

Incident Medical Specialist Task Book Process

Upon completion of attendance at annual Incident Medical Specialist (IMS) Training an Incident Medical Specialist Technician (IMST) task book will be issued to all new attendees by the IMS steering committee.

The task book will be completed by the IMS Manager (IMSM). Once the individual has met all the tasks and is ready for advancement, the IMSM will complete the required documentation and return the task book to the individual. The trainee will submit the completed task book to the steering committee for review and final approval.

This process will be the same for IMS Assistant (IMSA) and IMSM task books.

If available the use of incident training specialist is recommended to verify the completion of the training assignments.

Issuance of task books shall be limited to IMS managers all of which are steering committee members.

Final approval for advancement to next level will be done by the IMS steering committee at the annual quality assurance meeting in the fall. or the managers meeting prior to the annual training in the spring.

All completed and signed forms will be submitted to the individuals training officer for issuance of appropriate red card by the individual.

Dale Pospisil
Steering committee chair

Richard Warthen
Vice chair