



## **CADET QUALIFICATIONS, EXPECTATIONS, AND CONTRACT TO JOIN THE CHATHAM EMERGENCY SQUAD**

This agreement documents the qualifications and mutual expectations of cadets joining the Chatham Emergency Squad (CES). It also includes the contract and general operational rules. After being read and signed by all parties, it should be returned to the Personnel Vice President, Connie Hartman. You can drop it off at the Squad building at 45 Spring Street, calling ahead to 973-373-1131 to ensure that someone is there.

### ***Qualifications for Gaining an Interview***

Before the prospective cadet is formally interviewed, the cadet must:

- Be a sophomore in high school
- Attend a parent-cadet information meeting
- Fill out an application and return it to the Cadet Manager
- Secure a Healthcare Provider CPR certification and provide a copy of the certification card to the membership committee
- Register for one of the available EMT-B classes provided to them by the Membership Committee and provide a copy of the confirmation to the membership committee

### ***Expectations of Serving on the Chatham Emergency Squad***

It is the expectation of CES that cadets volunteer their services with the goals of wanting to help their community and of being exposed to the workings of one branch of the health-care delivery system. Cadets will respect both the privacy and the confidentiality of patients and situations encountered.

CES will train the cadets and treat them as any other member of the team. Accordingly, cadets must be highly motivated to achieve proficiency in all aspects of the tasks that an EMT can be required to perform on an emergency call. Cadets are expected to take the initiative and work with the crew chief to gain the experience they need. Cadets must also participate in training activities, business meetings, and other organizational support activities with the same earnestness as other members of the Squad.

Cadets should live up to the high expectations as outlined in the "Tenets of Membership". They should expect to be assigned tasks as individuals or as a group in support of the organization. Examples may be: cleaning the ambulances, staffing blood drive sites, hanging advertising posters, and taking inventory of supplies. These assignments must be fulfilled with enthusiasm and competence.

Cadets are expected to maintain and update a Probationary Member Checklist. This will be the primary tool used to monitor the cadet's progress. This checklist must be completed, with the exception of the sections on ambulance driving and serving as crew chief, by high school

graduation. Although it is perfectly acceptable for cadets to end their career with the squad on graduation there is one standard of performance for all cadets.

The Cadet Manager serves as the “go-to” person for cadets in all situations, which cannot be resolved with their Crew Chief. The Cadet Manager will also help organize training programs for the cadets from time to time.

## ***General Rules***

- While cadets will be treated as full probationary members, they will be given shifts, of at least 3 hours each week, during which time they will be required to remain at the Squad building. During a portion of these times, the crew may be training with the cadet. With the remaining time, the cadet may relax, which could include watching TV, doing homework, reading, or listening to music.
- Cadets, with permission of their crew chief and the Captain, will also have the opportunity to ride on weekends. For weekend shifts, if they have a pager, the cadet does not have to remain at the Squad building.
- CES activities may not conflict with or decrease attention paid to the academic responsibilities of the cadet.
- Friends are not allowed to visit the cadet at the building.
- Phone calls and use of the CES computer, other than for school or Squad purposes, are not allowed.
- Cadets will not directly respond to the scene (area respond), unless they have a signed pager agreement and a pager. Completion of the probationary checklist requires a cadet to respond to 15 area responses.
- Uniforms will be issued to cadets and they will be worn while on duty. It is the cadet's responsibility to keep the uniform clean.
- The cadet's term with CES will end upon graduation from high school.

## ***Post Graduation***

- If the cadet wishes to continue their squad career they should make this interest known to both their Crew Chief and the Cadet Manager as early as possible. On graduation they will need to formally apply to the Captain for a change in status to P2.
- The prerequisites for acceptance are:
  - Completion of their proby checklist, with the exception of driving the ambulance and being the crew chief, by high school graduation.
  - A realistic prospect that they will achieve certified status by the end of the first summer following their graduation) in the opinion of their Crew Chief and the Captain.

- Commitment to serve during the summer a full 12-hour duty shift and join a weekend crew.
- Cadets who have achieved certified status and who express an intention to return in the summer of the following year may apply to the Captain for a student leave of absence. Cadets who have not achieved certified status and who are unwilling to express an intention to serve the following summer will end their career with the squad.

***Contract***

Cadets must satisfy the following requirements during their tenure as CES cadet members:

- Provide a completed Squad medical form
- Renew the CPR certification each year
- Take and pass all the mandatory training required by the Squad.
- Enroll in an EMT-B course within 3 months of starting with the squad.
- Complete the EMT-B course and pass the New Jersey EMT-B certification test within one year of being accepted into membership on the Squad.
- Attend 50% of the business meetings each year (there are seven).
- Attend 50% of the training sessions each year (there are nine or ten).

***Signatures***

**Cadet Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CES Officer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_