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| <p><u>Guideline Name:</u></p> <p>Field Training Evaluation Program</p> |  | <p><u>Department:</u></p> <p>Orange County Emergency Services</p> |
| <p><u>Effective Date:</u></p> <p>11/01/2019</p> | <p><u>Issued:</u> 10/17/2019</p> <p><u>Revised:</u> 3/20/2025</p> | <p><u>Approval:</u></p> <p>Kim Woodward, EMS Division Chief</p>  |

Definitions

Field Training Evaluation Program (FTEP) Candidate – Any provider selected into the EMS System who has not completed all the requirements of the field training evaluation program and is not in independent practice. This provider requires medical supervision by a qualified independently practicing provider at or above their credential.

New Employee Orientation (NEMO) – An introductory instructional period for employees who have not previously been an employee of Orange County Emergency Services Emergency Medical Services division.

EMS Training Officer– Role assigned to an employee of the Orange County Emergency Services EMS Bureau of Training who provides guidance to the FTO and Preceptor group and supervises the new employees during the field training process.

Field Training Officer (FTO) – A paramedic level provider who holds the position of Field Training Officer in Orange County.

Preceptor – Any released person at the EMT or Paramedic level who has been approved to train new employees by the EMS Training Officer or their designee and meets the requirements of the FTEP Preceptor Qualifications policy.

Full Time – Any new employee who is hired by Orange County Emergency Services under a full time position as defined by Orange County policy.

Temporary – Any new employee who is hired as a temporary employee, as defined by Orange County policy.

Similar EMS System – An EMS system whose call volume is close to or exceeds the previous year's call volume in Orange County.

Work Week – Saturday at 0000 to Friday at 2359.

Emergency Medical Technician (EMT) – Any person who is hired as an Emergency Medical Technician – Basic, be it full time or temporary.

Advanced Emergency Medical Technician (Advanced EMT) – Any person who is credentialed as an Emergency Medical Technician- Advanced or higher, be it full time or temporary, and is either in FTEP at that level or successfully completes the FTEP Process at that level.

Paramedic – Any credentialed person who is hired as a Paramedic, be it full time or temporary.

Paramedic Academy- A contractually signed full time OC EMS employee who is enrolled in the Durham Technical Community College Paramedic course.

Direct Precepting – Precepting under the direct oversight of an FTO or preceptor during the transport phase.

Probationary Indirect Precepting – The first 72 hours of Phase 3

Indirect Precepting – Precepting that takes place once phase requirements are met in which the candidate assumes patient care during transport of a patient under the indirect guidance of a preceptor or FTO.

Development Plan – A course of remediation action issued by the EMS Training Officer, FTO, or preceptor to remedy a known deficit or problem.

Remediation – A course of action issued by the EMS Training Officer to remedy a known deficit or problem.

Second Rider Competencies – a standardized set of critical skills, knowledge and abilities approved by the Orange County Chief Medical Officer

Purpose

To provide a standardized process for all FTEP Candidates to complete so that they may achieve the right to individually practice in the Orange County EMS system.

Scope

This document applies to all EMS employees who wish to practice at the EMT, AEMT, or Paramedic level.

Assignment of Preceptor

1. Upon completion of New Employee Orientation (NEMO), the FT Candidate shall be assigned a Preceptor(s) by the EMS Training Officer. The FTEP Candidate will then begin their Field Training under the Preceptor(s) and begin accomplishing assigned tasks as set forth by the Bureau of EMS Training

Scheduling

1. Full-time FTEP Candidates will be assigned to a shift-based schedule and accrue full-time hours. FTEP Candidates will not earn scheduled overtime and may only be scheduled for forty hours (40) hours per week maximum. Full time FTEP Candidates will follow their assigned preceptors' schedule, except for:

1. Preceptor Time Trades

2. Sick/Annual/Other Leave
 3. Scheduled or extra overtime of preceptors
2. Any schedule deviations require the advance approval of the EMS Training Officer in the event of time trades or leave requests.
 3. Temporary FTEP Candidates shall submit their availability no later than the 10th day of the third month prior, i.e. 3 months in advance, and are required to submit their availability prior to the completion of New Employee Orientation (NEMO) to the EMS Training Officer.
 1. FTEP candidates shall submit no less than 12 hours of availability per work week, defined as Saturday to Friday, within their designated preceptor's schedule. Failure to do so may, at the discretion of the EMS Training Officer, will be a violation of Orange County's work performance standards. (Chapter 28, Article IX, Section 28A1-2, a3, "Failure to meet established deadlines.")
 2. Work schedules shall be input into the scheduling software by the EMS Training Officer by the 20th day of the prior month of which the employee is to work. Any further changes after the prior listed date require the approval of the EMS Training Officer.
 3. Temporary employees shall not incur overtime, as per Orange County policy, without the advanced approval of the ES Director.
 4. Schedules shall begin at the start times listed on the official EMS schedule and shall consist of either twelve (12), sixteen (16) or twenty-four (24) hour shifts. There shall be no shifts that start outside of the listed shift start times unless authorized by the Division Chief or designee.

