

**Texas State University Omega Leo Medical Explorer Post 4077,
San Marcos, Texas: Capitol Area Council, Boy Scouts of America, and
Lions Clubs International**

**Standard Operating Procedure 000.01.00 – Establishment of a Standard
Operating Procedure System (Draft 4/04/22)**

Prepared or Last Modified

Originally prepared by Charles Johnson, Ph.D., Senior Medical Explorer Advisor, Post 4077, August 15, 2019

Last modified by Charles Johnson, Ph.D., Senior Medical Explorer Advisor, Post 4077, March 11, 2022, other than just adding SOPs to the system

Review Within the Medical Explorer Post 4077

Reviewed by the Medical Explorer Vice-President of Systems: By Default without Changes on June 11, 2022

Reviewed by the Medical Explorer Presidents' Council: By Default without Changes on June 11, 2022

Review by Senior Medical Explorer Advisor for Consistency with Other Existing Policies

Last Reviewed by Charles Johnson, Ph.D., Senior Medical Explorer Advisor, March 11, 2022

Review by Agencies Outside of Medical Explorer Post 4077

None

Those with responsibilities in this SOP include:

1. Senior Medical Explorer Advisor
2. Medical Explorer Officer – Co-Presidents.
3. Medical Explorer Vice-President of Systems
4. Medical Explorer Assistant Officers and Liaisons.
5. Medical Explorer Members

Other Standard Operating Procedures Referencing or Impacted by Changes in this SOP:

None

The Medical Explorer Standard Operating System shall be established as follows:

- I. Purpose:** Our standard operating procedures are designed to improve the year-to-year transition between officers and their responsibilities. Each officer or liaison is to carefully consider the exhaustive list of their jobs and responsibilities. Each job is to have a list of steps and a Standard Operating Procedure (SOP) is to be developed. This SOP lists all important steps and procedures which must be completed for success in an important task or job. These steps are written in the

form of a Standard Operating Procedure (SOP). This list of steps should include detailed actions, people with whom the Medical Explorer should interact to accomplish the job, telephone numbers and e-mails needed, and any physical addresses important to the job.

II. Classification of Standard Operating Procedures: The SOP's are to be first classified by the officer's or liaison's position, followed by the following purposes of the job – Jobs important to external agencies or their interaction, followed by Jobs important to internal operations or tasks. The Standard Operating Procedure is classified based upon the lowest level individual or member who has responsibilities under the procedure. Thus a Standard Operating Procedure that has responsibilities defined for Post leadership and regular members should be classified at the level of the activity of the job. For example, an EMS Ride-along Activity that has jobs assigned to both leadership and regular members would have two or more SOP's written, one for leadership responsibilities helping establish and coordinate the activity, and a second or more for regular member responsibilities in participation in the activity.

III. Duties of Medical Explorer Officers or Advisors: The Medical Explorer Officer responsible for routine management of our Standard Operating System is the Vice-President of Systems. This officer will help other officers and liaisons develop SOPs as needed, encouraging and helping train others in SOP development. This officer may initiate the writing of SOPs or assist others in their development.

The Senior Medical Explorer Advisor is to help train and encourage any Medical Explorer Officer or Liaison, or Advisor, to write a SOPs as needed. Any Advisor may propose a SOP to help in the operation and management of our Omega Leo Medical Explorers.

IV. This system may be expanded or redesigned as needed.

V. The following organizational structure is proposed to get us started:

000. Establishing, Writing, and Approval of Standard Operating Procedures

000.01.00 Establishment of a Standard Operating Procedure System

000.02.00 Authority to Write a Standard Operating Procedure

000.03.00 Approval of a Standard Operating Procedure

001. Standard Operating Procedures for Post Senior Advisor Leadership when Interacting with External Offices or Agencies

001.01.00 Interaction with the Biology Department and Dean of Science and Engineering, Texas State University, for purposes of university coordination as a Chartered Student Organization

001.02.00 Interaction with Texas State University Office of Student Organizations

001.03.00 Interaction with Texas State University Police Department

001.04.00 Interaction with Texas State University Athletic Department

001.11.00 Interaction with Boy Scouts of America

- 001.15.00 Interaction with Lions Clubs Local and International
- 001.2100 Coordination with the Christian Medical & Dental Association
- 001.23.00 Coordination with Other Medical Mission Groups
- 001.31.00 Interaction with Hays County Office of Emergency Preparedness
- 001.41.00 Interaction with Local Police or Sheriffs
- 001.45.00 Interaction with San Marcos Hays County EMS and Other Area EMS
- 001.51.00 Interaction with Austin Community College
- 001.61 00 Senior leadership procedures related to interaction with state and medical authorities
- 001.65.00 Interaction with Texas Agency for First Responder Organizations
- 001.81.00 Senior Leadership Procedures Related to Public Relations and Recruiting

