Wintergreen Rescue Squad

New Volunteer
Orientation Checklist

Volunteer Name: _____

New volunteers are required to review each of the following skills, instructions and procedures with a Mentor or staff. When the mentor is satisfied that the new volunteer is proficient with the skills and has a working knowledge of an item, the mentor will enter the date with his/her initials – adding any necessary comments. When all items have been covered, the volunteer and his/her mentor shall briefly review everything. The volunteer is to return the completed checklist to the Training Captain.

Items to be Reviewed with New Volunteer and Mentor	Date	Mentor or Staff Initials	Comments
Duties and Responsibility			
1. Meeting Attendance Requirements			
2. Scheduling for duty (36 hours minimum)			
Knowledge of Policy			
1. Constitution and By-Laws *(WRS web site, About, Staff Resources, New Staff & Volunteers, click "Here")*			
2. Standard Administration Procedures (SAP) and Standard Operating Guidelines (SOG) - Reviewed online, print and sign form *(WRS web site, About, SAP's & SOG's)*			
3. Chain of command, SAP 01-001			
Dress			
1. Uniforms, SAP 01-011			
2. Shoes/boots, SAP 01-011			
Patient Confidentiality			
1. Appropriate language			
2. Confidentiality			
Training			
1. CPR			
2. EVOC			
3. EMS Cert.(If Applicable):			
4. New Volunteer Training Modules – Complete All Modules, Quizzes, "Hands-On" Exercises – complete Training Module Checklist			
5. Complete a minimum of five (5) Driver Vehicle Checklists, website for form			
Miscellaneous			
1. Tour of UVA Emergency Department			
2. UVA Health Systems ID Badge, see Jeremy Wampler			
3. Tour of Martha Jefferson Emergency Department			
4. Tour of Augusta Health Emergency Department			

Items to be Reviewed with New Volunteer and Mentor	Date	Mentor or Staff Initials	Comments
Drive Time			
1. Observation/Return Drive			
2. Observation/Return Drive			
3. Observation/Return Drive			
4. Emergent drive to scene w/ Mentor			
5. Emergent drive to scene w/ Mentor			

Comments:

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Release for Duty*

Approved:_____**Date:** _____
    Training Captain

* Minimum Release Requirements:

As a Driver

- Satisfactory completion of all orientation activities – as evidenced by completed check sheets.
- Satisfactory completion of an EVOC 2 (or EVOC 3) course.
- Satisfactory completion of CPR course.
- Satisfactory completion of a minimum of three (3) "Training Runs" to Augusta Health, UVA, Martha Jefferson or Lynchburg General
- Three (3) "Observer" runs in the back of an ambulance.
- Two emergent runs to the scene with your mentor

As an EMT

- Satisfactory completion of training specified by the State of Virginia.
- Training on Wintergreen Rescue Squad radio procedures, Standard Operating Guidelines (SOG's), location of equipment on ambulances, Ski Patrol procedures, and other subjects as directed by the Training Captain.

The volunteer member shall notify the Training Captain when they have completed all requirements and feel he/she is ready to "be released." Each volunteer must complete an assessment with the Training Captain.

Wintergreen Rescue Squad
New Volunteer Training Module Check Sheet

Volunteer Name: _____

Module	Driver Training Modules	Date Quiz Completed (attach)	Date "Hands-On" Exercises Completed (Attach Demo Sheets)
1	EVOC Review *(Exempt if scheduled for or have taken class within 90 days)*		
2	Ambulance Inspection & Equipment Location		
3	Radio and Pager Use		
4	Map Books and GPS Use		
5	Driving Wintergreen Rescue Squad Ambulances		
6	*Assisting the AIC with Patient Care*		
6.1	Role of AIC & Driver		
6.2	Personal Protection Equip		
6.3	Moving Patients		
6.4	Equipment Setup and Use		
6.5	Infants and Children		
7	Helicopter Transfer / Air Medical Evacuation		
8	Mass-Casualty Incident		
9	*Special Operations*		
9.1	Ski Season		
9.2	Violent scene, patient restraint, Emergency Custody Order, DOA		
9.3	Crime Scene		
9.4	Search and Rescue		
10	Clean-up After Call		
11	Infection Control		

Please give this completed check sheet, attached Quizzes, and Demo Sheets to the Training Captain.