

CENTRAL CALIFORNIA
EMERGENCY MEDICAL SERVICES
A Division of the Fresno County Department of Public Health

Manual	Emergency Medical Services Administrative Policies and Procedures	Policy Number 244 Page 1 of 3
Subject	EMS Training Officer	
References		Effective 10/01/86

I. POLICY

EMS Training Officers shall function as an extension of the EMS Medical Director for the purposes of medical control. EMS Training Officers, as selected by the EMS Agency, shall be responsible for the field evaluation of EMT-Paramedics and may be requested to participate in primary and remedial education through field internships of EMT-Paramedics and primary EMT-Paramedic students. EMS Training Officers shall be selected according to standardized procedures and shall carry out their responsibilities, including documentation, consistent with EMS policies.

II. PROCEDURE

A. Selection Requirements

1. An EMS Training Officer shall meet each of the following selection criteria:
 - a. An EMT-Paramedic in good standing with two years paramedic field experience, including the previous year in Fresno, Kings, Madera, or Tulare Counties.
 - b. Currently certified/accredited in Fresno, Kings, Madera, or Tulare Counties.
 - c. Recommendation from employing provider agency.
 - d. Successfully pass a review of past performance, including:
 - (1) Field Evaluations:
 - (2) Patient Contact Report Audit;
 - (3) Quality Improvement Reports.
 - e. Oral Testing Process

An oral board shall evaluate a candidate's ability to communicate effectively, problem solving ability through scenario presentation, general knowledge, and professionalism. An EMS Training Officer shall demonstrate trends of exceptional patient care, a mature and professional demeanor.

As scheduling allows, the oral board will generally consist of five (5) members including a Medical Control Physician, a MICN, one (1) public and one (1) private sector Training Officer, and one (1) representative from the local EMS Agency.

Approved By EMS Division Manager	Daniel Lynch (Signature on File at EMS Agency)	Revision
EMS Medical Director	Jim Andrews, M.D. (Signature on File at EMS Agency)	04/19/2005

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- f. Complete a training program specifically for EMS Training Officers provided by the EMS Agency.

2. Upon successful completion of all requirements, the respective County EMS Medical Directors may select the qualified candidates best suited for designation as EMS Training Officer. The EMS Training Officer position designation shall be continuous as long as the EMS Training Officer maintains the standards of the EMS Agency, and this policy.

B. Responsibilities

The primary responsibility of an EMS Training Officer is to educate and evaluate prehospital personnel. Specific responsibilities include the following:

1. Provide field internships for EMT-Paramedic students from a primary training program.
2. Perform field evaluations of clinical skills and judgment of EMT-Paramedics in accordance with current continued accreditation.
3. Assist the EMS Agency in primary training of EMT-Paramedics. This can include assisting in lectures, proctoring testing procedures, skills training and evaluation, and assisting in training laboratories.
4. Implement, as approved by the Medical Director, any remedial education and training assigned to interim or fully accredited EMT-Paramedics, including extra shift assignments or precepting for poor performance evaluations.
5. Document all evaluated performance to current standards. Submit reports to the EMS Agency and with copies to Provider Agency Prehospital Liaison Officer. All reports must have the signatures of the EMS Training Officer and the individual being evaluated. Maintain confidentiality with prehospital personnel and the EMS Agency.

C. Active Status

An EMS Training Officer must remain current with each of the following criteria in order to remain active in the designated position. The following must be completed within a two year period with the deadline at the beginning of each calendar year.

1. Attend all mandatory training sessions designated for EMS Training Officers.
2. Complete three (3) units from the following two (2) sections. Each Training Officer will be requested to complete one (1) unit from each section, and select a third (3) unit from either sections one (1), or two (2).
 - a. Section 1 (A unit equals one of the following :)
 - (1) A field internship consisting of 240 hours of training of a paramedic intern.
 - (2) Clinical field evaluations of three (3) paramedics according to the current accreditation and continued accreditation.
 - b. Section 2 (A unit equals one of the following :)
 - (1) Assist the EMS Training Office with primary training consisting of no less than

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12 hours.

- (2) Provide remedial training for paramedics as designated by the EMS Agency. This could include lecture, skills and workshop, and/or field internship.
- (3) Assist with an EMS Agency inservice on new policies or procedures.
- (4) Tutor students in primary program.

3. Maintain current certification and local accreditation in Fresno, Kings, Madera, or Tulare County.
4. Submit all original evaluation forms to the EMS Agency, and provide copies to agency Prehospital Liaison Officer.
5. Comply with all provisions of this policy.

D. Termination of Designation

Grounds for termination is at the discretion of the respective EMS Medical Directors, and could include the following conditions:

1. An individual request; or
2. Inability to maintain certification/accreditation in Fresno, Kings, Madera, or Tulare County.
3. Inability to maintain active status; or
4. Continued poor performance based on the EMS Agency Evaluation process; or
5. Disciplinary action.

E. Provider Agency Responsibilities

1. Arrange for evaluations by employing EMS Training Officers, or coordinating evaluations through the EMS Agency.
2. If the Provider Agency employs EMS Training Officers, the following criteria must be met:
 - a. Participate in the evaluation process and all initial and mandatory training for EMS Training Officers.
 - b. Participate in the selection process through recommendation of appropriate paramedics employed by the Provider Agency.
 - c. Allow evaluations and internships to be conducted within the provider agency, including those involving outside agency personnel. Evaluations and internships by outside agency personnel is contingent upon documentation of appropriate malpractice coverage and compliance with provider agency ride-along policies.
3. Any remedial training a provider agency deems necessary following an evaluation shall be documented in writing and submitted to the EMS Agency. All remedial training programs shall be authorized by the EMS Medical Director **BEFORE** implementation.

F. Requests for exceptions should be addressed in writing to the respective EMS Medical Director.