002. Standard Operating Procedures for Post Senior Advisor Leadership in Regard to Internal Operations

- 002.01.00 Scheduling and Operational Procedures for Interaction with Post Committee
- 002.02.00 Scheduling and Operational Procedures for Interaction with Board of Directors
- 002.21.00 Scheduling and Operational Procedures for Interaction with Medical Director
- 002.41.00 Developing a Semester Schedule
 - 002.41.11 Senior Leadership Role and Others in Developing Our Semester Schedule
- 002.43.00 Scheduling of Meetings Between Senior Advisors and Medical Explorer Student Officers
 - 002.43.01 Scheduling Regular Meetings with Co-Presidents
 - 002.43.11 Scheduling Officer Meeting Following Election and Appointment of New Officers
 - 002.43.31 Scheduling Officer Meeting at Beginning of Fall Semester
- 002.51.00 Role in the Identification of Recipients of Medical Explorer Awards
- 002.53.00 Role in the Identification and Nomination of Recipients for University Awards
- 002.61.00 Role in the Identification and Nomination of Recipients for Boy Scout Awards
- 002.62.00 Role in the Identification and Nomination of Recipients for Lions Club Awards
- 002.71.00 Role in the Identification and Nomination of Recipients for External Awards
 - 002.71.11 Nomination of U.S. Presidential Volunteer Service Award
- 002.81.00 Development and review of medical protocols
- 002.91.00 Public Relations and Recruiting with local high schools by senior advisor

007. Standard Operating Procedures for Post Committee Chair

- 007.01.00 Scheduling and Conduction of Post Committee meeting
- 007.15.00 Report of Post Committee at the Board of Directors Meeting

010. Standard Operating Procedures that Apply to All Officer or Liaison Positions

- 010.01.00 Reporting “No Show” Events and Members
- 010.11.00 Being an “Advocate for Your Area of Volunteer Responsibility
- 010.21.00 Performance Evaluation of Officers and Liaisons with Volunteer Responsibilities
- 010.31.00 Leadership Principles for All Medical Explorer Officers and Liaisons

011. Standard Operating Procedures for Co-Presidents

- 011.01.00 Division of Responsibilities between the Two Co-Presidents
- 011.02.00 Reviews of Medical Explorer Officers reporting to Co-Presidents
- 011.03.00 Developing the Slate of Officers and Conducting the Election of New Officers
- 011.04.00 Appointment of Officers to fill Vacant Positions
- 011.05.00 Appointment of Liaisons
- 011.10.00 Scheduling and Conducting of Regular Officer Meetings
- 011.31.00 Annual Report of Medical Explorer Activity

012. Standard Operating Procedures for Vice President Systems

- 012.01.00 Reviews of Medical Explorer Officers reporting to the VP Systems
- 012.11.00 Review and Approval of the Medical Explorer Omega Leo Website

013. Standard Operating Procedures for Vice President Operations

- 013.01.00 Reviews of Medical Explorer Officers reporting to the VP Operations
- 013.11.00 Review of Omega Leo Operations and Executive Officer Activities

020. Standard Operating Procedures for Training Officer

- 020.01.00 Review of Training Records Officer
- 020.05.00 Scheduling Medical Explorer Level One Training Classes
- 020.18.00 Encouraging Medical Explorer Membership to Participate in Advanced Training
- 020.21.00 Monthly Report of Training Completed by Active Medical Explorers
- 020.31.00 Scheduling of Medical Explorers in Level Two and Three FEMA/CERT Training
- 020.40.00 Scheduling of Medical Explorers in Advanced FEMA/CERT Training
- 020.50.00 Scheduling of Medical Explorers in Red Cross Certification Courses
- 020.70.00 Scheduling of Medical Explorers in American Safety & Health Institute Courses
- 020.80.00 Scheduling of Medical Explorers in Emergency Care & Safety Institute Courses
- 020.90.00 Ensuring the Availability of Equipment & Supplies used in training courses

021. Standard Operating Procedures for Training Records Officer

- 021.01.00 Training Records for Required Medical Explorer Training

- 021.01.01 Training Records for Required Training Level-One
- 021.01.02 Training Records for Level-Two Training
- 021.01.03 Training Records for Level Three FEMA/CERT Basic Training
- 021.01.05 Training Records for Level Four Advanced FEMA/CERT Training

