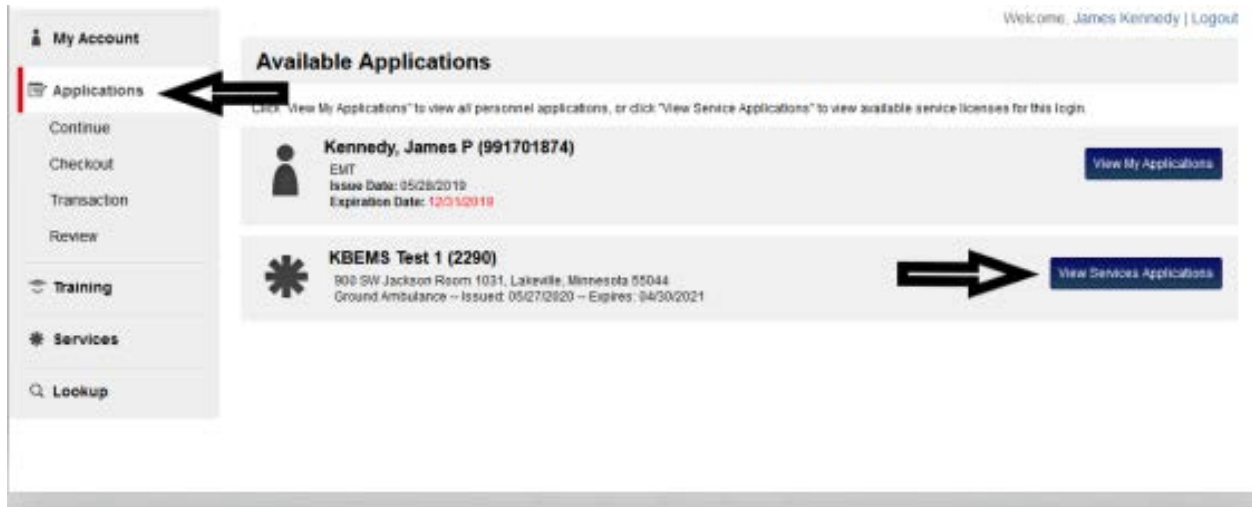


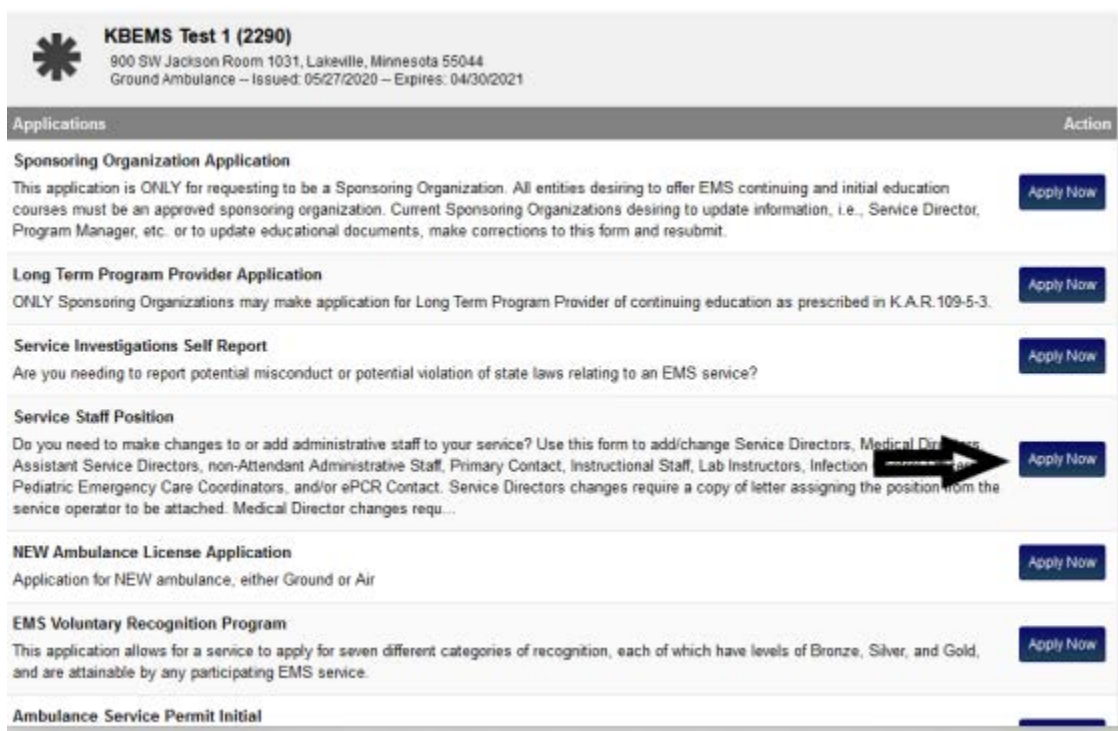
Service Staff Position Application

Availability: This form is available under Service Applications to the Service Director, Assistant Service Director, Program Manager, and Administrative Staff.

To Access the Form: Click on Applications in the Left Panel, then Click View Service Applications next the appropriate service (members of management staff for multiple services may have more than one service available).



Select the Service Staff Position Application by Clicking on “Apply Now”:



Use: This application is used by a service to assign members of the service roster to Staff Positions within the service. The available staff positions are: Service Director, Assistant Service Director, Medical Director, Program Manager, Administrative Position, Infection Control Officer, Pediatric Emergency Care Coordinator, ePCR Contact, Instructional Staff, and Lab Instructors. It can also be used to REMOVE any existing Staff Position Assignments. NOTE: This application can also be used to add Personnel with existing accounts in the Licensure system to the service roster, however, it is recommended that you use the Personnel tool available under Services to accomplish this task.

Special Considerations: Service Director changes require a letter from the Service Operator appointing the new Service Director to be attached to the application. Medical Director changes require the Medical Director Assignment form to be attached.

There are five sections in the application: The first section displays your service name and number. The second displays a list of your Personnel Roster and the Positions assigned to each staff member. The third allows you to enter any notes or additional information you want to add to regarding the staffing change. Example: "I would like to designate John Doe, a member of the instructional staff for ABC Ambulance Service, to be able to enter and modify Long Term Program Provider Courses for my service in the Portal." The fifth provides a place to upload any required documents such as a letter assigning the Service Director or Medical Director Appointment form. The sixth is the "Signature" section into which you enter your password.

