

## MEMO

**TO:** Jonathan Doh, EMS Chief

**FROM:** Paula R Alexander, Paramedic

**DATE:** 02/22/2023

**RE:** Reimbursement for Certified Technical Writer course

I enrolled in a Certified Technical Writer course several months ago, as you are aware. Since the skills I acquired during the class are useful to our bureau in areas such as training, writing proposals and creating PR materials, I am asking for tuition reimbursement in the amount of \$2195.00. Following are a few ways in which the bureau will benefit from my abilities.

The Training Division prepares presentations explaining use of new equipment, administration of new medications and information about medical conditions (most recently COVID-19). I could assist the training staff with these tasks and ease their workload. They could devote more time to some of their other duties, including planning/scheduling training sessions, maintaining records of employees' training hours and assuring state certification requirements are met.

The bureau benefits from my newly gained knowledge of proposal writing. We purchase items regularly to replace older equipment and to keep pace with advancing pre-hospital technology. Proposal writing is a time-consuming process. Rather than adding that assignment to another member of the bureau who already has multiple responsibilities, I could function in that capacity. I know the needs of the bureau, the staff in the field and the taxpayers we serve. I am familiar with the budgetary constraints that come with being a municipal organization.

Our bureau relies on PR as well. We use press releases to announce public education, provide information to the community and recruit personnel. These press releases are used in newspapers, professional magazines and websites. We use a similar format to post recruitment information at local colleges and in EMS rooms at local hospitals. Composing this type of communication is another way I can aid our bureau. Once again, my handling some of these jobs gives others more time to focus on their projects.

Involving me in these technical writing scenarios combines my years of experience in and knowledge of the field with augmented communication skills. My goal is to contribute to the high quality and distinguished reputation of the Pittsburgh Bureau of EMS.