- 021.04.00 Monthly Report of Training Records for Medical Explorers
- 021.10.00 Training Records of CMDA Mission Trip Skills
- 021.20.00 Records of Medical Explorer Advanced Training through Volunteer Agencies
- 021.40.01 Training Records for Lions Kidsight Operations
- 021.40.02 Training Records for State Level Training in Kidsight Vision Testing

030. Standard Operating Procedures for Safety Officer

- 030.01.00 Designing and Conducting Simulations to Test Operational Readiness
- 030.02.00 Duties and Responsibilities of the Medical Explorer Safety Officer
- 030.21.00 Semester Report of the Medical Explorer Safety Officer

035. Standard Operating Procedures for Princess Program

- 035.10.00 Arranging Engagements for Princess Crews for Pediatric Oncology
- 035.41.00 Semester Report of Medical Explorer Participation in the Princess Program
- 035.71.00 Supplies, Equipment, and Costumes Used in Princess Engagements
- 035.81.00 Coordination with other Lion Clubs in Princess Engagements

040. Standard Operating Procedures for the Lions' Kidsight Program

- 040.21.00 Training for the Lions Kidsight Program, SPOT and State Level Training
- 040.31.00 Scheduling Kidsight Clinics
- 040.41.00 Reporting Test Results for Kidsight Clinics

041. Standard Operating Procedures for Secretary/Travel Officer

- 041.01.00 Weekly Attendance Records
- 041.02.00 Reporting Membership Status in "Good Standing"
- 041.10.00 Keeping the Log of Guest Speakers
- 041.11.00 Writing Thank You Cards for Guest Speakers
- 041.21.00 Reporting Active Membership for Summer Months
- 041.31.00 Keeping a Log of Medical Explorer Award Recipients
- 041.41.00 Preparation of Membership Records Prior to Recharter with Boy Scouts of America
- 041.61.00 Completing Boy Scout Travel Applications
- 041.64.00 Completing University Travel Applications

042. Standard Operating Procedures for Public Relations Officer

- 042.01.00 Scheduling class recruiting visits at beginning of semesters
- 042.02.00 Collection of Volunteer Activity Crew Leader Reports
- 042.03.00 Contacts for PR Purposes within the University
- 042.04.00 Contacts for PR Purposes with Area News Outlets

- 042.05.00 Contacts for PR Purposes with Boy Scouts of America
- 042.06.00 Contacts for PR Purposes with Lions Clubs International

043. Standard Operating Procedures for Historian

- 043.01.00 Collection of Volunteer Activity Crew Leader Reports
- 043.12.00 Building Database of Medical Explorer Alumni
- 043.23.00 Preparation of End of Year Presentation

044. Standard Operating Procedures Used by Post Treasurer

- 044.01.00 Monthly Report of Account for Semester/Annual Dues
- 044.02.00 Monthly Report of Account for CPR/First-Aid Training
- 044.11.00 Sale of Items
- 044.11.01 Sale of Apparel, Including Graduation Attire

045. Standard Operating Procedures Used by the Quartermaster/Supplies and Equipment

- 045.01.00 Maintenance of Inventory of Apparel Items
- 045.11.00 Maintenance of Responder First-Aid/ Stop the Bleed Bags
- 045.12.00 Maintenance of First-Aid Boxes used in Churches and Other First-aid Operations
- 045.21.00 Maintenance of Medical Supplies Stock
- 045.31.00 Checking and Repairing Equipment used for CPR/First-Aid Instruction
 - 45.31.11 Restocking Supplies used for CPR and First-Aid Training
 - 45.31.23 Repairing Manikins & AED Trainers for CPR Courses
- 045.41.00 Checking & Restocking Supplies used in Stop-the-Bleed Courses
- 045.51.00 Checking & Restocking Supplies used in Blood-Glucose Training
- 405.61.00 Checking & Restocking Supplies used Vital Sign Training

046. Standard Operating Procedures Used by Medical Explorer Omega Leo Webmaster

- 046.01.00 Updating and Making Changes to the Medical Explorer Omega Leo Website
- 046.11.00 Semester Summary of Suggested and Implemented Website Changes

