

## **POLICY #343: FIELD TRAINING OFFICER PROGRAM**

### I. PURPOSE

- A. To establish criteria for the designation of authorized preceptors for the training, internship, and overall field quality improvement (QI) phases of the EMS system in the County of San Luis Obispo (SLO).

### II. DEFINITIONS/GLOSSARY

- Field Training Officer (FTO): An individual designated to conduct pre-accreditation field evaluations, paramedic student internships, and QI activities as assigned by their advanced life support (ALS) employer.

### III. POLICY

- A. The goals of the this program is to Implement medical control accountability at the provider level, by providing quality field training using a team approach, standardizing the field practice and evaluation process.
- B. FTOs are directly accountable to the Emergency Medical Services Agency (EMS Agency) Medical Director for maintenance of all field practice standards, respecting and maintaining the confidentiality of all matters concerning medical standards and quality improvement.
- C. A current and valid California paramedic license, four years of field experience including at least one year in the County of SLO, current accreditation in the County of SLO and support from their primary ALS employer are required to apply for the position of FTO.
- D. An FTO is responsible for the following:
  - 1. Assisting in continuing education activities, as assigned, including at least one Advanced Protocol Review Class per year.
  - 2. Participating regularly in FTO meetings by attending 75% of FTO meetings per year, keeping his/her ALS employer apprised of the information covered whether or not attended and missing no more than three consecutive meetings at any time. The EMS Agency must receive notification in advance, if FTO is unable to attend a meeting.
  - 3. Maintaining current policy and procedure standards; providing input to all EMS Agency committees, and assisting in the development and implementation of guidelines, policies and procedures for field practice and medical standard.
  - 4. Assisting interns and accreditation candidates in the testing and completion of requirements, assuring all candidates maintain medical standards for field care. Documenting any Non-compliance and forwarding it to the EMS Agency.

5. Maintaining a log of all intern and accreditation ride-alongs, completing all required intern and accreditation evaluations within one week of completion and submitting a recommendation to the EMS Agency Medical Director.
6. The primary FTO, elected by the FTO group, will monitor the performance of each intern or accreditation candidate, periodically reviewing the intern's progress for completion of requirements.

#### IV. PROCEDURE

- A. The EMS Agency will open the FTO selection process when the need exists for additional FTOs and announce the dates for the application and testing process. Individuals wishing to apply must present the following to the EMS Agency:
  1. Letter of intent stating willingness to perform all FTO duties and to participate actively in training activities, including field ride-along availability.
  2. Letter of recommendation from a Mobile Intensive Care Nurse or physician at their primary Base Hospital on hospital letterhead.
  3. Letter of support from their employer.
- B. Applicants must pass the written exam with a score of 85% or better and an oral interview. Successful candidates will be ranked on a list of eligible candidates that is good for one (1) year. Unsuccessful candidate must wait at least one year before applying again.
- C. Each successful candidate must complete the FTO orientation class as the final step of the appointment process.
- D. Each ALS provider must designate a representative to attend FTO meetings.
- E. The total number of FTOs will be approximately 20% of the total number of accredited paramedics in the County of SLO EMS system.
- F. FTOs may take up to a six-month leave of absence upon receiving written permission from their employer and the EMS Agency. Requests for a leave of absence and date of return must be submitted in writing to the EMS Agency.
- G. Failure to maintain FTO criteria, County policies or State regulations may result in disciplinary action. Such disciplinary action may include revocation of FTO/PC status pending provider approval. The authority for disciplinary action is vested in the EMS Agency Medical Director.