

**OKALOOSA COUNTY  
EMERGENCY MEDICAL SERVICES  
STANDARD OPERATING PROCEDURE**

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**Title:** Comprehensive Training Program (CTP)  
**Policy:** 507.00  
**Purpose:** To define the process for developing, conducting, and organizing a comprehensive training program to promote higher level of education for health care providers.

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**Policy:**

All clinical (EMT's and Paramedics) employees have been mandated to attend 4 hours of training per month by the Medical Director(s); these trainings shall be a part of the Comprehensive Training Program (CTP). Employees failing to meet this minimum will be reported to the Medical Director(s) as being non-compliant.

The employees may only attend the CTP during their 36 hour work week.

No on-duty personnel subject to calls will be permitted to attend for credit; they may attend as a supplement, but their attendance cannot be counted towards their required hours.

CTP will be conducted every Tuesday ('Training Tuesday's'). The Planning & Training Section Chief is responsible for the cancellation of training or revision of this schedule to best support the operational and administrative priorities of the organization.

The Branch Commanders and Field Training Officers (FTO's) will schedule teaching dates no less than one month in advance. If a Branch Commander or FTO is not able to fulfill this, he/ she may swap dates with another Branch Commander or FTO if both are in agreement, keeping in mind that overtime will be avoided. If a Branch Commander is on leave, the person covering their operations position shall be responsible for covering their training obligation, as well.

Field Trainers (FT's) are expected to assist with instruction on the days they attend.

It will be the responsibility of the assigned FT's/ FTO's to oversee the monthly preparations for CTP in association with the Planning & Training Section Chief. The deadline for submission of material will be determined by the Planning & Training Section Chief.

All monthly CTP materials will be presented in the last week of the month to interagency training officers via a T3 (train-the-trainer) meeting. Generally, the T3 will be conducted on the last Monday of each month at 13:00 via WebEx.

Any request for changes to the agenda or additional presentations will be considered by the Planning & Training Section Chief on a case-by-case basis.

A multi-year training and exercise plan will be organized and re-evaluated by the Planning & Training Section Chief no later than the 30<sup>th</sup> of every January.

**Accountability and Compliance:**

It will be the responsibility of the Planning & Training Section Chief to ensure that the preceding plan is implemented monthly and all training materials are provided for the assigned instructor to complete the training modules.

It is the responsibility of each employee to ensure attendance of each monthly module.

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