

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

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

Policy:

It will be the responsibility of the assigned Field Training Officer (FTO) or Field Trainer (FT) to oversee the monthly preparations for CTP in association with the Planning & Training Captain.

All training will be due to the assigned FT/FTO no later than the 30th of the preceding month prior to CTP development for the following month.

All training items will be submitted to the Planning & Training Captain by the 14th of the preceding month for evaluation and potential modifications.

The Planning & Training Captain will then approve or suggest modifications and return the presentation to the assigned FT/FTO.

All monthly CTP materials will be presented the last week of the month no later than the 30th to interagency training officers via T3 (train-the-trainer) meeting, if needed.

The assigned FTO/FT will notify any crew members involved in training at least one week prior to the training via email utilizing the training calendar.

By 12:00 PM of the day before training the assigned training personnel on duty will check all necessary medical equipment to be used for proper operation. Any malfunctions will be immediately reported to the appropriate personnel so that repairs can be made. Any items that cannot be repaired prior to the training will be reported to the Planning & Training Captain so that alternate arrangements can be made.

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

A multi-year training plan will be organized and re-evaluated by the Planning & Training Captain no later than the 30th of every January.

Accountability and Compliance:

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

Policy #: 507.00
CAAS: 106.06.03
Author: Carhart
Reviewed: Leadership
Approved: Leadership
Status: Active
Effective Date: 04/18/16
Revision Date: 07/07/2017