

# JORDAN VALLEY EMS AUTHORITY POLICY

**POLICY #:** 106.6.1

**SUBJECT:** EMPLOYEE ORIENTATION

**CAAS STANDARD:** 106.6.1

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**SCOPE:** All employees

**PURPOSE:**

The Purpose of this policy is to provide a guideline for the orientation of new employees

**POLICY:**

The Jordan Valley EMS Authority must ensure that all new employees are trained in Authority procedures.

**PROCEDURE:**

For the first one year of employment a new full time employee will be on probation. Probationary employees shall be considered at will employees. Any processes of this orientation may be completed concurrently if needed. Deviation from this process does require the approval of the Director.

**BEFORE BEING SCHEDULED ALL CANDIDATES WILL:**

1. Meet with personnel – this is only to review all H.R. paperwork. Candidate will be given a Personnel Handbook (and required to sign for receipt), a brief review of payroll procedures. Uniform size will be documented. Personnel policies will be made available for review.
2. They will be sent for a pre-employment physical and drug screen.
3. Along with drug screen the employee will also have N95 fit test and TB test if needed
4. Employee will be scheduled to begin ride time

The order of the above process can be changed to suit operational needs and depending on the prior experience of the candidate

**THIRD RIDE / ORIENTATION RIDE TIME FOR FIELD EMPLOYEES**

Once the employee has met the following requirements they will be allowed to start their orientation ride time:

1. Negative drug screen
2. Proof of proper credentials
3. MDCH license verification
4. CPR card
5. Emergency vehicle driving certificate (if not present employee cannot drive) See driving polices
6. Proof of recent negative TB skin test or radiological chest exam
7. Appropriate HEP B vaccination documentation or release
8. N95 fit test completed
9. Complete equipment competency checklist

The candidate will orientate a minimum of 48 hours as a third rider. The employee may be required to ride longer if the EMS Director feels it is necessary. The FTO will complete an evaluation for each new employee after every shift. The checklist and the evaluations will be turned into the Director.

**POLICY HISTORY:**

Implemented February 1, 2015

Reviewed