050. Standard Operating Procedures Used by Chief Volunteer Coordinator

- 050.01.00 Review of Medical Explorer Officers Reporting to the Chief Volunteer Coordinator
- 050.02.00 Assignment of Crews for First-Aid and Water Distribution for Races
- 050.10.00 Monthly Report of All Medical Explorer Volunteer & Training Hours
- 050.14.00 Semester Report of All Medical Explorer Volunteer Hour Summary
- 050.20.00 Placement of Medical Explorers in Advanced Hospital Volunteer Opportunities

051. Standard Operating Procedures for Chief CERT Coordinator

- 051.01.00 Entering Data into the Texas Disaster Volunteer Registry
 - 051.01.01 Entering Medical Explorer Events into TDVR
 - 051.01.02 Registering Medical Explorers into TDVR
- 051.11.00 CERT Crew Assignment for Hays County Emergency Preparedness Operations

- 051.11.11 CERT Crew Assignment for Wimberley Market Day EMS Backup
- 051.11.21 CERT Crew Assignment for University Football Game EMS Backup
- 051.11.31 CERT Crew Assignment for University Graduation EMS Backup
- 051.21.00 Reporting “No Shows” or Reliability Problems for Any CERT Activity
- 051.51.00 CERT Crew Ground Search and Rescue (SAR) Training and Operations.
 - 051.51.11 Selection of Medical Explorers for NASAR Training
 - 051.51.31 Designing and Operation of Rescue Simulations
 - 051.51.51 Activation of a Ground Search and Rescue Squad
 - 051.51.81 Preparation of Medical Explorers as NASAR Instructors

052. Standard Operating Procedures for Assist. CERT Coordinator

- 052.01.00 Semester Report of Medical Explorers Volunteering in All CERT Activities

053. Standard Operating Procedures for CMDA Volunteer Coordinator

- 053.01.00 Selection of Crews for Fall & Spring Semester CMDA Medical Mission Trips
- 053.31.00 Semester Report of Medical Explorers Volunteering in CMDA Mission Trips

061. Standard Operating Procedures for Assist. Volunteer Coordinator – Non-Hospital/Non-Medical Crews

- 061.01.00 Review of Liaisons Reporting to this position.
- 061.10.00 Call for Volunteers and Creation of Crews for ad hoc Non-Hospital/Non-Medical Crews

071. Standard Operating Procedures for Health Professional Shadow Coordinator I

- 071.01.00 Reviews of Liaisons Reporting to the Health Professions Shadow, Physician, & Dental Coordinator.
- 071.03.00 Advocacy of Allied Health Volunteering
- 071.04 .00 Advocacy Physician Shadowing
- 071.05.00 Advocacy of Dentist Shadowing
- 071.10.00 Monthly Report of Medical Explorers in All Physician and Dental Shadow Programs
- 071.21.00 Placement of Shadows with Corridor Primary Care – Pediatrics
- 071.22.00 Placement of Shadows with Corridor Primary Care – Internal Medicine
- 071.31.00 Placement of Shadows with Live Oak Health Partners – San Marcos
- 071.41.00 Placement of Shadows with Surgeons in Christus Santa Rosa Hospital San Marcos
- 071.42.00 Christus Santa Rosa Hospital San Marcos Shadow Details for Medical Explorer Officer

081. Standard Operating Procedures for Health Professional Shadow Coordinator II

- 081.11.00 Placement of Shadows with Ault & Ault Orthodontics
- 081.14.00 Placement of Shadows with San Marcos Texas Dental
- 081.18.00 Placement of Shadows with Josefina Martinez, DDS
- 081.22.00 Placement of Shadows with Gene Milligan, DDS

091. Standard Operating Procedures for Hospital and Hospice Coordinator

- 091.01.00 Reviews of Liaisons Reporting to the Hospital and Hospice Coordinator
- 091.02.00 Advocacy of Hospital Volunteering
- 091.03.00 Advocacy of Hospice Volunteering
- 091.10.00 Monthly Report of Medical Explorers Volunteering at All Hospitals
- 091.11.00 Monthly Report of Medical Explorers Volunteering at All Hospices

101. Standard Operating Procedures for Liaison Christus Santa Rosa Hospital SM & NB

- 101.01.00 Placement of Volunteers at San Marcos Christus Santa Rosa Hospital
- 101.02.00 Placement of Volunteers at New Braunfels Christus Santa Rosa Hospital
- 101.11.00 Monthly Report of Christus Santa Rosa Volunteers in San Marcos and New Braunfels