Testing

1. FTEP Candidates will follow the prescribed testing outlined in each phase.
2. Additional testing may be added at the request of the EMS Training Officer or their designee.
3. The candidate shall receive written notice, with reasonable time no less than 24 scheduled field training hours, from the EMS Training Officer or their designee prior to any additional testing.

Remediation

1. Failure to successfully complete any portion of testing shall result in remediation of the candidate.

2. Remediation may include the FTEP candidate being issued a Development Plan at the discretion of the EMS Training Officer or their designee at any point in their Field Training Evaluation Process.
3. The time and content of the Development Plan shall be issued by the EMS Training Officer or designee in writing.

Phase 1

Process

1. The FTEP Candidates time in Phase One shall be of adequate length for the candidate to complete their eligibility for all testing.
 1. The candidate shall be initially scheduled for 216 hours of direct precepting.
 2. The FTEP Candidate will then complete phase 1 protocol testing administered by the EMS Training officer or designee following completion and review of all requirements.
 3. Once successful, the candidate will successfully complete 24 hours of indirect precepting with evaluation. The preceptor shall use good judgement of the FTEP Candidates abilities to perform acceptable patient care in compliance with Orange County EMS protocols before giving approval for indirect precepting for each patient.
 4. Candidates will participate in and be expected to pass Oral Boards.
2. The 216 hours of 3rd rider training time are minimum requirements and may be extended by the EMS Training officer or designee at the request of the preceptor. The following extensions may occur:
 1. One (1) extension, not to exceed 168 hours of additional field training time, by the Training Officer during Phase One training.
 2. Any additional extensions are to be approved by the EMS Division Chief or designee with documentation, guidance and Development Plan from the EMS Training Officer.
3. Because an AEMT or Paramedic completes additional FTEP, candidates hired at the paramedic level with a minimum of one year full time paramedic experience in a similar EMS system may, at the discretion of the EMS Training Officer, may complete Phase One in 120 hours so long as all other requirements are met.

Eligibility for Phase One Oral Board

To be eligible to test the Phase One Oral Board, the candidate shall have the following items completed and/or validated by the Preceptor or EMS Training officer:

1. Completion of Phase One Skills/ Driving Competencies
2. Successful completion of 10 documented scenarios given by the preceptor.

3. EMT Protocol Test
4. Written approval from EMS Training Officer.
5. Additional tasks assigned by the EMS Training Officer, FTO, and/or Preceptor to the candidate, whereas the candidate was directed to complete the tasks prior to their eligibility for Phase One Oral Board.

Completion of Phase 1

The candidate shall be considered to have successfully completed the Phase 1 process when all testing is completed, and the following shall occur:

EMT: The candidate shall be issued a Release to Independent Practice Certificate and be considered to have successfully completed Field Training.

AEMT/Paramedic: These candidates are considered released to practice at the EMT Level however these candidates are to progress to Phase II and should not be utilized operationally without the approval of the EMS Division Chief or designee.



