

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

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**Title:** Online Education  
**Policy:** 505.00  
**Purpose:** To provide guidelines for the online continuing education program. To improve performance of EMS employees.

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**Policy:**

OCEMS Shift Training Officers (STO) shall develop and implement online continuing education programs, for all employees and is responsible for education and training.

All OCEMS staff will be required to participate in online continuing education by the date assigned.

Areas of focus are OCEMS Protocols, OCEMS Policies and Procedures, HIPAA training, Safety training, position specific training, and any training deemed necessary by Memo's and other documents distributed via the online training program, can be assigned at any time for no less than fourteen days. Receipt and understanding will be verified online. This confirms that the document is acknowledged as the most up to date information on its given topic

Additional courses will be assigned on an individual basis if an issue is recognized. Issues may be reported by anyone to the on-duty Command or Field Training staff. Command staff will determine if additional online course is warranted. Any additional online courses must be completed in no more than 14 days.

Additional courses will be assigned to all OCEMS staff if an issue is recognized in 3 or more separate instances, or at the discretion of the Medical Director. Issues may be reported by anyone to the Command or Field Training Staff. Command staff and/or Medical Director will determine if an additional online course is warranted. Any additional online courses must be completed in no more than 14 days.

**Accountability and Compliance:**

1. Upon assigned due date of online training the on-duty STO will inspect for completion of training and contact each employee found non-compliant. All non-compliant employees will need to provide written documentation, per policy 105.00 Conflict Resolution, documenting reason for non-compliance.
2. A full review of all online training will be done every three months and any actions taken will be recorded and forwarded to the EMS Chief at the Senior Staff Meeting. This report will be titled 'Online Training' and will consist of data from a rolling 12-month period.

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Author: Bailey  
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