

	<b>Lower Providence Emergency Medical Service Standard Operating Guidelines</b>	
	<b>Subject:</b> <i>Member Guidelines- Volunteer Duties &amp; Responsibilities</i>	<b>SOG #101-002</b>
	<b>Approved:</b> Chief Christopher J. Reynolds	<b>Initiated:</b> December 2020  <b>Revised:</b> N/A

**Description:** This SOG will define the rules and regulations regarding the LPEMS Volunteer Program and establish standards and operational classifications for all volunteer members. Any member under the age of 18 shall be known as a Junior Member and will adhere to the limitations and restrictions of the Child Labor Act, (CLA).

### Definitions:

- **Junior Member** – Accepted volunteer member under the age of 18.
- **Auxiliary Member** – Accepted volunteer member 18 years of age or older, meeting the minimum requirement for membership but has not completed Attendant Program.
- **Attendant** – Accepted volunteer member 18 years of age or older with a valid EMR / EMT / EMT-A / Paramedic certification that has completed the Attendant Program per Appendix 200-002G. Attendant may operate within the scope of practice for their certification level.
- **Corpsman** - Accepted volunteer member 21 years of age or older with a valid EMR / EMT / EMT-A / Paramedic certification that has completed the Attendant Program per Appendix 101-002G, Actively Operates at Attendant Level for at least 90 Days, EVOC Program, is EMSVO eligible, and Completed the LPEMS Driver Training program per SOG 402-003.

**Purpose:** The purpose of this SOG is to provide guidance and assist volunteer members grow within the community and establish relationships while learning lifesaving skills through education and encouragement. The intention of the volunteer program is to establish a volunteer corps that promotes growth, self-esteem, and pride.

**Procedure:** The following is the procedure that will be followed for volunteers to apply for membership, progress through the program, and understand the expectations of the organization.

### Process

1. Complete online application
  - a. Completed applications will be processed by the Volunteer Coordinator and candidates will be contacted for an initial introduction meeting.
2. Collection of membership information (Appendix 101-002E)
  - a. Copies of Valid PA Driver's License, PA ID Card, or other form of Valid Identification.
  - b. Collection of PA Child Abuse Check Clearance Collected or instructions provided.



- Adhere to all SOG's of LPEMS

### **Time Commitment**

Volunteers like other members of LPEMS are encouraged to be as active as possible to remain rostered with LPEMS. To remain active status and a member of LPEMS the following are requirements for Volunteers:

- Auxiliary/Attendant/Corpsman- 24 hours per month
  - Hour commitment includes shifts and training hours combined.
  - Training from approved outside agency or PA Train

Junior members – 18 hours per month

- Hour commitment includes shifts and training hours combined.
- Training from approved outside agency or PA Train

*Exceptions can be made for students, or other obligations, however, contact must be made in writing with the Volunteer Coordinator.*

*Members must complete at least 12 hours every 90 days, or they will be considered non-active and dropped from membership.*

### **Certification**

Volunteers are highly encouraged to obtain at least the certification of EMT-B. LPEMS strives for excellence and having responsible and certified providers, as such volunteers are required to obtain certification to remain a member of LPEMS.

Members that join without at least EMT-B certification will be held to the following standard:

- Members must be registered in a certified EMR or EMT course within 6 months of membership.
- Completion of course within 18 months (Dependent on course type) from registration date.
- Members that obtain EMR certification shall work towards EMT-B or higher certification; members will register for an EMT course within 24 months if obtaining EMR certification first.

Members that do not complete the certification will have their membership revoked from the organization.

Members that are making progress and working towards certification but cannot make the time constraints will be addressed on a case-by-case basis and approved by the Chief in consultation with the Volunteer Coordinator.