FTEP Phase 1

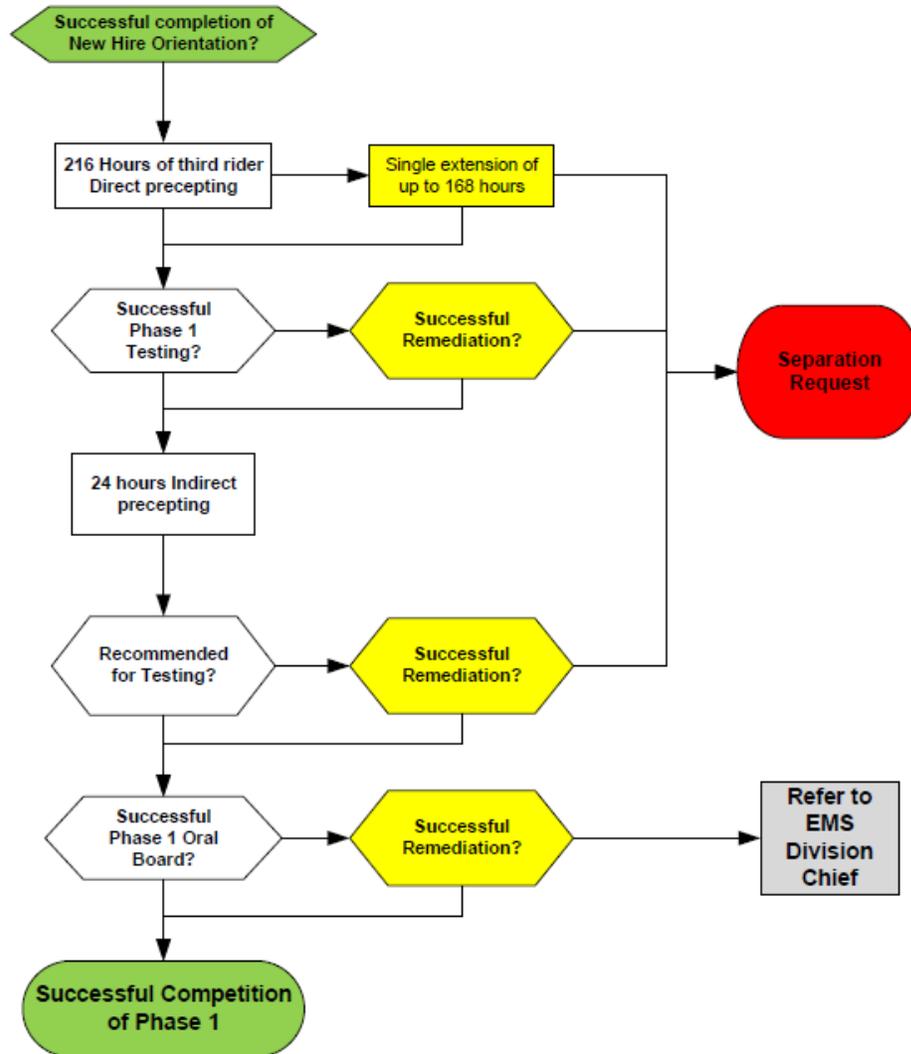


History

- Successful completion of assessment center
- Successful completion of all new hire requirements

Glossary

- FTEP – Field Training Evaluation Program



FTEP

Pearls

- New hires who are not able to complete orientation in full (due to circumstances beyond their control) will be required to make up the days at a future orientation date, or be assigned online assignments that are pertinent to what the new hire missed.
- All FTEP competencies can be found in the field training software.
- Any time a remediation is required, a development plan will be utilized.
- Any extension beyond a development plan requires the approval of the EMS Division Chief.
- AEMT's and Paramedic candidates will proceed to phase 2 at the completion of phase 1.
- EMT's who successfully complete phase 1 are released to independent practice.

Phase 2

Process

1. Upon successful completion of Phase One or Orange County Paramedic Academy the FTEP Candidate will begin field training under an assigned preceptor and begin accomplishing assigned tasks as set forth by the Bureau of EMS Training, utilizing the FTEP Phase Two Policy for guidance.
2. The FTEP Candidate's time in Phase Two shall be of adequate length for the candidate to complete the second rider competencies prior to testing. The candidate shall be initially scheduled for 120 hours of Third Rider Precepting.
3. These time frames are minimum requirements and may be extended. The following extensions may occur in any order:
 - i. One (1) extension, to exceed no more than 120 hours of additional field training time, by the Preceptor during Phase One training.
 - ii. Any additional extensions are to be approved by the EMS Division Chief or designee with documentation and guidance from the EMS Training Officer.

Eligibility for Phase Two Integrated Out-of-Hospital Scenario

To be eligible to test the Phase Two Medical Director administered Integrated Out-of-Hospital Scenario, the candidate shall have the following items completed and/or validated by the Preceptor:

1. Completion of Second Rider Competencies
2. Protocol and Pharmacology Test
3. ECG Test including Rhythm and 12 Lead recognition
4. Written approval from the Preceptor.
5. Additional tasks assigned by the EMS Training Officer, FTO, and/or Preceptor to the candidate, whereas the candidate was directed to complete the tasks prior to their eligibility for Phase Two Integrated Out-of-Hospital Scenario.

Completion of Phase 2

Once all testing and the Phase Two Integrated Out-of-Hospital Scenario is successfully completed the candidate progresses to Phase 3.



