

MEMO

To: All Credentialed Personnel
From: Medical Services
Date: October 23, 2020
Re: November 2020 In-service

Please review the following information carefully so that you are prepared for and able to successfully complete November's training.

November 2020's in-service content will include two components:

Component 1-

- ONLINE
 - Each employee will receive an online assignment by Nov. 2nd
 - Upon completion, employees bring confirmation of completion to their scheduled on-site in-service appointment
 - The easiest way to do this is to take a screenshot of the completion screen with your phone
 - This content **MUST** be completed prior to attending the live session, which will be held at post 100 – Sound Stage 2

Component 2-

- ONSITE PSYCHOMOTOR SKILL STATIONS
 - Skill stations will be available at P100, Nov. 12th – 25th, with some exceptions and at varying times (schedule included below)
 - Employees should utilize ePRO to sign up for a 30 minute skills station
 - See the document below for detailed “how to” instructions
 - Employees are to “Pick UP” **only 1** training shift
 - These are not field shifts or other possible opportunities for overtime. Employee should not attempt to pick up several of them in order to work a partial or full day. **Pick only one, 30 min session**
 - DO NOT sign up one hour prior to clock in or one hour after clock out
 - The attendance policy will be applied to these offerings and employees will clock in and out for this training
 - If changes need to be made to a shift that has been picked up, please contact Trevor Taylor – not the OA.



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- Upon arrival, employees will complete the standard self-screening and proceed to sound stage 2. You will be met by a proctor who will sign you in and provide additional instructions.
 - Employees should proceed directly to the screening table, to the proctor, and then immediately exit the building once training is completed. Please do not move about the building unnecessarily while on-site.
- Employees **MUST BRING** the following items to training:
 - Face covering (cloth or surgical mask) – to be worn at all times while on campus and outside the sound stage
 - Medic fit-tested N95
 - Face shield or goggles – Safety glasses will not be acceptable
 - Confirmation (screen shot) of online training completion
 - Arrive in Medic-issued uniform or business casual attire

Please contact Trevor Taylor with any further questions or concerns. We look forward to seeing everyone again!

Thank You
Medical Services

November 2020 In-service Schedule

*Employees should sign up for one, 30-minute session within each 2-hour time block below. For example, a time block of 7a-9a will have 4 sessions available: 0700, 0730, 0800, and 0830.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12 1p-3p 7a-9a 4p-6p 10a-12p 7p-9p	13 5a-7a 3p-5p 7p-9p	14
15 5a – 630a 7a-9a 10a-12p	16 1p-3p 4p-6p 7p-9p	17 5a-7a 8a-10a 6p-8p	18 5a-7a 3p-5p 7p-9p	19 5a-7a 8a-10a 6p-8p	20 Trauma Assessments	21 6a-8a 3p-5p 9a-11a 6p-8p 12p-2p
22 5a – 630a 7a-9a 10a-12p	23 1p-3p 4p-6p 7p-9p	24 1p-3p 7a-9a 4p-6p 10a-12p 7p-9p	25 1p-3p 7a-9a 4p-6p 10a-12p 7p-9p	26 Thanksgiving	27 Thanksgiving	28

In-service Registration Process:

1. Under the Self Service button, choose "Pickup Shifts".
2. Choose the correct Date Range, and then the specific date you would like to choose.
3. Be sure to select "MEDCON" as the Cost Center from the drop-down box.
4. Click "Query"

The screenshot shows the 'Self Service > Requests/Availability > Pickup Shifts' page. On the left sidebar, the 'Pickup Shifts' option is circled in red. The main content area is titled 'Shift Pickup Board' and contains a note: 'Note: The shift will not be assigned to you until you receive an email confirmation sent to the email address listed in your profile. If you would like to delete a pickup request before the shift is assigned, click on the date (blue link) to delete. Full Time Floaters and Part Time employees are given priority during the first week of a published schedule. CC/NCC NOTE: Shift pickups that do not match the employees primary qualification type will be denied until the shift is within 7-days of its start time. For pickups for the current day (today) contact the OA. SHIFT CANCELLATIONS INSIDE OF 7 DAYS RESULT IN AN ATTENDANCE POINT. See Scheduling Policy for details.' Below the note are four dropdown menus: 'Date Range' (01/14/2020 - 01/27/2020), 'Select Date' (Monday, January 27, 2020), 'Post Center' (MEDCON), and 'District' (- All -). A 'Query' button is to the right of these dropdowns. At the bottom, there are radio buttons for 'Shifts' (selected) and 'Special Events Only'.

This should now show you the available slots remaining for that date. **Ensure that the shift you are choosing says "Psychomotor Training" and not "Scope of Practice Testing" as its note, and click [Pickup \(0\)](#). If it says [Pickup \(1\)](#), that means someone has already requested this slot.**

The policies and procedures for this shift are the same as any other shift on the schedule, and the same Attendance rules apply.

If you have any questions regarding this process, please contact Trevor Taylor at trevort@medic911.com