

	<b>ROFR Section:</b> 201		<b>TFCA Best Practices:</b> 3.06	
	<b>Effective:</b> 08/2015	<b>Revision:</b>	<b>Fire Chief:</b> 	

## 201 EMS Training Program

### Introduction:

Firefighters/Paramedic and EMT Recruits need proper orientation, education, and evaluation by Red Oak Fire Rescue (ROFR). The EMS Division of Red Oak Fire Department will provide this assurance to each individual prior to the release into operations. This policy describes the details of this program.

### Purpose of Program:

- To introduce new Firefighter/Paramedic and EMT's into the ROFR First responder system.
- To train the individual to perform his/her responsibilities.
- Have the employee complete the New Recruit Preceptorship Program.
- Educate the employee on protocols and treatments.
- To further educate the employee beyond their current knowledge base.
- To verify their skills proficiency, clinical decision making, and communication skills.
- Familiarize the employee with the different forms of documentation expected by ROFR.
- To help the individual understand and learn the policies and procedures of ROFR.
- To assure the employee feels confident to fulfill his/her job. (TFCA BP 3.06)

### Responsibilities during the Field Internship:

It is important for the Field Training Paramedic (FTP) to realize that when a new EMT or Paramedic first begins his or her internship that although the trainee has acquired skills and knowledge he or she may not have the ability to perform in the field. This is where you as the FTP provide the missing ingredient, experience, judgment, and street smarts. As the internship progresses, your role will evolve.

- The FTP should match his or her role to the needs of the trainee and the needs of the patients being served. These roles include guide, teacher, counselor, and evaluator.

- The FTP should be very aware of all actions taken by the trainee and is at all times responsible for patient care rendered by the trainee.
- Counseling and evaluations should be done privately. The primary objective of the FTP is to help the trainee be successful. Consequently trainees should always be treated with compassion, dignity, and respect.
- The skill evaluation guidelines can be helpful in critiquing a call. It is often a good learning process for the trainee to first critique the call followed by a critique from the FTP. Comparing the evaluations provides the trainee the opportunity to learn and the FTP the opportunity to assess the trainee's thought process.
- If a trainee is not progressing at an acceptable rate, the FTP should recommend ways to correct deficiencies.
- All information concerning progression of field internship is reported to the EMS Coordinator.

**Performance Appraisals**-The EMS Coordinator and/or designee will perform, at a minimum, annual performance appraisals. These performance appraisals will be based on FTP documentation, evaluations performed by trainees, evaluations performed by other FTPs, and recommendations from other management staff. All evaluations and performance appraisals as it pertains to FTP status will be made available and shared with the medical director.

**FTP Evaluations**- Each trainee at the end of the evaluation process will complete an FTP evaluation sheet. These evaluations are for the purpose of feedback to the FTPs and the EMS Coordinator. These forms will be utilized in the FTP's annual evaluation.

**Demeanor and Attitude** - It is expected that at all times during your interactions with your trainee you will be professional, courteous and respectful. It is your responsibility as an FTP to treat everyone that you come in contact with in this manner, including your partner. The education you provide, as an FTP should not be conducted in a condescending, egotistical or unprofessional manner.

**Documentation/Chart Reviews** - Each run form the trainee completes will be evaluated by the FTP. The FTP paperwork must be completed fully and on time, signed by both the FTP and the trainee. You will need to be as descriptive as possible in your documentation. Comments like "good job", "no problems", "routine call" are not descriptive and do not meet the documentation requirements. Your handwriting needs to be legible and without abbreviations. Make sure that your name and your trainee's name are on each separate piece of paper. Your paperwork is your entire record of evaluation and is reviewed by clinical staff, the Medical Director and is a part of your trainee's EMS file. Part of the FTP performance appraisals will consist of documentation review.

**Problems** - At any time during the evaluation if you encounter problems or situations that are out of the ordinary and not correctable through routine evaluation procedures, the FTP should contact the EMS Coordinator as soon as possible.

**Protocol Exam** - The EMT/paramedic will successfully pass their initial Protocol exam with an 80%. The protocol exam will be completed prior to being released to the FTP.