102. Standard Operating Procedures for Liaison Christus Santa Rosa Hospital – San Antonio

- 102.01.00 Placement of Volunteers at Christus Santa Rosa Hospital San Antonio

105. Standard Operating Procedures for Liaison Guadalupe Valley Hospital – Seguin

- 105.01.00 Placement of Volunteers at Seguin Guadalupe Valley Regional Medical Center

107. Standard Operating Procedures for Liaison Scott & White Hospital – Buda

- 107.01.00 Placement of Volunteers at Scott & White Hospital – Buda

109. Standard Operating Procedures for Liaison Seton/Ascension Hospital – Kyle

- 109.01.00 Placement of Volunteers at Kyle Seton Hospital

110. Standard Operating Procedures for Christus Santa Rosa Hospice

- 110.01.00 Placement of Volunteers at Christus Santa Rosa Hospice - San Marcos
- 110.04.00 Placement of Volunteers at Christus Santa Rosa Hospice – New Braunfels

111. Standard Operating Procedures for Liaison Jol Healthcare & Hospice – Kyle

- 111.01.00 Placement of Volunteers at Jol Healthcare & Hospice – Kyle

113. Standard Operating Procedures for Liaison Kindred Hospice – San Marcos

- 113.01.00 Placement of Volunteers at Kindred Hospice – San Marcos

114. Standard Operating Procedures for Liaison for Other Hospice Programs

- 114.02.00 Placement of Volunteers with Heart to Heart Hospice – San Marcos
- 114.21.00 Placement of Volunteers with Hope Hospice – New Braunfels
- 114.41.00 Placement of Volunteers with Halcyon Hospice – Austin & San Marcos

- 115. Standard Operating Procedures for Liaison Red Arena HIPPO Therapy – San Marcos**
 - 115.01.00 Placement of Volunteers at Red Arena HIPPO Therapy – San Marcos
 - 115.02.00 Advocacy of Red Arena Volunteering

- 120. Operating Procedures for Liaison EMS Ride-Along**
 - 120.01.00 Placement of Volunteers in San Marcos Hays County EMS Ride-Along
 - 120.11.00 Placement of Volunteers with Wimberley EMS Ride-Along
 - 120.31.00 Placement of Volunteers with San Antonio Helicopter Airflight EMS
 - 120.41.00 Placement of Volunteers with Martindale Volunteer Fire Department EMS
 - 120.51.00 Advocacy of EMS Ride-Along Program

- 125. Standard Operating Procedures for Liaison Allied Health Support Shadow**
 - 125.01.00 Placement of Volunteers with Texas Physical Therapy Specialists
 - 125.61.00 Advocacy of Allied Health Volunteering

- 130. Standard Operating Procedures for the Non-Hospital/Non-Medical Volunteer Coordinator**
 - 130.01.00 Reviews of Liaisons Reporting to the Non-Hospital/Non-Medical Volunteer Coordinator
 - 130.11.00 Monthly Report of Medical Explorers Volunteering at all Non-Hospital/Non-Medical Volunteer Opportunities

- 131. Standard Operating Procedures for Special Olympics**
 - 131.01.00 Placement of Volunteers with Travis County Special Olympics
 - 131.11.00 Placement of Volunteers with Hays County Special Olympics
 - 131.71.00 Advocacy of Special Olympics Volunteering
 - 131.81.00 Monthly Report of Medical Explorers Volunteering with All Special Olympics

- 140. Standard Operating Procedures for Church First-Aid/ Security Support**
 - 140.01.00 Scheduling of Volunteers for First Baptist Church – San Marcos
 - 140.21.00 Scheduling of Volunteers for Westover Baptist Church – San Marcos
 - 140.51.00 Advocacy of Church First-Aid Volunteering
 - 140.81.00 Monthly Report of Medical Explorers Volunteering with All Churches
 - 140.91.00 Sign-up and Assignment for Participation in Scout Sunday

- 150. Standard Operating Procedures for Placement of Volunteers in Law Enforcement and Mental Health Police Officer Ride-Along**
 - 150.01.00 Placement of Volunteers with San Marcos Mental Health Police Officers
 - 150.21.00 Placement of Volunteers with Hays County Sheriff Mental Health Officers
 - 155.51.00 Coordination with the Alert Training Center

- 155.51.11 Medical Explorer Participation in Alert Training Simulations
- 155.81.00 Monthly Report of Medical Explorers Riding with All Mental Health Officers

160. Operating Procedures for Coordination with Texas Ramps Project

- 160.01.00 Coordination with Texas Ramps Leadership
- 160.11.00 Organizing the Texas Ramps Crew
- 160.21.00 Duties of the Texas Ramps Crew Chief
- 160.81.00 Monthly Report of Medical Explorers Volunteering with Texas Ramps Project