To add or remove a Staff Position to/from an existing member of the service Personnel Roster, Click on the box next to their name:

To assign or remove a person to/from a position to anyone on your roster, click the box on the left next to their name, then either click the position(s) you wish to assign to them or uncheck the box(es) for the positions from which you wish to remove them. Click Done.

If you wish to add a person to your roster and assign them a position, click "Add Another", enter their name or certification number in the search box. Click the appropriate Selection, click on the position you wish to assign them to and click "Done". If you don't assign a position, the person will still be added to your service roster.

Repeat as needed.

Full Name	Position
<input type="checkbox"/> CARMAN ALLEN (3477)	Instructional Staff
<input type="checkbox"/> EMT Applicant (991600307)	
<input type="checkbox"/> Kim Cott (57003)	
<input type="checkbox"/> Joseph House (23627)	Instructional Staff, Service Director
<input type="checkbox"/> Outside Instructor (C194321)	Instructional Staff
<input type="checkbox"/> James Kennedy (991701874)	Assistant Service Director, Instructional Staff
<input type="checkbox"/> Mi Lam (0057000)	
<input type="checkbox"/> JAMES REED (22422)	Instructional Staff
<input type="checkbox"/> Curt Shreckengaugst (6974)	Instructional Staff, Medical Director, Primary Contact, Program Manager
<input type="checkbox"/> Suzette Smith (991600317)	Assistant Service Director
<input type="checkbox"/> Jack Sparrow (99991)	Instructional Staff
<input type="checkbox"/> John Test (E1234567)	
<input checked="" type="checkbox"/> Jilled Test (AH99999)	Instructional Staff