## **Length of Evaluation**

The EMT/paramedic will be placed with a FTP to further enhance their training and education. The paramedics will be evaluated for a minimum of 3 twelve hour shifts based on previous experience and the discretion of the Field Training Officer. This takes place to evaluate their readiness for EMS operation.

### **Expectations of the Field Training Paramedics**

- To provide a pleasant, cheerful, informative and educational process by which new EMT's can learn about this EMS system and its protocols.
- To provide a comfortable and unbiased look at the inner workings of this EMS system.
- To recognize the difference between fact and opinion and strive to impart only the facts during the FTP process.
- To encourage independent thoughts and ideas of new EMT's and discourage them from simply copying their FTP's style.
- To provide an atmosphere that promotes trust and security in both their FTP and the FTP process.
- To create an atmosphere where success is anticipated but mistakes become learning opportunities.
- To ensure the personal and professional growth of new EMTs.
- To treat others with respect and dignity.
- To be critical without being judgmental.
- To offer solutions rather than ultimatums.
- To treat all trainees as peers and not subordinates.
- To create the best atmosphere for learning by being encouraging and supportive.
- Evaluations are for education, not humiliation.
- To fill out all FTP documentation fully and completely.
- To communicate all problems or potential problems immediately to the trainee, EMS Coordinator, and/or Medical Director.
- To have all documentation signed by the trainee after every shift.
- To keep an open mind at all times when dealing with a trainee. *Always remember, just because it's not your way doesn't mean it's wrong.*
- To hold other FTPs accountable to these expectations and expect others to hold you accountable as well.
- If another FTP is acting inappropriately, approach them in a timely manner to discuss that matter for clarification. (TFCA BP 3.06)

## **201.01 Field Training Paramedics/EMS Preceptors**

### **Purpose**

To provide **Field Training Paramedics (FTP)** for new EMT/Paramedics as an internal evaluation, training, and quality assurance of Red Oak Fire Rescue first responder personnel.

### **Definitions:**

- A. **Field Training Paramedic (FTP)**- an individual who works with an entry-level Red Oak Fire Rescue paramedic to provide an appropriate clinical learning experience to enhance paramedic knowledge and facilitate role transition from an intern to functioning team member and eventually a team leader using role modeling, teaching and evaluation to achieve a minimum level of competency.
  
- B. **Entry-level Red Oak Fire Rescue paramedic/EMT** – an entry-level paramedic or EMT who is under the supervision of a FTP whose sole goal is to achieve a department minimum level of competency. This process of internship provides a higher level of competency than that of a graduate paramedic and a positive public image for the intern, the department and the EMS profession as a whole.

### **Field Training Paramedic (FTP) and Qualifications:**

- A. Selection is based on a willingness to serve, and the demonstration of the following behaviors.
  - a. A minimum of 2 years emergency (911) experience at the paramedic level.
  - b. Texas DSHS Instructor or Fire Service Instructor 1
  - c. 90% pass rate on protocol test
  - d. Demonstrates Professional attitude, appearance and manner of dealing with people.
  - e. Effective communication skills with patients, co-workers, and healthcare personnel
  - f. Self-confidence and realistic self-perception of job performance
  - g. Leadership and the ability to initiate improvement in patient care
  - h. Strong desire to educate as well as train
  - i. Letter from captain or OIC supporting decision

### **Role:**

- 1. Orient the entry-level Red Oak Fire Rescue EMT/Paramedic to Pre-hospital policies, procedures, and equipment specific to Red Oak Fire Rescue.
- 2. Review with each entry-level Red Oak Fire Rescue EMT/Paramedic the knowledge, skills, and personal behaviors/attitudes required of a Red Oak Fire Rescue EMT/Paramedic.
- 3. Guide the entry-level Paramedic through a structured sequence of experiences which begins with the paramedic functioning primarily as a team member, and ends with the paramedic acting as a team leader and directing the management of calls.
- 4. Provide the entry-level Red Oak Fire Rescue EMT/Paramedic with feedback and evaluation regarding his/her clinical performance related to the objectives.

### **Requirements for maintaining Field Training Paramedic Position:**

- 1. Annual 90% pass rate on EMS protocol exam.
- 2. Field Training Paramedics must remain in good standing with Red Oak Fire Rescue as well as the departments Medical Director.

