

- i. DMV pull notices are received every six months, and it is the employee's responsibility to assure the DMV maintains and reports your records on file as current
- ii. TB test once a year from the date the last test was read. The test must be read within 48-72 hours of administration. Those employees who have converted MUST complete the health questionnaire every year, have a baseline chest x-ray and medical exam on initial conversion with a doctor's medical clearance to return to work, and have a chest x-ray if symptoms appear.
 - a) TB Health Questionnaire and Report must be complete (injected AND read/or questionnaire) prior to expiration to remain eligible to work.
- iii. Current Employee Profile on file with correct physical address as well as mailing address and home telephone number.
- iv. Employees wishing to change their paycheck distribution location or person(s) authorized to receive their paycheck must submit a new profile with the appropriate information.

C. Enforcement of Policy

1. Violations of this policy are subject to corrective action up to and including termination of employment.

American Medical Response Contra

Costa County Operations Standard

Operating Procedure #222