FTEP Phase 2

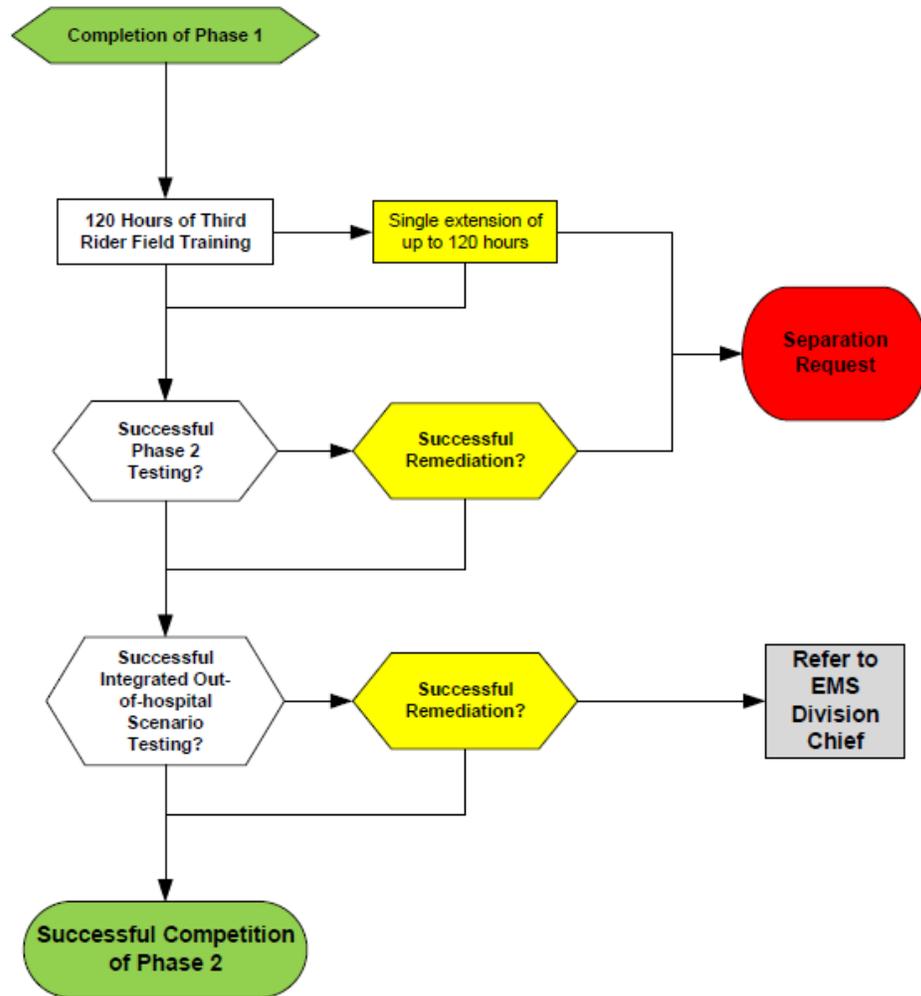


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- New hires who are not able to complete orientation in full (due to circumstances beyond their control) will be required to make up the days at a future orientation date, or be assigned online assignments that are pertinent to what the new hire missed.
- All FTEP competencies can be found in the field training software.
- Any time a remediation is required, a development plan will be utilized.
- Any extension beyond a development plan requires the approval of the EMS Division Chief.

Phase 3

Process

1. Upon successful completion of Phase Two, the FTEP Candidate shall be assigned a Preceptor(s) by the EMS Training Officer. The FTEP Candidate will then begin their Field Training under the Preceptor(s) and begin accomplishing assigned tasks as set forth by the Bureau of EMS Training, utilizing the FTEP Phase Three Policy for guidance.
2. The FTEP Candidates time in Phase Three shall be of adequate length for the candidate to complete their eligibility for all testing. The candidate shall be initially scheduled for 144 hours during Phase 3.
3. During the first 72 hours of Phase Three, candidates are independently practicing providers who may not conduct patient care during the transport phase for patients meeting triage destination plan criteria. Preceptors shall use good judgement of the candidate's abilities to perform acceptable patient care in compliance with Orange County EMS protocols before giving approval for indirect precepting for each patient.
 1. Preceptors may request a one time extension of probationary indirect precepting. Probationary indirect precepting shall not exceed 192 hours. Preceptors will make recommendations to the EMS Training Officer to remove the probationary indirect precepting designation.
4. Upon EMS Training Officer approval the FTEP Candidate shall assume the indirect precepting designation. The FTEP Candidate shall be scheduled for 72 hours of indirect precepting. The preceptor shall continue to use good judgement of the FTEP Candidates abilities to perform acceptable patient care in compliance with Orange County EMS protocols before giving approval for indirect precepting for each ALS patient.
 1. Preceptors may request a one time extension of indirect precepting. Indirect precepting shall not exceed 192 hours.