## **201.02 Recruit Training-EMT Basic**

### **Purpose**

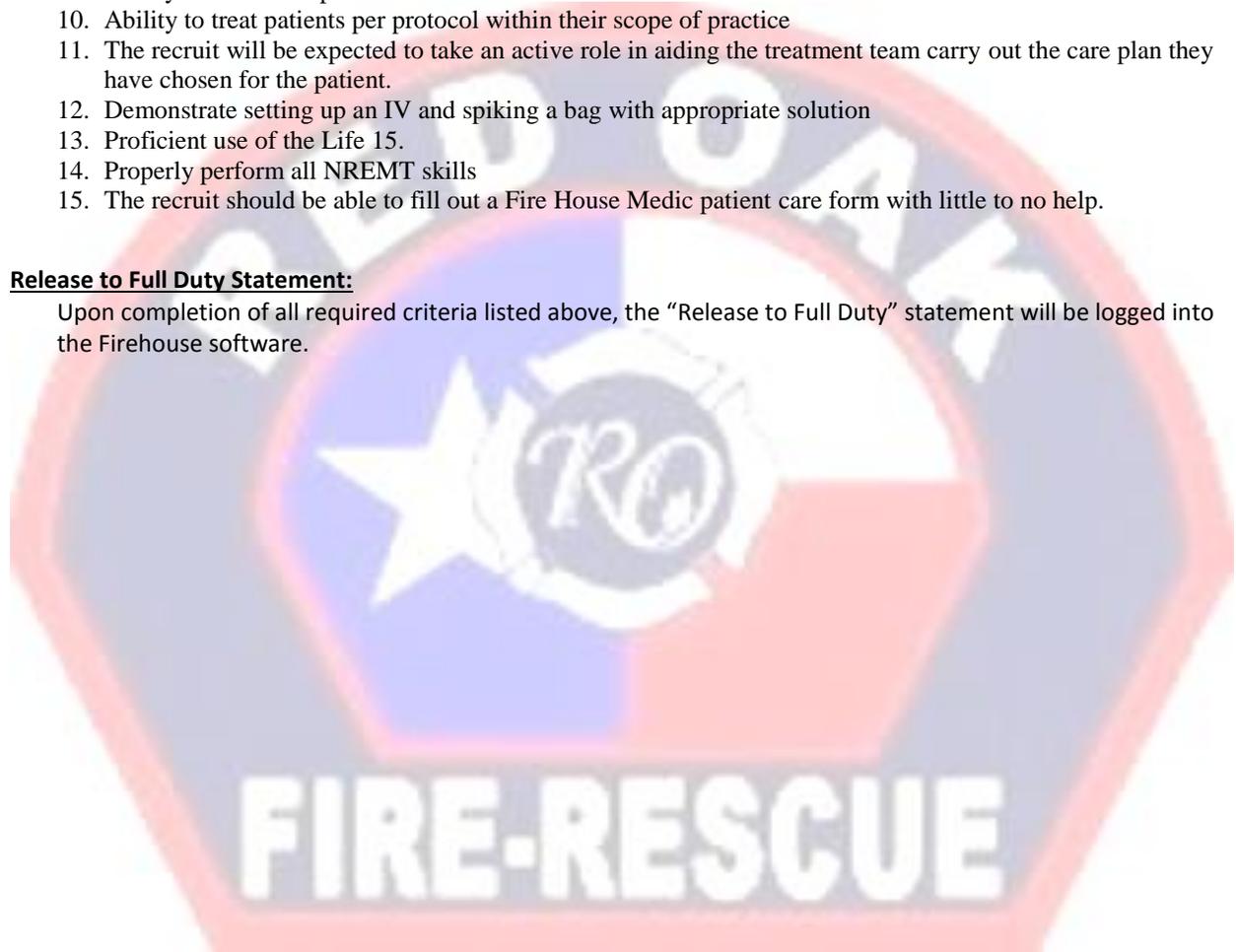
The recruit and FTP member on the Engine Company will operate as if it is just the two of them. The FTP will be present mainly for the purpose of observation. The FTP will only intervene in patient treatment if it is in the interest of the patient or in the event the recruit cannot manage the incident.