170. Standard Operating Procedures for Public Health Activity Coordination

- 170.01.00 Identification of Public Health Projects
- 170.11.00 Forming the Public Health Project Crew
- 170.21.00 Duties of the Public Health Project Crew Chief
- 170.81.00 Monthly Report of all Medical Explorers Volunteering in Public Health Projects

175. Standard Operating Procedures for the Operation of Diabetic Clinics

- 175.01.00 Operational Responsibility for Organizing a Diabetic Clinic
- 175.11.00 Duties of a Crew Chief when Operating a Diabetic Clinic

180. Standard Operating Procedures for Coordinating Activities with Other Campus Health Oriented Student Organizations

- 180.01.00 Maintaining a Contact List of Other Organizations
- 180.11.00 Inviting Other Organizations to Participate in Medical Explorer Training
- 180.81.00 Monthly Report of Non-Medical Explorers Participating in Medical Explorer Training

200. Standard Operating Procedures for Medical Explorer Member Participation in Volunteer Activities (SOPs with instructions for members on how to get involved in any activity)

- 200.01.00 Orientation and Training Programs for Medical Explorers
- 200.05.00 Expectations of Medical Explorers Participating in Volunteer Opportunities
- 200.10.00 Church First-Aid/Security Volunteer Opportunities
 - 200.10.01 Volunteering for the First-Aid/Church Security – San Marcos First Baptist
 - 200.10.02 Duties of the First-Aid Crew Chief – San Marcos First Baptist
 - 200.10.11 Volunteering for Orphanage Trips to Acuna, Mexico – San Marcos First Baptist
 - 200.10.41 Volunteering for the First-Aid/Church Security – Westover Baptist Church
 - 200.10.42 Duties of the First-Aid Crew Chief – Westover Baptist Church
- 200.20.00 Red Arena Volunteer Opportunities
 - 200.20.01 Getting a Volunteer Assignment with Red Arena HIPPO Therapy
 - 200.20.81 Reporting Your Volunteer Hours with Red Arena
- 200.30.00 Special Olympics Volunteer Opportunities
 - 200.30.01 Volunteering with Hays County Special Olympics
 - 200.30.11 Volunteering with Travis County Special Olympics
 - 200.30.81 Reporting Your Volunteer Hours for Special Olympics

- 200.40.00 Texas Ramp Volunteer Opportunities
 - 200.40.81 Reporting Your Volunteer Hours for Texas Ramps Projects
- 200.50.00 Volunteering with Texas Physical Therapy Specialists
 - 200.50.01 Getting a Volunteer Assignment for Texas Physical Therapy Specialists
 - 200.50.81 Reporting Your Volunteer Hours for Texas Physical Therapy Specialists
- 200.60.00 Volunteering in FEMA/CERT Volunteer Opportunities
 - 200.60.01 Volunteering for CERT Crews at University Football Games
 - 200.60.02 Volunteering for CERT Crews at University Graduations
 - 200.60.11 Volunteering for CERT Crews at the Wimberley Market Day
 - 200.60.51 Duties of the CERT Crew Chief
 - 200.60.71 Registering for the FEMA/CERT 8-Module Basic Training
 - 200.60.72 Registering for Advanced FEMA/CERT Training
 - 200.60.73 Registering for Training in Ground Search and Rescue
 - 200.68.11 Reporting Your Hours Volunteering in FEMA/CERT Activities
- 200.70.00 Hospice Volunteer Opportunities
 - 200.70.01 Volunteering with Christus Santa Rosa Hospice – San Marcos
 - 200.70.04 Volunteering with Christus Santa Rosa Hospice – New Braunfels
 - 200.70.08 Volunteering with Christus Santa Rosa Hospice – San Antonio
 - 200.70.11 Volunteering with Kindred Hospice – San Marcos
 - 200.70.21 Volunteering with Hycyon Hospice – San Marcos and Austin
 - 200.70.31 Volunteering with Hope Hospice – New Braunfels
 - 200.70.41 Volunteering with Heart to Heart Hospice – San Marcos
 - 200.78.11 Reporting Your Volunteer Hours with a Hospice
- 200.80.00 Hospital Volunteer Opportunities
 - 200.80.01 Volunteering with Christus Santa Rosa Hospital – San Marcos
 - 200.80.02 Volunteering with Christus Santa Rosa Hospital – New Braunfels
 - 200.80.03 Volunteering with Christus Santa Rosa Hospital – San Antonio
 - 200.80.11 Volunteering with Seton Ascension Hospital – Kyle
 - 200.80.21 Volunteering with Baylor Scott & White Hospital – Buda
 - 200.80.31 Volunteering with Guadalupe Valley Regional Hospital – Seguin
 - 200.88.11 Reporting Your Volunteer Hours with a Hospital
- 200.90.00 EMS Ride-Along Opportunities
 - 200.90.01 Riding with San Marcos Hays County EMS
 - 200.90.11 Riding with Wimberley EMS
 - 200.90.21 Riding with Martindale Volunteer Fire Department EMS
 - 200.90.51 Riding with San Antonio Helicopter EMS
 - 200.98.11 Reporting Your Volunteer Hours with EMS
- 210.10.00 Police Mental Health Ride-Along Opportunities
 - 210.10.01 Getting a Police Ride-Along Assignment
 - 210.10.11 Riding with San Marcos Police Mental Health Officers
 - 210.10.21 Riding with Hays County Law Enforcement Mental Health Officers
 - 210.10.51 Reporting Your Volunteer Hours with Law Enforcement Officers
 - 210.10.71 Riding with Regular Law Enforcement Officers
 - 210.98.11 Reporting Your Hours Volunteering with Law Enforcement Officers

