

STANDARD OPERATING GUIDELINES

DELTA-CARDIFF
VOLUNTEER
FIRE COMPANY

S.O.G. E57-11 Revision: 1

SUBJECT: Aide and Aide Trainee

DIVISION: Ambulance

INITIAL DATE: 01 October 1978

EFFECTIVE DATE: 23 February 2004

PURPOSE: To outline qualifications, duties and the training program for aides and aide trainees

APPLICABLE TO: All Personnel

AUTHORITY: DCVFC Ambulance Committee

Related forms: EF03017 – Aide Trainee Checklist

Aide

1. Qualifications:

- A. Shall be an active member of the Delta Cardiff Vol. Fire Co. in good standing;
- B. Shall be eighteen (18) years of age or older;
- C. Shall be certified as a minimum of emergency medical technician by the PA Dept of Health;
- D. Shall successfully complete the aide training program per Aide Trainee Checklist;
- E. Shall be approved by the ambulance committee;
- F. Shall be able to lift at least twenty-five (25) pounds;
- G. Is free of any physical or mental defect that may impair his or her ability to provide patient care.

2. Responsibilities:

- A. Shall apply for and obtain certification from the PA Dept of Health;
- B. Safe and efficient operation of the call, including patient care;
- C. Accurate documentation of the call;
- D. Restocking/readying ambulance for next call;
- E. Training new personnel;
- F. Attend monthly drills and furthering their knowledge;
- G. Notifying ambulance officers of where equipment is left (ie. backboards, collars & straps);
- H. Functioning as a crew chief or being responsive to direction of the crew chief;

- I. Shall have knowledge of and be proficient in-
 - a. Operation of radios, portables, and cellular phones;
 - b. York County, Harford County, and EMRC radio procedures;
 - c. Alert and running procedures;
 - d. Company standard operating guidelines;
 - e. First due area and map books;
 - f. Special operations (ie, helicopter operation, etc.);
 - g. Documentation;
 - h. Incident command and triage;
 - I. Troubleshooting and maintenance procedures;
 - j. Location and use of medical equipment;
 - k. Applicable state protocols.

3. An Aide candidate shall complete the Aide Trainee Checklist under the supervision of a preceptor. Upon completion of the checklist the candidate shall be brought before the Ambulance Committee for review and consideration for full Aide status.

4. Whether approved or denied, the Aide Trainee Checklist and any substantiating documentation shall be retained in the members training file.

5. Previous experience shall be considered at the discretion of the ambulance committee.

Approved: /s/ Anthony Hall

Title: Vice President