### **Patient Management Skills**

1. Demonstrate the proper use of BSI
2. Demonstrate the proper use of the safety vest and related policy
3. Demonstrate obtaining a full set of vital signs manually and with the LP15
4. Demonstrate the proper use of EMS provider's stretcher
5. Knowledge of equipment placement on the apparatus
6. Demonstrate the ability to properly maintain cervical spine immobilization and application of the backboard straps
7. Demonstrate setting up a nebulizer
8. Demonstrate ability to properly obtain a blood glucose reading using the glucometer
9. Ability to assess the patient on a BLS level
10. Ability to treat patients per protocol within their scope of practice
11. The recruit will be expected to take an active role in aiding the treatment team carry out the care plan they have chosen for the patient.
12. Demonstrate setting up an IV and spiking a bag with appropriate solution
13. Proficient use of the Life 15.
14. Properly perform all NREMT skills
15. The recruit should be able to fill out a Fire House Medic patient care form with little to no help.

### **Release to Full Duty Statement:**

Upon completion of all required criteria listed above, the "Release to Full Duty" statement will be logged into the Firehouse software.



Red Oak Fire Department



Preceptor Program  
Release to Full Duty Signatures

**FTP (Training Phase)**

I, \_\_\_\_\_, state and verify that candidate \_\_\_\_\_ has completed all of the educational and clinical requirements as defined by the EMS Coordinator. By signing this statement, I am stating that this person is adequately prepared to advance to ride as the EMT.

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FF/Paramedic Recruit Signature	Printed Name	Date
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FTP Signature	Printed Name	Date
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Captain Signature	Printed Name	Date
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EMS Captain Signature	Printed Name	Date
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Medical Director Signature	Printed Name	Date
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EMS Chief Signature	Printed Name	Date
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## Red Oak Fire Department Recruit Shift Performance Review

### Candidate Information

FTP:

New Hire: \_\_\_\_\_

Date: \_\_\_\_\_

Shift Number: \_\_\_\_\_

of \_\_\_\_\_

### Review Guidelines

Complete this FTP review, using the following scale:

- NA** = *Not Applicable*
- 1** = *Unsatisfactory*
- 2** = *Marginal*
- 3** = *Meets Requirements*
- 4** = *Exceeds Requirements*
- 5** = *Exceptional*

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>Demonstrates Required Job Skills And Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Has The Ability To Learn And Use New Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responds Effectively To Assigned Responsibilities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Meets Attendance Requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Listens To Direction From FTP</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Takes Responsibility For Actions</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Has Good Communication Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demonstrates Problem Solving Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Receives Constructive Suggestions For Improvement</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Works well with other medical professionals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pleasant to their patients</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completes documentation correctly</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Comments:**



## Red Oak Fire Department FTP Evaluation

Name: \_\_\_\_\_



*Shift/Station:*

*Job Classification:*

 EMT

 Intermediate

 Paramedic

My FTP:	Disagree	Neither Agree Nor Disagree	Agree
1. Provide a pleasant, cheerful, informative and educational process by which you could learn about the EMS system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provide a comfortable and unbiased look at the inner workings of our EMS system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Recognize the difference between fact and opinion and strive to impart only the facts during your process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Encourage your independent thoughts and ideas and not to just copy their own style?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Provide an atmosphere that promoted trust and security between you and your FTP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Create an atmosphere where success was anticipated but failure was not feared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Ensure your personal and professional growth as a EMT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Treat others with respect and dignity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrate being critical without being judgmental?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Offer solutions rather than ultimatums?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Treat you as a peer instead of a subordinate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Create the best atmosphere for learning by being encouraging and supportive to others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Utilize the evaluations for education instead of humiliation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My FTP:	Disagree	Neither Agree Nor Disagree	Agree
14. Communicate all problems or concerns with you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Complete all of your evaluation forms each shift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Help you with your documentation and radio reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Act in a professional, courteous, and respectful manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Your Comments

What are the things that your FTP did that promoted your learning experience:

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Please comment on the areas your FTP could have improved on or could have handled differently:

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What suggestions could you give us to improve the FTP program?

