

California Ambulance Strike Team Program

LEMSA Checklist

Position Task Book (PTB) Review

- Letter of Recommendation from Employer

- Verification of Completion of Pre-requisites
 - NIMS 700a
 - SEMS (Introductory)
 - ICS 100, 200, 300
 - HAZMAT Field Response Operation (FRO)

- PTB Review
 - Provider Verification
 - Skills 1- 32 Satisfactorily Completed (Supported by ICS 214)
 - Evaluation Records Documented to Support Satisfactory Completion of Skills 1-32

- Sign PTB and mail to EMSA, Att: AST Program Manager, with copies of all documents, or scan and email PTB and documents to ASTTraining@emsa.ca.gov

When a LEMSA is presented with a PTB for review and sign off, the LEMSA should verify the following:

Completion of prerequisites:

NIMS 700a

SEMS (Introductory)

ICS 100, 200, 300

HAZMAT Field Response Operations (FRO)

The Trainee should also have a letter of recommendation from the employer for a Qualification Card to be issued.

The LEMSA will then review the PTB for completeness in accordance with the instructions in the PTB. For each of the 32 tasks in the PTB there should be at least one corresponding Evaluation Record. The PTB is to be accompanied and supported by a completed ICS Form 214 (Individual Log). Generally, not all tasks will be accomplished in one evaluation record, although that is not impossible. For example, a deployment to an event such as Hurricane Katrina could very well afford the student all of the experience necessary to complete the PTB.

If the PTB is complete and the prerequisites verified, the LEMSA shall sign the PTB and forward it to EMSA, Attention: AST Program Manager. Copies of all of the documents supporting completion of the prerequisite certificates, and the letter from the employer should also be sent with the PTB. Once received by EMSA, a card will be sent to the ASTL, with a courtesy notice to the employer, LEMSA, MHOAC and RDMHS. While EMSA presently does not charge a fee for processing the ASTL card, it is a local decision as to whether the LEMSA will impose a fee.

If a LEMSA deems that the PTB or prerequisites are incomplete or otherwise deficient, they should so advise the student in writing, with a copy to the employer, specifically citing the deficiencies. Ideally, approval or denial should be accomplished in two weeks or less.

At time of issuance, the ASTL card will reflect the current employer and LEMSA. Should the ASTL no longer have those affiliations, EMSA will issue an updated card, if appropriate, again with courtesy notices. Cards are valid for 5 years from date of issuance as long as the recertification requirements as specified in EMSA #215, Ambulance Strike Team / Medical Task Force System Manual, are met. Note also that EMSA #215 is being updated to reflect the process outlined in this communication and should be completed by the end of the year.

Questions, concerns or issues should be directed to the AST Program Manager at EMSA.