

EL DORADO COUNTY EMS AGENCY

PERSONNEL POLICIES

Effective: July 1, 2018

Revised: December 2025

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, education and remediation for their agencies and for new applicant Paramedics undergoing the accreditation process. The FTO facilitates the operational on-boarding and accreditation of new applicants 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 El Dorado County Paramedic accreditation.

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

- Facilitating and documenting the accreditation process for new applicants.
- Communicating clinical and documentation 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 its subcommittees.
- May be required to attend periodic documentation and clinical update training.

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.
- Three (3) 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.
- Competent Documentation Audit result.¹

The LEMSA 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**:
 - 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.
 - b. LEMSA initiates the documentation audit.
 - c. Findings of documentation audit are relayed to LEMSA Medical Director.

¹ FTO applicants will be subject to a LEMSA documentation audit to evaluate the applicant's competent clinical decision making, aptitude at authoring medico-legally defensible ePCRs, complete and accurate documentation, and due regard for billing, grammar and responsiveness to correction requests. The LEMSA will review calls of varying acuity, including IFT and AMA ePCRs, to ensure competency.

- d. LEMSA notifies the Provider Agency (and applicant) of audit findings.
 - i. If the review of the FTO results in satisfactory findings, the applicant will be invited to complete the FTO program.
 - ii. When areas needing improvement are identified in the audit, the applicant will not move forward in the FTO program. They may reapply after 60 days and audit findings shall be rectified. (A maximum of three applications per rolling year will be accepted)
- e. The applicant accepts, in writing, the responsibilities and duties of the FTO position listed on page one.
- f. LEMSA Medical Director authorizes the applicant to begin functioning as a **Field Training Officer**.

FTO observations and field evaluation forms are a crucial component of the Paramedic accreditation process and shall be complete and objectively delivered with clear observations describing the support or non-support for provisional accreditation.

Submission of poor quality, incomplete or non-descriptive field evaluation forms or allowing the candidate to produce substandard patient care and/or documentation, will impede and erode the accreditation process and may be grounds for revocation of FTO status. The FTO's signature on the ePCR acknowledges that they have reviewed the document for consistency with LEMSA policy and protocol.

The decision to revoke FTO status lies with the LEMSA Medical Director.



Field Training Officer Attestation

I _____ agree to the following conditions as an authorized El Dorado County EMS Agency Field Training Officer.

1. I will facilitate and document the accreditation process for new applicants.
2. I will assist with the delivery of 'in-service' training as required by the Provider Agency.
3. I will participate in Quality Assurance activities as required by the Provider Agency.
4. I will participate in the work of the County EMS CQI Committee, as well as its subcommittees.
5. I may be required to attend periodic documentation and clinical update training.

Further, I understand that The FTO facilitates the operational on-boarding and accreditation of new applicants 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 El Dorado County Paramedic accreditation.

In recognition of the above I provide my signature below.

"Name and title of FTO"

Date