

EL DORADO COUNTY EMS AGENCY

PERSONNEL POLICIES

Effective: July 1, 2018

Revised: September 2022

Reviewed: N/A

Scope: ALS - Personnel

(on file)

EMS Agency Medical Director

FIELD TRAINING OFFICERS

PURPOSE:

The Field Training Officer (FTO) is a critical component of the training and quality assurance mechanisms within the EMS system. The FTO serves as the focal point for assuring conveyance of knowledge and practical competency through clinical oversight, direct training, guidance, and remediation. The FTO facilitates the operational on-boarding and accreditation of new recruits by familiarizing applicants with local policies, procedures, protocols, and idiosyncrasies of the EMS System, offering guidance and correction throughout the process and ultimately verifying the fitness of the applicant for County accreditation.

Duties of the FTO may include, but are not limited to:

- Facilitating the accreditation process for new recruits/applicants.
- Communicating policy and protocol changes to colleagues.
- Assisting with the delivery of 'in-service' training as required by the Provider Agency.
- Participating in Quality Assurance activities as required by the Provider Agency.
- Participating in the work of the County EMS CQI Committee, as well as any subcommittees thereof, and contributing substantively to their respective processes.

QUALIFYING CRITERIA:

- Full-time employment with an ALS Provider Agency, member agency thereof, or ALS first response agency operating under agreement with the County of El Dorado.
- Four (4) years, full-time ALS field experience in El Dorado County, or a jurisdiction with call volume and acuity quantifiably equal to, or greater than, that of El Dorado County.
- Current ACLS, PALS/PEPP, ITLS/PHTLS certifications.
- Satisfactory Documentation Audit result. ¹
- Endorsement of the Base Hospital Medical Director or their designee.²

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

POLICY

- 1) When the Provider Agency identifies a suitable FTO candidate, the application process may commence. The following steps should proceed **in order** (see Fig.1):
 - a. Provider Agency submits a letter to the LEMSA, indicating intent to utilize the named applicant as an FTO. Evidence of required qualifications should be attached to this letter.

¹ FTO applicants will be subject to a LEMSA documentation audit to evaluate the applicant's aptitude at authoring medico-legally rigorous and clinically sound documentation, with due regard for billing, grammar and responsiveness to correction requests. The LEMSA will review calls of varying acuity, including IFT and AMA, to ensure competency.

² Endorsement of the Base Hospital Medical Director or designee may be substantiated either by communicated approval (form submission, e-mail, letter, etc.) or by demonstrable absence of objection.

- b. LEMSA initiates the documentation audit and solicits endorsement from the Base Hospital Medical Director via electronic form.
 - c. Findings of documentation audit are relayed to EDCEMSA Medical Director, alongside feedback from the Base Hospital Medical Director.
 - d. LEMSA notifies the Provider Agency (and applicant) of audit findings and Base Hospital feedback, along with any applicable terms.
 - i. The documentation audit and base hospital endorsement processes may reveal areas for professional improvement with relevance to the FTO role.
 - ii. When such areas are identified, the LEMSA may stipulate 'action items' for the applicant to address, with the expectation of demonstrated progress in those areas after the 90-day provisional period.
 - e. The applicant accepts the terms communicated in writing and resolves to address any provisional 'action items' as a condition of LEMSA endorsement.
 - f. LEMSA formally endorses the applicant to begin functioning as a **Provisional Field Training Officer**.
- During the 90-day provisional period, either the LEMSA or Base Hospital may withdraw their endorsement with just cause. The provisional period will also serve as a window of opportunity for either endorsing party or the candidate to conduct any optional in-person meetings deemed valuable.
 - Upon confirming satisfactory action item implementation during the provisional period, the EMS Agency Medical Director may authorize termination of provisional status and allow the Provider Agency to convey the title **Field Training Officer** upon the applicant.

Fig.1