Eligibility for Phase Three Oral Board

To be eligible to test the Phase Three Oral Board, the candidate shall have the following items completed and/or validated by the Preceptor:

1. Completion of practice Phase Three Oral Boards with EMS Training Officer or designee
2. Written approval from the EMS Training officer or designee

Additional tasks assigned by the EMS Training Officer, FTO, and/or preceptor to the candidate, whereas the candidate was directed to complete the tasks prior to their eligibility for Phase Three Oral Board.

Completion of Phase 3

The candidate shall be considered to have successfully completed the Phase 3 process when all testing is completed, and the following shall occur:

Advanced EMT/Paramedic: The candidate shall be issued a Release to Independent Practice Certificate and be considered to have successfully completed Field Training.



FTEP Phase 3

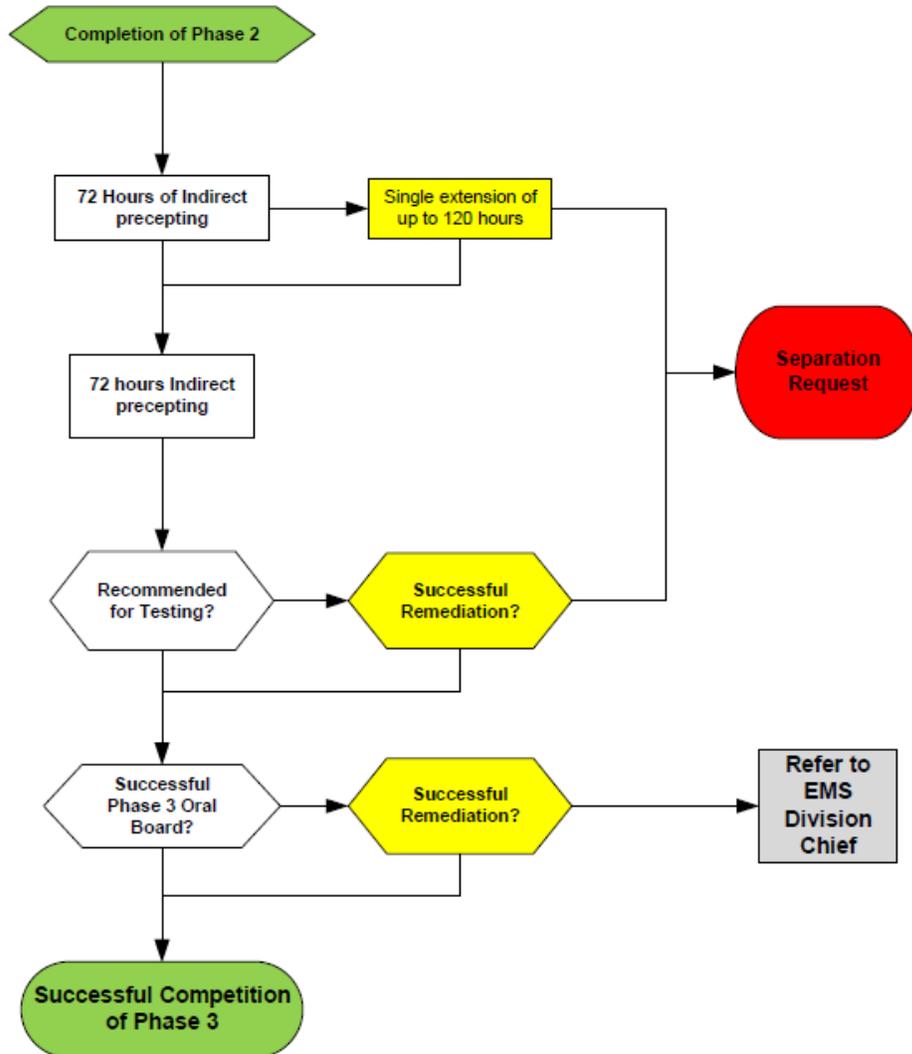


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FTEP

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- New hires who are not able to complete orientation in full (due to circumstances beyond their control) will be required to make up the days at a future orientation date, or be assigned online assignments that are pertinent to what the new hire missed.
- All FTEP competencies can be found in the field training software.
- Any time a remediation is required, a development plan will be utilized.
- Any extension beyond a development plan requires the approval of the EMS Division Chief.