

PREHOSPITAL POLICY

Policy Reference No: 304

Effective Date: 11/1/03

Supersedes: 3/1/98

SUBJECT: FIELD TRAINING OFFICER/PARAMEDIC COORDINATOR PROGRAM

I. PURPOSE:

To designate specific personnel as authorized preceptors for the training, internship, and overall field quality improvement (QI) phases of the EMS system.

II. DEFINITIONS:

A. Field Training Officer (FTO): An individual designated to conduct preaccreditation field evaluations, paramedic student internships, and QI activities as assigned by provider management.

B. Paramedic Coordinator (PC): An individual who acts as a single point of contact for their ALS provider and as a liaison to the FTOs. The PC also conducts provider training and QI activities as assigned by provider management.

County Health Officer

Date

Executive Director, Emergency Medical Services Agency

Date

Medical Director, Emergency Medical Services Agency

Date

III. GOALS:

A. The goals of the FTO/PC Program include:

1. Implementing medical control accountability at the provider level.
2. Providing quality field training using the team approach.
3. Standardizing the field practice and evaluation process.

IV. RESPONSIBILITIES OF THE FIELD TRAINING OFFICER:

A. FTO/PC responsibilities shall include:

1. Direct accountability to the EMS Agency Medical Director for maintenance of all field practice standards.
2. Respecting and maintaining the confidentiality of all matters concerning medical standards and quality improvement.
3. Assisting in continuing education activities, as assigned, including at least one Advanced Protocol Class per year.
4. Participating regularly in FTO/PC meetings:
 - a) Attend 75% of FTO/PC meetings per year.
 - b) Miss no more than three consecutive meetings at any time.—
 - c) If unable to attend a meeting, the EMS Agency staff must be notified in advance.
5. Keeping his/her employer apprised of the information covered at all meetings (whether or not attended).
6. Providing input to all EMS Agency committees.
7. Maintaining policy and procedure standards.
8. Assisting in the development and implementation of guidelines, policies and procedures for field practice and medical standards.

B. FTO/PC Training Program responsibilities shall include:

1. Assisting in the testing of paramedic students and interns, as needed.

2. Assisting in the development of the training program field internship guidelines.

C. FTO Field Internship/Accreditation responsibilities shall include:

1. Assuring medical standards for field care are maintained by all interns and accreditation candidates. Non-compliance must be documented and forwarded to the EMS Agency.
2. Assuring complete and accurate intern documentation of all field care on an EMS Agency approved run report.
3. Maintaining a log of all intern/accreditation ride-alongs.
4. Completing all required intern/accreditation evaluations within one week of completion. Providing documentation of ongoing intern skills maintenance to the EMS Agency, as required.

D. Accreditation—Paramedic

1. The primary FTO will monitor the performance of each candidate. That FTO will periodically review the intern's progress for completion of accreditation or paramedic course completion requirements.
2. FTOs will assist candidates in completing accreditation requirements.
3. Upon completion of requirements, that candidate's FTO will evaluate all documentation and submit a recommendation to the EMS Agency Medical Director.

V. DESIGNATION PROCESS:

A. Qualifications

1. In order to qualify as a paramedic Field Training Officer, candidates must possess:
 - a) A current California paramedic license and San Luis Obispo County EMS Agency accreditation.
 - b) Documented maintenance of all CE and license requirements.
 - c) A minimum of four years field experience as a paramedic including at least one year in San Luis Obispo County and current accreditation in San Luis Obispo County.
 - d) Support of their primary employer.
2. FTO applicants must present the following to the EMS Agency:
 - a) Letter of intent stating willingness to perform all FTO duties and to participate actively in training activities, including field ride-along availability.
 - b) Letter of recommendation from a Mobile Intensive Care Nurse or physician at their primary Base Hospital on hospital letterhead.
 - c) Letter of support from their employer.

3. FTO appointment process:
 - a) All applicants will be ranked based on their oral interview score and a passing score of 85% or better on the FTO written exam.
 - b) All applicants meeting the above criteria will comprise a list of eligible FTO candidates.
 - c) When a need exists for additional FTOs, candidates will be appointed from the list.
 - d) The list of candidates will be good for one (1) year from the date of ranking.
 - e) If an FTO candidate fails the written exam or oral board interview, the unsuccessful candidate shall wait at least one year before applying again.
 - f) Each successful FTO candidate shall complete the FTO orientation class as the final step of the appointment process.
 - g) Each ALS provider agency shall have the ability to appoint a PC, provided that the candidate meets the requirements for the position.
 - h) The total number of FTOs will be approximately 20 percent of the total number of accredited paramedics in the system.
 - i) Every ALS provider shall designate representative to attend FTO/PC meetings.
 - j) The FTO selection process shall be opened each January.

VI. MAINTENANCE OF DESIGNATION:

A. Six-month leave of absence

1. FTOs may take up to a six-month leave of absence upon receiving written permission from their employer and the EMS Agency.
2. Requests for a leave of absence and date of return shall be submitted in writing to the EMS Agency.

B. Disciplinary Action

1. Failure to maintain FTO/PC criteria, County policies or State regulations may result in disciplinary action. Such disciplinary action may include revocation of FTO/PC status pending provider approval.
2. The authority for disciplinary action is vested in the EMS Agency Medical Director.