



Seneca Area Emergency Services

Recruit Manual

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Nothing in this manual takes precedence over the Standard Operating Policies or Corporate Bylaws.

Mission statement

Seneca Area Emergency Services exists to provide quality pre-hospital services to the residents of the communities we serve.

These services include emergency and non-emergency transportation, community training programs, quick response services, out of hospital wellness programs, pre-hospital research, and contributing to the advancement of the EMS field.

Application process

1. Fully complete an SAES Application Form (see front insert).
2. Prepare copies of any EMS certifications you may hold. Certifications are not required for initial membership, but the following are recognized by SAES:
 - CPR:
Acceptable sources include American Heart Association, American Red Cross, American Safety and Health Institute, Military Training Network, and National Safety Council.
 - Pennsylvania prehospital medical certifications*, including:
 - First Responder
 - EMT
 - Paramedic
 - Pre-Hospital Registered Nurse
 - Health Professional Physician
 - Pennsylvania rescue certifications, including:
 - Basic Vehicle Rescue
 - Special Vehicle Rescue
 - Basic Rescue Practices
 - Others, including:
 - BTLS or PHTLS
 - ACLS and PALS
 - EVOC
 - Incident Command for EMS
 - Hazmat certifications
 - Firefighting, rope, technical rescue, etc
 - Instructor certifications

*Pennsylvania only. If you have current certifications from the National Registry or another state, you must apply for reciprocity. Contact the regional EMS council:

*EMSI (Emergency Medical Service Institute), 221 Penn Avenue #2500, Pittsburgh PA 15221
412-242-7322 / 1-866-827-EMSI / www.emsi04.org*

3. Submit the above (plus a wallet photo of yourself, if possible) to SAES as follows:

In person to:

- the Chief (Director)
- any Assistant Chief (Assistant Director)
- any Supervisor
- the on-duty Crew Chief

By mail to:

Training Supervisor
Seneca Area Emergency Services
1885 Main Street
Sharpsburg PA 15215

All applications are routed to the Training Supervisor.

Intake checklist

Get the following from the Training Supervisor:

*If you **do not** have CPR certification:*

- SAES Recruit/Support ID (red card)

Personnel without CPR certification are encouraged to participate in training and other activities sponsored by SAES, but are not permitted to ride on the ambulance, render patient care, or enter the “action area” during rescue operations.

*When you **do** have CPR certification:*

- Purchase Order for a uniform shirt with an SAES patch

Approved uniform parts are available at:

North Eastern Uniform & Equipment
3050 Smallman Street
Pittsburgh PA

North Eastern is located in the Strip District between 30th and 31st Streets.
Their business hours are:

0830 to 1630 Mon, Tue, Thu, Fri
0830 to 1900 Wed

- SAES Radio Number

- SAES Standard Photo ID

If you did not submit a wallet photo of yourself with your application, you must either:

1. Submit a digital or scannable photo to the Training Supervisor.
2. Make an appointment with the Training Supervisor to have your picture taken.

- Username and password for emsCharts.com tripsheet system

Duty activity

➤ Time commitment

You must stand at least 16 hours of duty per month to stay in good standing **while in a training status.**

Once you have advanced out of training status, you must stand at least 12 hours of duty per month to avoid reverting to a training status, unless you can demonstrate (to the satisfaction of the Chief) that you are maintaining your proficiency in some other capacity.

➤ Pay and points

During the training period, members receive standard credit for standing duty:

- Paid personnel are considered to be on the clock.
- Volunteer personnel earn points (at the rates indicated in the SOPs) that may later be redeemed for uniform parts and possibly other items.

➤ Shift selection

It is preferred (but not required) that volunteer personnel eventually pick regularly-recurring shifts. For example:

- Every Tuesday night
- Every other Friday day
- The second and fourth Wednesday nights each month
- The last Saturday of the month for 24 hours

These are only examples. SAES is actually extremely flexible in this respect. **The benefit to standing duty on a regularly recurring schedule is that SAES will reserve a slot for you at your regular time.** If you take advantage of this arrangement, please use the “call-off” procedure (see SOPs) when you are unable to make your regular duty.

➤ Performance evaluations

While in a training status, have senior members complete the following:

- A BLS Evaluation Form for each call
- A Driver Evaluation Form for each time behind-the-wheel.

Submit evaluation forms to the Training Supervisor. **You will not be released to function on your own without supportive evaluation forms on file.**

➤ Driving privileges

Do not drive any SAES unit by yourself until released from training status.

Ultimate goal

The ultimate goal of the SAES recruitment process is to release you from training status so that you can function with a greater degree of autonomy. For volunteer members, this includes allowing you to act in the place of similarly qualified paid members on any or all calls while you are on duty.

Inserts

Front pocket

- Application form

Back pocket

- BLS Evaluation Forms
- Driver Evaluation Forms