- 220.10.00 CMDA Medical Mission Trip Opportunities
 - 220.10.01 Getting on a CMDA Medical Mission Trip Crew
 - 220.20.11 Duties of the CMDA Crew Chief – Single Day Trips
 - 220.20.12 Duties of the CMDA Crew Chief – Overnight Trips
 - 220.98.11 Reporting Your Hours Volunteering on CMDA Mission Trips
- 230.10.00 Working a Diabetic Clinic
 - 230.10.01 Duties of a Diabetic Clinic Crew Chief
 - 230.98.11 Reporting Your Hours Volunteering with a Diabetic Clinic
- 240.10.00 Public Health Related Volunteer Opportunities
 - 240.10.01 Duties of a Public Health Crew Chief
 - 240.98.11 Reporting Your Hours Volunteering in Public Health Activities

300. Standard Operating Procedures for Personal Activities of Medical Explorers

- 300.02.00 Turning In Your Applications to Our Medical Explorer Omega Leo Organization
- 300.06.00 Maintaining Your Status as a “Member in Good Standing”
- 300.10.00 Writing Your Medical Explorer Resume
- 300.15.00 Requesting a Letter of Recommendation from Dr. Johnson, Senior Medical Explorer Advisor
- 300.20.00 Maintaining a Spreadsheet Record of Your Volunteer and Training Hours
- 300.30.00 Reporting Your Individual Volunteer Service and Hours
- 304.10.00 Writing a Crew Leader Report for a Volunteer Activity
- 304.12.00 Duties of a Medical Explorer Assigned as a Crew Chief
- 305.10.00 Medical Explorer Member Recognition Awards
 - 305.20.00 Texas State University Awards
 - 305.30.00 Capitol Area Council and Other Boy Scout Awards
 - 305.40.00 Lion Omega Leo Awards
 - 305.70.00 U.S. Presidential Volunteer Service Award
- 310.10.00 Participation in Leadership Training
 - 310.10.01 Participation in the Medical Explorer Leadership Academy
 - 310.10.11 Leadership Training Through Texas State Student Organizations
 - 310.10.21 Leadership Training Through the Lions Clubs International
- 320.10.00 Participation in Self-Directed Learning
 - 320.10.11 Self-Directed Learning in the Life & Medical Sciences
 - 320.10.21 Self-Directed Learning in the Mathematical & Statistical Sciences
 - 320.10.41 Self-Directed Learning in the General Sciences
- 330.10.00 Certifications through American Heart Association
 - 330.10.11 Certification in Basic Life Support (BLS) CPR - Provider
 - 330.10.15 Certification in Health Saver First-Aid

- 332.10.00 Certifications through American Red Cross
 - 332.10.11 Certification in Basic Life Support (BLS) CPR - Provider
 - 332.10.15 Certification in First-Aid
 - 332.10.21 Certification in Wilderness First-Aid
 - 332.10.31 Certification in Emergency Medical Responder (EMR)
 - 332.10.33 Seeking Texas Certification as an EMR

- 334.10.00 Certification through American Safety & Health Institute (ASHI)
 - 334.10.11 Certification in Basic Life Support (BLS) CPR – Provider
 - 334.10.21 Certification in Wilderness First-Aid

