



EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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Title: Site Team Members Roles and Responsibilities		
Regulatory Authority: 12VAC5-31-1350		
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- A. Program Directors of Virginia accredited EMS training sites from across the state have been trained by the Office of EMS to assist sites in becoming state accredited.
- B. Team members will provide guidance, review of self-study, conduct site visits, and make recommendations to the Office of EMS as to a sites' accreditation disposition.
- C. Roles and Responsibilities:
 - 1. A team member may be selected to serve as a Team Leader for the site reviews as required.
 - 2. Team members will serve as mentors.
 - 3. Team Members will perform the initial review of the applicant's self-study with recommendations for improvements required, if applicable.
 - 4. Team members will perform site reviews.
 - 5. Team member's attendance before the Medical Direction Committee may be required to support findings of the site review team.
 - 6. Team members may be required to travel overnight to conduct site visits.
 - 7. The designated Team Leader has the following responsibilities:
 - a. Notify applicant of the receipt of the self-study and supporting documentation.
 - b. Scheduling of the site review in conjunction with the Program Director and OEMS.
 - c. Provide the Office of EMS with the site team findings and recommendations.
- D. The Office of EMS will require initial and periodic training of team members