



COMMONWEALTH of VIRGINIA

Virginia Department of Health Office of EMS

Virginia EMS Officer I Syllabus

General Information: The Virginia EMS Officer I course is based on the Jones and Bartlett Fire Officer (3rd edition) textbook – with the appropriate EMS modifications. This is the first step in defining the roles and responsibilities of Virginia EMS Officers, as well as the education and experience required. This is an important step in creating an opportunity to enhance the level of leadership and management skills of Virginia’s EMS leaders – that will in turn, lead to healthier and better managed Virginia EMS agencies. This is especially important to the continued viability and livelihood of volunteer rescue squads in Virginia.

Course Description

Objective: To provide students with entry-level training in company/departmental emergency medical services operations and administration at the first-line supervisory level. **EMS Officer I is intended to give the AIC (Attendant-in-Charge) the tools needed to successfully fulfill their role.**

Learning Outcome: Upon successful completion of this course, the student will be able to effectively manage human resources, community/public relations, EMS company/departmental organization and administration, including budgets, reports, incident pre-planning, public EMS education, safety, and emergency services delivery.

Course Content: Major topics covered in this course are: the role of the EMS Officer; facing compliance and accountability issues; recognizing and managing cultural diversity; provider safety and wellness; Total Quality Management (TQM); interfacing with the community and media; functional leadership; supervising EMS company/departmental operations; effective communications; introduction to EMS operations; incident management system(s), and managing multiple casualty incidents.

Methods of Instruction: Lecture, discussions, classroom exercises, case studies, audio/visual modules, observations, and completion of required skills.

Course Participation:

- Come to course prepared to actively participate in discussions
- Complete the online video modules prior to the class sessions
- Complete all homework assignments
- Respect the beliefs, opinions, and values of other students
- Have an open mind about the issues being discussed

Attendance Policy:

100% attendance of the course and 100% of completion of homework is required.

Prerequisites

- Certification as a Virginia EMT, Advanced EMT, Intermediate, or Paramedic.
- Be a minimum of 18 years of age at the beginning date of the program.
- No corrective action from EMS Agency, OEMS or OMD
- NIMS/IS 700, IS 800, IS 100, IS 200, or equivalent

Course Text

Ward, Michael. Fire Officer Principles and Practice 3rd edition. Burlington, MA, 2015.

Evaluation

- Assignments – 50%
- Activities – 50%

Academic Honesty

We expect the highest standards of academic honesty. Academic misconduct includes cheating, plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; assisting others in any such act; or attempts to engage in such acts. Any incident of academic misconduct will result in the student being dropped from the course and the student's sponsoring agency being notified of the incident.