- 336.10.00 Certifications through Emergency Care & Safety Institute

- 350.10.00 Certifications through the Lions Clubs International
 - 350.10.11 Certification in Children Vision Testing Equipment

- 370.10.00 Submitting Your Volunteer Hours
 - 370.10.01 Your Personal Monthly Report of Volunteer Hours
 - 370.10.03 Your Personal Semester Report of Volunteer Hours
 - 370.10.11 Submission of Volunteer Hours for the U.S. Presidential Volunteer Service Award

- 380.10.00 Uniforms Medical Explorers Wear
 - 380.10.01 Medical Explorer t-Shirts and Jackets
 - 380.10.11 Hays County CERT t-shirts and Jackets
 - 380.10.21 **Medical Explorer Scrubs**
 - 380.10.31 Medical Explorer Polo Shirts – EMS Ride-Along
 - 380.10.32 Medical Explorer Polo Shirts - Officers
 - 380.10.41 Medical Explorer Boy Scout Class-A Shirts
 - 380.10.51 Medical Explorer Boy Scout Class-A Shirts for Ground Search & Rescue
 - 380.10.61 Omega Leo Medical Explorer t-Shirts

- 390.11.00 Becoming a CPR/First-Aid Instructor
 - 390.11.11 Certification as a American Heart Association (AHA) CPR/First Aid Instructor
 - 390.11.21 Certification as a Red Cross Instructor
 - 390.11.31 Certification as an American Safety & Health (ASHI) Instructor
 - 390.11.41 Certification as an Emergency Care & Safety Institute (ECSI) Instructor

- 390.21.00 Becoming a FEMA/CERT Instructor
- 390.31.00 Becoming a Stop-the-Bleed Instructor
- 390.41.00 Becoming a Blood-Borne Pathogen Instructor
- 390.51.00 Becoming a HIPAA Instructor

- 395.11.00 Becoming a Texas Certified Pharmacy Tech

- 397.11.00 Becoming a Texas Certified Nurse Assistant
- 399.05.00 Becoming a Texas Certified EMR
- 399.10.00 Becoming a Texas Certified EMT-Basic

400. Standard Operating Procedures for the Lions Omega Leo Officers

- 400.01.00 **Merger of the Medical Explorer Program with the Omega Leo Club**
- 400.11.00 Appointment of Officers for the Omega Leo Club
 - 400.11.11 Selection of the Omega Leo President
 - 400.11.21 Selection of the Omega Leo Vice-President (Medical Explorers Executive Officer)
 - 400.11.31 Selection of the Omega Leo Secretary
- 400.21.00 Records Important for Reporting to Lions Clubs International
- 400.31.00 Duties of the Omega Leo President
 - 400.31.11 Representing Medical Explorers at San Marcos Lions Club
- 400.41.00 Duties of the Omega Leo Vice-President (Medical Explorers Executive Officer)
 - 400.41.11 Lion Alert Chair for our Omega Leo Club
 - 400.41.21 Duties Related to Assisting the Lion District 2S-3 District Alert Chair
 - 400.41.31 Encouraging Medical Explorer Member to become FEMA/CERT Trained
 - 400.41.41 Maintenance of a Database of Instructors for CERT Courses (campus based, Hays County, and Lion District 2S-3)
- 400.51.00 Duties of the Omega Leo Secretary
 - 400.51.11 Entering Membership Records into MyLCI Computer Database
 - 400.51.21 Entering Member Volunteer Hours into MyLCI Computer Database
 - 400.51.51 Coordination and Inclusion of Medical Explorers into San Marcos Lions Club Service Activities

500. Standard Operating Procedures for Teaching Required Courses

- 500.01 Teaching Basic Life Support CPR
- 500.02 Teaching First-Aid
- 510.01 Teaching HIPAA Basics
- 510.02 Teaching HIPAA Advanced
- 520.01 Teaching Blood-Borne Pathogens and Safety
- 530.01 Teaching Stop-the-Bleed

540.01 Teaching General Orientation to Medical Explorers

550.01 Teaching Introduction to Covid-19

700. Standard Operating Procedures for Special Purpose Taskforces

700.01 Why Form a Special Purpose Taskforce

701.01 Appointment of Taskforce Leaders

710.01 Developing the Purpose and Charge for a Taskforce

720.01 Developing the Calendar & Deliverables for the Taskforce

730.01 Selecting Team Members for the Taskforce

740.01 The Final Taskforce Report