



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Paramedic School		
<b>Policy Number:</b>	118	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	May 2017
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### PURPOSE

The purpose of this policy is to establish guidelines for paramedic school selection and attendance. This policy also serves to establish the procedure members shall follow for acceptance into the program.

### POLICY

The Rogers Fire Department will utilize the resources of the Northwest Arkansas Community College to provide paramedic curriculum to its members who pursue paramedic licensure.

All members hired prior to July 1, 2009 may request to attend paramedic school and associated requisite courses.

All members hired after July 1, 2009 are subject to attend paramedic school and associated requisite courses when provided an order from the Fire Chief or Deputy Chief of Special Operations and Training. This order shall be in writing and received by the member at least one year prior to the starting date of the identified paramedic program. This provision shall exist for such members as a condition of employment for ten (10) years from their hire date.

### Procedure for Enrollment and Approval

Members who pursue (whether self-initiated or by order of the Department) paramedic licensure, shall submit this request to their supervisor on a completed RFD Form 95.

The member shall submit a Form 95 for each semester they will attend prerequisite courses (e.g. Anatomy & Physiology I/II, Medical Terminology, Pharmacology, Dysrhythmias, and any other course required by the NWACC program for admission). Form 95s submitted for prerequisite courses shall be submitted no less than four weeks before the first day of class.

The member shall also submit a Form 95 for the entire paramedic program. The Form 95 submitted for admission into the paramedic program shall be received no later than the first business day of January immediately preceding the start of the program. For instance, the 2017 paramedic program would begin in May 2017. Thus, the Form 95 would be submitted by the first business day in January of 2017.

All requests for paramedic school participation will be reviewed by the RFD Command Staff. The disposition of each request will be sent to the requesting member via phone or email. Members selected to be sponsored by RFD in the paramedic program will enter into a formal agreement with the City of Rogers. This agreement shall be presented to the member by the Fire Chief.

The member will be responsible for becoming familiar with, and taking appropriate action(s), for all NWACC admission and enrollment practices. The department will not attempt to enroll, or apply for, any program component on the member's behalf.

Each semester, the Administrative Assistant to Special Operations & Training will prepare and deliver necessary documentation to NWACC and the college's bookstore establishing the relationship of the RFD as a third-party payee for the member.

Upon receiving a final letter grade for each class, the member shall submit a transcript to the Deputy Fire Chief of Special Operations & Training. Additional policy regarding training requests is contained in RFD SOP 111.

### **Contract**

Members selected to attend paramedic school must complete a "Paramedic Training Agreement" prior to the first day of class. The most current version of this agreement will cover all stipulations and requirements for both the paramedic candidate and the department.

Tuition: By agreement between RFD and NWACC, tuition expenses should be directly billed to the RFD by NWACC. Tuition expenses will be limited to courses directly associated with prerequisites to the paramedic program and the paramedic program.

Books: Members shall check with the Administrative Assistant to SOT for previously used course texts. When necessary, members will purchase books and supporting documents on account at the NWACC bookstore. Book expenses should be directly billed to the RFD by the college's bookstore. Upon completion of each course, the member will return their text(s) to the Administrative Assistant to SOT.

Ancillary: NWACC's admission requirements vary slightly from year-to-year. Often, vaccinations and tuberculosis screenings are required. Members shall

attempt to minimize costs associated with these and other ancillary items. Most common vaccinations, and tuberculosis screening, are available through the Benton County Health Department. Members will not be reimbursed for screenings that are readily available at a lower cost without prior approval.

With proper documentation, some costs may be paid for by the member and submitted for reimbursement in accordance with RFD SOP 152.