



Rogers Fire Department Standard Operating Procedures

Policy Title:	EMS Orientation and Evaluation Program		
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PURPOSE

The purpose of this policy is to provide a system for orientation and performance evaluation on all new medical providers. The scope of this policy includes new probationary firefighters, as well as those individuals who complete paramedic school.

POLICY

It is the policy of the Rogers Fire Department that all new members, licensed as either Emergency Medical Technician or Paramedic in the State of Arkansas, shall complete the orientation and evaluation program prior to being released to perform unsupervised medical care for the department. This program applies to both probationary firefighters as well as those completing paramedic school while employed as a member of the Rogers Fire Department.

Probationary firefighters shall have completed the eighteen week Rogers Fire Department Recruit Academy, which includes a component covering emergency medical services. In addition, the Rogers Fire Department Probationary Firefighter Task Book also serves as an educational and orientation tool for EMS operations. This process will ensure the completion of the EMS orientation and Evaluation Program prior to the individual being released to perform medical care.

This process establishes the minimum level of performance expectations for the individual. However, the Battalion Chief and Company Officer may utilize additional criteria to satisfy their individual expectations.

The completion of the orientation and evaluation shall be complete within the first thirty (30) days of assignment to the Field Operations Division. Additional time may be necessary based upon the individual's needs, shift assignments, and call volume. The Citywide Tour Commander will manage the individual's assignment

and progress to ensure the individual is progressing towards achievement and grant additional time if necessary.

Each individual shall be evaluated in the following five (5) categories:

- Rogers Fire Department Standard Operating Procedures
- Northwest Arkansas Regional Emergency Medical Services Protocols
- Emergency Vehicle Operations
- Skill Competency Assessment
- Emergency Scene Management

Completion of the orientation and evaluation process for the probationary firefighter/EMT shall be documented utilizing Form 60A – EMS Orientation and Evaluation - EMT. Completion of the orientation and evaluation process for the probationary firefighter Paramedic shall be documented utilizing Form 60B – EMS Orientation and Evaluation - Paramedic. Completion of the orientation and evaluation process for the incumbent firefighter/paramedic shall be documented utilizing Form 60C – EMS Orientation and Evaluation – Paramedic Incumbent. In addition, skill reference sheets shall be utilized to verify skill competencies. During the paramedic training process, individuals complete training with the Rogers Fire Department and are assigned under master paramedics who serve to facilitate the continued growth and development in the student’s knowledge base and skills.

Evaluations will be conducted to identify deficiencies in the individual’s knowledge and skill, prior to being assigned to perform medical care for the Rogers Fire Department. All evaluation results will be documented.

To ensure that all personnel completing the process are proficient in the application of the Northwest Arkansas Regional Protocols and Rogers Fire Department Standard Operating Procedures, candidates will complete a 100 question multiple choice examination. A score of 80 percent will be required for successful completion. Once they are successful, the individual will complete an oral protocol review with a board consisting of two (2) members of the EMS Advisory Committee, the EMS program manager, and the Deputy Fire Chief of Special Operations and Training.

Upon completion of the orientation and evaluation process, all of the individual’s results and documentation will be presented to the RFD Medical Director for final approval.

This program used by shall be reviewed by the DFC-SOT and the EMS Advisory Committee upon the completion of every individual or group of individuals completing the program.

REQUIRED SKILL COMPETENCIES

The skill competency forms (60 Series) shall be utilized to guide verification and validation of each recruit's skill competency. Following is a summary of the 60 series forms available on the shared drive.

Form 60 A	Patient Assessment, Trauma
Form 60 B	Patient Assessment, Medical/Illness
Form 60 C	Bleeding Control
Form 60 D	Static Cardiology
Form 60 E	Long Bone Immobilization
Form 60 F	Joint Immobilization
Form 60 G	Oxygen Administration
Form 60 H	Bag Valve Mask – Apneic Patient
Form 60 I	Automated External Defibrillator
Form 60 J	Power Cot Operation
Form 60 K	Cardiac Monitor Operation
Form 60 L	Autopulse Operation
Form 60 M	Stair Chair
Form 60 N	Intravenous Maintenance
Form 60 O	12-Lead Electrode Placement
Form 60 P	CPAP
Form 60 Q	Vital Signs
Form 60 R	OPA
Form 60 S	Blood Glucose Assessment
Form 60 T	Nebulized Drug Administration

In addition to the completion of all EMT required skill competencies, all Paramedics shall be required to complete the following skill competency forms.

Form 60 AA	Ventilation Management, Adult
Form 60 BB	Cardiac Arrest Management
Form 60 CC	Patient Assessment, Trauma
Form 60 DD	Intravenous Therapy
Form 60 EE	Patient Assessment, Medical
Form 60 FF	Dynamic Cardiology
Form 60 GG	CPAP
Form 60 HH	Pharmaceutical Assisted Intubation
Form 60 II	Intraosseous Access
Form 60 JJ	Chest Decompression
Form 60 KK	Static Cardiology

OBSERVATION RESULTS

The candidate's company officer shall be responsible for the completion of the orientation and evaluation process. All forms will be reviewed by the DFC-SOT upon completion. All results will be verified by the Training Division.

REMEDIATION

If a member is unable to successfully complete any aspect of the observation process, the individual will be required to be re-evaluated in the areas that were deficient to the satisfaction of the individual's company officer. The company officer has the responsibility to ensure that the individual's requisite skills and knowledge are to the proficiency level established by the Rogers Fire Department prior to the completion of the orientation and evaluation process.