

# EL DORADO COUNTY EMS AGENCY

## PERSONNEL POLICIES

Effective: July 1, 2018

Revised: July 2012, 2017, 2019

Reviewed: N/A

Scope: ALS - Personnel



EMS Agency Medical Director

### FIELD TRAINING OFFICERS

#### PURPOSE:

The accreditation process is meant to provide a process by which the El Dorado County EMS Agency can be assured that EMT-Paramedics operating with El Dorado County are familiar with local policies, procedures, and protocols. The role of the FTO in the accreditation process is to familiarize the applicant with local policies, procedures, protocols, and other significant features of the El Dorado County EMS System.

#### POLICY:

- 1) The following requirements must be met/completed to be eligible to apply for FTO status:
  - Two (2) years, full-time ALS field experience on a transporting unit within El Dorado County; or
  - Four (4) years, full-time ALS field experience on a non-transporting unit
  - Current El Dorado County accreditation for a minimum of 2 years
  - Full-time employment with an El Dorado County approved ALS transport contractor
  - Current ACLS, PALS/PEPP, ITLS/PHTLS certifications
  - Letter of intent to support and utilize person as a FTO from employer
  - Letter of support from Base Hospital Medical Director

**NOTE: The EMS Agency Medical Director may waive any of the above requirements at his/her discretion.**

- 2) The following steps should be taken **in order** to ensure FTO approval:
  - Applicant must provide documentation of above eligibility to the EMS Agency
  - Interview with the EMS Agency Medical Director
  - EMS Agency will provide documentation back to employer regarding approval/denial
- 3) Maintaining FTO Status:
  - Attend scheduled FTO committee meetings
  - Correct/complete submission of all paperwork to the EMS Agency

**NOTE: It is recommended that each transporting agency establish a specific number of Field Training Officers, so precepting skills will not diminish due to lack of utilization.**

#### FTO's ROLE IN THE ACCREDITATION PROCESS:

- 1) The ALS transport contractor within El Dorado County shall notify the EMS Agency in writing of their intent to utilize the individual.
- 2) The applicant must specify the FTO, Medic Unit, and pre-accreditation field evaluation start date.
- 3) The applicant reports to the EMS Agency and completes prerequisites for accreditation as specified in the EMT-Paramedic accreditation policy.
- 4) An accreditation packet will be given to the applicant. Included is an Accreditation Check Sheet, the completed check sheet shall be turned in to the EMS Agency at the end of the accreditation

period.

- 5) FTO should schedule an orientation session with the applicant. This orientation session should not exceed eight (8) hours. It may be completed in less than eight hours. The following topics should be covered:
  - a. Orientation to El Dorado County EMS Protocols, Policies, and Procedures.
  - b. Orientation to El Dorado County MCI Plan.
  - c. Orientation to El Dorado County EMS radio communications
  - d. Orientation to Base Station and receiving hospitals.
- 6) During the accreditation process the FTO should provide training in any optional scope of practice procedures currently in effect in El Dorado County. This training may be conducted within the eight hour orientation session or may be conducted outside the eight hour orientation session if additional time is required. Testing in any optional scope of practice procedures will be in an oral and a skill format, and is required for successful completion of accreditation.
- 7) The applicant must schedule an EMS Agency exam of protocols, field procedures, and policies. Successful completion of this exam requires a minimum score of 80%.
- 8) The applicant must then begin the pre-accreditation field evaluation that will consist of at least six and not more than ten ALS contacts. A pre-accreditation evaluation form is included in the accreditation packet. Space is provided on the evaluation form for a brief narrative to be completed by the FTO after each ALS contact. Comments in the narrative should be confined to the applicant's evaluation sheet for the Base Hospital Medical Director to provide a signature of approval following accreditation review. The applicant should return the signed evaluation form to the EMS agency once the pre-accreditation field evaluation and the accreditation review have been completed.

The pre-accreditation field evaluation is an opportunity for the FTO to evaluate whether the applicant is knowledgeable to begin functioning under El Dorado County EMS policies and procedures. The FTO should observe all skills and procedures performed by the applicant. The FTO is ultimately responsible for all patient care and patient care documentation rendered by the applicant during this evaluation. The FTO shall notify the EMS Agency Medical Director of the completion of the pre-accreditation field evaluation. This notification may be either in writing or may be verbal and shall document any concerns or accolades about the applicant's performance.

- 9) Upon completion of the pre-accreditation field evaluation, the accreditation candidate will schedule an accreditation evaluation review with the Base Hospital Medical Director.
- 10) After meeting with the Base Station Medical Director, the accreditation candidate will schedule an appointment with the EMS Agency Medical Director.
- 11) The ALS contractor and the applicant will be notified of successful/unsuccessful accreditation.
- 12) An accreditation card will be issued/denied.

**For issues related to paramedic accreditation:**

**Any employer inquiries regarding the status of an applicant's accreditation should be routed to the EMS Agency Medical Director.**

**During the accreditation process the El Dorado County EMS Agency Medical Director shall be considered the FTO's immediate supervisor for any issues pertaining to the accreditation of an applicant.**