Do you have any additional information you would like to provide regarding this staffing change? Example: "I would like to designate John Doe a member of"

This will bring up a display for that person below the Roster. To add a staff position to a member of your roster, Click on the box in front of Staff Position you want to assign to them (in this example, "Instructional Staff"). When you have assigned any positions applicable to this person click "Done".

*Full Name

John Test (E1234567)

Position

Administrative Position Assistant Service Director ePCR Contact Infection Control Officer Instructional Staff Lab Instructor
 Medical Director Pediatric Emergency Care Coordinator Primary Contact Program Manager Service Director

To remove a staff position assignment, simply remove the checkmark from the position and click Done. In this example the Instructional Staff box for Jack Sparrow is unchecked.

*Full Name
Jack Sparrow (99991)

Position
 Administrative Position Assistant Service Director ePCR Contact Infection Control Officer Instructional Staff Lab Instructor
 Medical Director Pediatric Emergency Care Coordinator Primary Contact Program Manager Service Director

The result of these two changes is that John Test is now assigned as a member of the Instructional Staff and Jack Sparrow is not:

Full Name	Position
<input checked="" type="checkbox"/> CARMAN ALLEN (3477)	Instructional Staff
<input checked="" type="checkbox"/> EMT Applicant (991600307)	
<input checked="" type="checkbox"/> Kim Cott (57003)	
<input checked="" type="checkbox"/> Joseph House (23627)	Instructional Staff, Service Director
<input checked="" type="checkbox"/> Outside Instructor (OI94321)	Instructional Staff
<input checked="" type="checkbox"/> James Kennedy (991701874)	Assistant Service Director, Instructional Staff
<input checked="" type="checkbox"/> Mi Lam (0057000)	
<input checked="" type="checkbox"/> JAMES REED (22422)	Instructional Staff
<input checked="" type="checkbox"/> Curt Shreckengast (6974)	Instructional Staff, Medical Director, Primary Contact, Program Manager
<input checked="" type="checkbox"/> Suzette Smith (991600317)	Assistant Service Director
<input checked="" type="checkbox"/> Jack Sparrow (99991)	
<input checked="" type="checkbox"/> John Test (E1234567)	Instructional Staff
<input checked="" type="checkbox"/> Allied Test (AH99999)	Instructional Staff

Optionally, you may add any additional information or notes about the staff change in the Additional Information Section:

Is there any additional information you would like to provide regarding this staffing change? Example: "I would like to designate John Doe, a member of the instructional staff for ABC Ambulance Service, to be able to enter and modify Long Term Program Provider Courses for my service in the Portal." Please note in the box below.

Additional Information:

If required, attach documentation for Service Director or Medical Director assignments by Clicking on "Upload File". Browse to where the document is stored on your computer and click Save to attach to the application:

KSBEMS Medical Director.pdf

Upload Service Director Assignment Letter or Medical Director Appointment form here:

Name

Fill in the name of the document, any description (if desired), and Select Document Type "Supporting Documents" (the default).

KSBEMS Medical Director.pdf

Name
Medical Director Assignment

Description
Need this form

Document Type
Supporting Documents

When you have completed all the desired changes fill in your password and Click Submit. The specified changes will not be submitted for processing until Submit is clicked. Optionally, you may click “Save” if you need to make additional changes or plan on attaching required documentation later. If you do Save for later, it will be available under Applications – Continue. Caution: Incomplete Applications will expire in 30 days.

When you are finished, enter your password and click SUBMIT.

***Signature - Applicant**

Username: jkennedy

Password:

 Save

 Submit