

	Standard Operating Guideline: TRAIN5	
	Subject:	EMS and Suppression Qualification
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Director:	DocuSigned by:  03F99B735E13429...	2/14/2023

The Franklin County Department of Public Safety (FCDPS) provides the highest quality training, support, and mentoring to new employees and new advanced life support (ALS) providers. Once a provider obtains their Certification and has demonstrated their ability to provide emergency patient care at their current certification level, e.g., EMT-Basic, EMT-Advanced, EMT-Intermediate, or EMT-Paramedic, they are eligible to begin their training to obtain FCDPS authorization as an attendant in charge (AIC). This training is referred to as the Task Book and is conducted in the field on an operational unit during a three-phase approach in a six-month period. The provider is under direct supervision of a Field Training Officer (FTO) and Shift Management Team (SMT). New employees with proven experience may be expedited through the task book process based on initial performance. Please refer to the appropriate Task Book worksheet for specific objectives and skills.

EMS Qualification

Phase One

A minimum of two tours (six 24-hour shifts for full time, six 12 hours shift for part time) shall be spent with the primary Field Training Officer (FTO). The candidate shall be assigned to the medic unit as a third provider and not counted in minimum staffing. The candidate shall become familiar with the unit, equipment, policies, and standard procedures of FCDPS. During this orientation phase, the candidate shall observe their FTO and then begin conducting patient assessments, performing interventions within their scope of practice, and contributing to the differential diagnosis. The candidate can expect to receive more specific direction from their FTO during this phase and function in an assist role with the other providers than in later phases.

By the end of Phase One the candidate shall:

1. Describe their roles and responsibilities within the organization as an emergency services provider.
2. Describe the roles, responsibilities, and support provided by the SMT and FCDPS Senior Staff.
3. Perform a full inventory inspection using the daily check in ESO to determine operational readiness, identify, and correct any deficiencies.

4. Demonstrate knowledge and application of FCDPS practices, protocol, policy and procedure regarding professionalism, ethics, integrity, Health Insurance Portability and Accountability Act (HIPAA), do not resuscitate, advance directives, and special situations.
5. Interview and interact with a patient obtaining a thorough patient history and chief complaint.

Phase Two

A minimum of three tours (nine 24-hour shifts for full time, nine 12 hours shifts for part time) shall be spent with the secondary FTO in a minimum staffing role as the second provider. The candidate shall continue to refine their patient care skills and assessment abilities to confidently care for any patient encounter. During this time, the FTO should be mostly observing and functioning only in a support or advice role. Additionally, the candidate should be gaining familiarity with the transport unit and understand the basic roles of the unit on EMS calls and other incidents. To complete this phase, the candidate must have documented a cumulative total of 20 patient contacts with at least 10 AIC patient contacts. For advanced level providers, the cumulative total must include 10 ALS patient contacts. An ALS patient contact is defined by the application of any ALS skill and to which the intern was involved in the global management of the case such as history/interview, physical assessment, and diagnostic interpretation. The candidate is responsible for completion of the electronic patient care report (ePCR) for all incidents during which he/she acts as the primary provider. At the discretion of the respective SMT, patient encounters in simulation workshops may be credited towards the call distribution requirements.

Phase Three

Phase three will commence from successful completion of phase two to the completion of six months of employment for new employees, and six months completed from time of starting phase one for current employees. During phase three, the candidate will serve as the primary EMS provider with or without an FTO. The candidate should be confident in their role as the patient care provider and shall continue to refine and polish their skills at patient assessment, interviewing, and forming a differential diagnosis. The candidate should be building their ability to act as a scene manager on EMS incidents interacting not just with the patient but with family, bystanders, and other personnel. Under the direct supervision of their respective SMT, the candidate should be demonstrating the needed skills to operate independently as the lead provider of a transport unit both administratively and operationally. To complete this phase, the candidate must be consistently meeting minimum standards on phase one and two forms, successfully complete a 50-question multiple choice FCDPS policy and WVEMS protocol exam, and practical scenario evaluations.

By the end of Phase Three the intern shall:

- Work as the primary provider on all calls with little to no correction from the SMT to include a thorough patient assessment, proper differential diagnosis, treatment, and preparation for potential changes in condition, hospital communication, and documentation.
- Manage an EMS incident to include support personnel.
- Perform administrative tasks required of an AIC.

- Demonstrates functional knowledge of FCDPS policy and procedures.

AIC phase three testing shall be conducted by the respective SMT. The exam includes the above-mentioned 50-question multiple-choice exam and practical scenarios composed of three practical skill evaluations: medical patient assessment, trauma patient assessment, and difficult patient scenario. In addition to the three phases above, the candidate will also be evaluated based on their participation in other mandated department training. This evaluation will be summarized and documented by the SMT. All forms and documents shall be forwarded to the Training Captain at the completion of phase three.

Fire Suppression

During the new employees first six months, additional training and evaluation is conducted with the intent of mentoring new personnel for success in the performance of their position. The task book is a learning/teaching tool intended to facilitate individual proficiency in the application of knowledge, skills, and ability. The fire suppression task book shall be completed for all new employees and run concurrent with the EMS task books. The Field Training Officer (FTO) shall be the lead instructor/evaluator with support from their respective SMT and the Training Captain. The suppression task book includes skill evaluations and shall be completed during the candidates first six months of employment. By the end of the six-month period, the candidate shall be able to demonstrate proficiency with:

- Personal protective equipment
- SCBA confidence and maintenance
- Ladder selection and deployment
- Hose line selection and deployment
- Water supply
- Incident size up
- Communications
- Basic ICS knowledge

The suppression task book worksheet outlines the minimum topics that shall be discussed and demonstrated by the new employee. Once proficiency has been demonstrated, the FTO and/or SMT will sign off. Completed worksheets shall be forwarded to the Training Captain when completed.