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Name of Evaluating FTP: \_\_\_\_\_

## **201.03 Recruit Training- Paramedic**

### **Purpose**

The recruit and 2<sup>nd</sup> member on the ambulance will operate as if it is just the two of them. The FTP will be present mainly for the purpose of observation. The FTP will only intervene in patient treatment if it is in the interest of the patient or in the event the recruit cannot manage the incident.

### **Patient Management Skills**

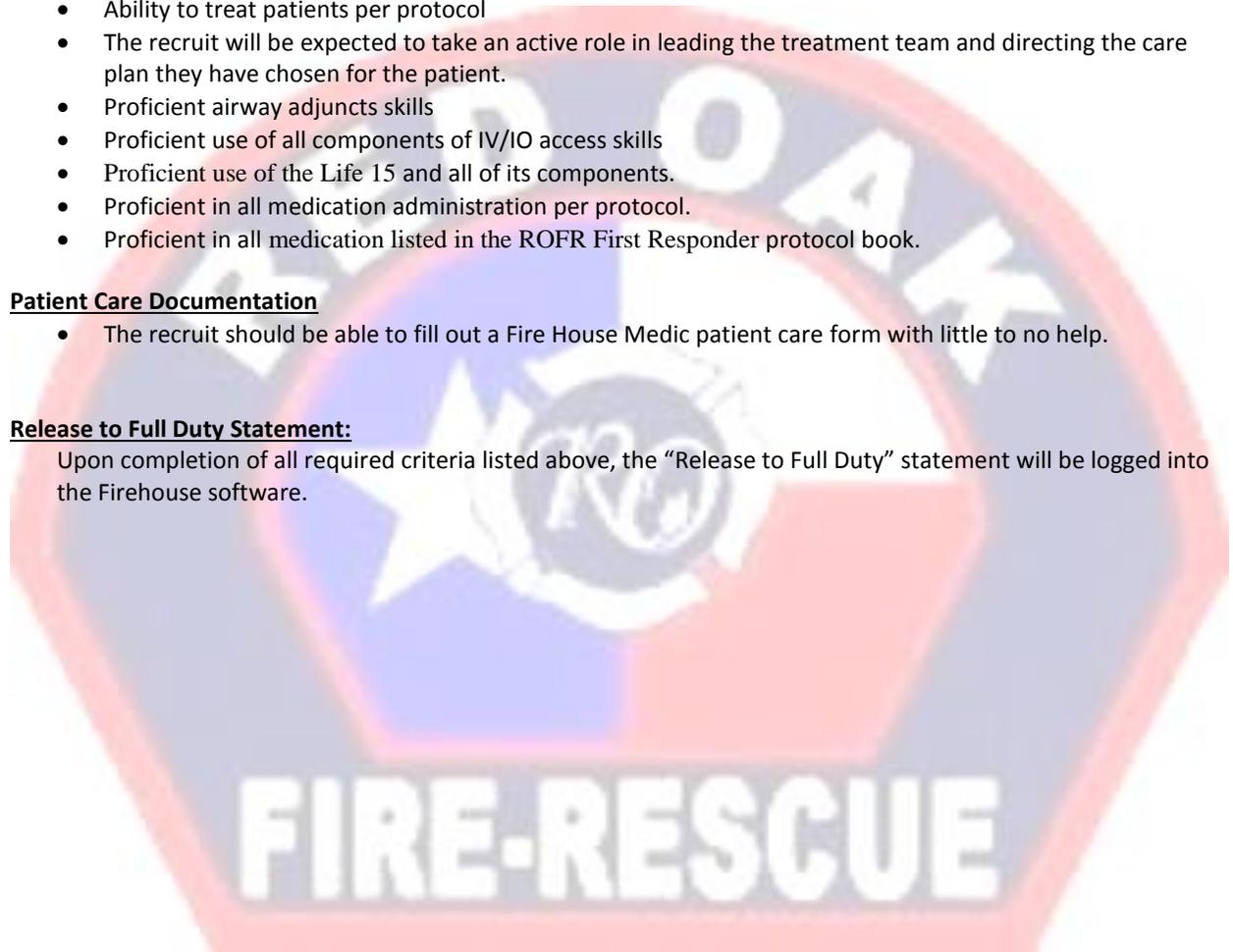
- Ability to assess the patient
- Form a didactic treatment plan for your patients
- Ability to treat patients per protocol
- The recruit will be expected to take an active role in leading the treatment team and directing the care plan they have chosen for the patient.
- Proficient airway adjuncts skills
- Proficient use of all components of IV/IO access skills
- Proficient use of the Life 15 and all of its components.
- Proficient in all medication administration per protocol.
- Proficient in all medication listed in the ROFR First Responder protocol book.

### **Patient Care Documentation**

- The recruit should be able to fill out a Fire House Medic patient care form with little to no help.

### **Release to Full Duty Statement:**

Upon completion of all required criteria listed above, the "Release to Full Duty" statement will be logged into the Firehouse software.



Red Oak Fire Department



Preceptor Program  
Release to Full Duty Signatures

**FTP (Training Phase)**

I, \_\_\_\_\_, state and verify that candidate \_\_\_\_\_ has completed all of the educational and clinical requirements as defined by the EMS Coordinator. By signing this statement, I am stating that this person is adequately prepared to advance to ride as the second paramedic.

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FF/Paramedic Recruit Signature	Printed Name	Date
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FTP Signature	Printed Name	Date
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Captain Signature	Printed Name	Date
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EMS Captain Signature	Printed Name	Date
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Medical Director Signature	Printed Name	Date
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EMS Chief Signature	Printed Name	Date
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## Red Oak Fire Department Recruit Shift Performance Review

### Candidate Information

FTP:

New Hire: \_\_\_\_\_

Date: \_\_\_\_\_

Shift Number: \_\_\_\_\_

**of** \_\_\_\_\_

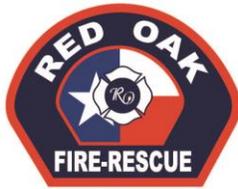
### Review Guidelines

Complete this FTP review, using the following scale:

- NA** = *Not Applicable*
- 1** = *Unsatisfactory*
- 2** = *Marginal*
- 3** = *Meets Requirements*
- 4** = *Exceeds Requirements*
- 5** = *Exceptional*

	(5) = Exceptional	(4) = Exceeds Requirements	(3) = Meets Requirements	(2) = Marginal	(1) = Unsatisfactory
<b>Demonstrates Required Job Skills And Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Has The Ability To Learn And Use New Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Responds Effectively To Assigned Responsibilities</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Meets Attendance Requirements</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Listens To Direction From FTP</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Takes Responsibility For Actions</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Has Good Communication Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Demonstrates Problem Solving Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Receives Constructive Suggestions For Improvement</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Works well with other medical professionals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pleasant to their patients</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Completes documentation correctly</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Comments:** \_\_\_\_\_



## Red Oak Fire Department FTP Evaluation

**Name:** \_\_\_\_\_



*Shift/Station:*

*Job Classification:*

 EMT

 Intermediate

 Paramedic

My FTP:	Disagree	Neither Agree Nor Disagree	Agree
18. Provide a pleasant, cheerful, informative and educational process by which you could learn about the EMS system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Provide a comfortable and unbiased look at the inner workings of our EMS system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Recognize the difference between fact and opinion and strive to impart only the facts during your process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Encourage your independent thoughts and ideas and not to just copy their own style?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Provide an atmosphere that promoted trust and security between you and your FTP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Create an atmosphere where success was anticipated but failure was not feared?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Ensure your personal and professional growth as a medic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Treat others with respect and dignity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Demonstrate being critical without being judgmental?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Offer solutions rather than ultimatums?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Treat you as a peer instead of a subordinate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Create the best atmosphere for learning by being encouraging and supportive to others?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Utilize the evaluations for education instead of humiliation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My FTP:	Disagree	Neither Agree Nor Disagree	Agree
31. Communicate all problems or concerns with you?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Complete all of your evaluation forms each shift?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Help you with your documentation and radio reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Act in a professional, courteous, and respectful manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Your Comments

What are the things that your FTP did that promoted your learning experience?

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Please comment on the areas your FTP could have improved on or could have handled differently:

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What suggestions could you give us to improve the FTP program?

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Name of Evaluating FTP: \_\_\_\_\_

