

Operations Subcommittee

of the Emergency Medical Care Committee



Meeting Agenda:
9 A.M., Thursday August 3rd, 2023
Location: SLOEMSA Conference Room
2995 McMillan Ave, STE #178, San Luis Obispo

Members

Jay Wells, *Sheriff's Department, CHAIR*
 Tim Benes, *Ambulance Providers*
 Scotty Jalbert, *Office of Emergency Services*
 Aften Porras, *Med-Com*
 Adam Forrest, M.D., *Hospitals*
 Chief Steve Lieberman, *Fire Service*
 Kris Strommen, *Ambulance Providers*
 Rob Jenkins, *Fire Service*
 Lisa Epps, *Air Ambulance Providers*
 Aaron Hartney, *Air Ambulance Providers*
 Gerry Perez, *CHP*
 Deputy Chief Sammy Fox, *Fire Service*
Vacant, Law Enforcement
 Chief Casey Bryson, *Fire Service*
 Chief Dan McCrain, *Fire Service*
 Roger Colombo, *Field Provider-Paramedic*

Staff

STAFF LIAISON, Ryan Rosander, *EMS Coordinator*
 Vince Pierucci, *EMS Division Director*
 Bill Mulkerin, M.D., *Medical Director*
 Rachel Oakley, *EMS Coordinator*
 Davis Goss, *EMS Coordinator*
 Sara Schwall, *Administrative Assistant*

AGENDA	ITEM	LEAD
Call to Order	Introductions Public Comment	Jay Wells
Summary Notes	Review of Summary Notes April 6 th , 2023	
Discussion	Policy #343: Field Training Officer (FTO) Revision	Ryan Rosander
Adjourn	Declaration of Future Agenda Items Next Meeting Date: October 5 th , 2023, 9:00 A.M. Location: SLOEMSA Conference Room 2995 McMillan Ave, STE #178, San Luis Obispo	Jay Wells

Draft

Operations Subcommittee of the Emergency Medical Care Committee



Meeting Minutes

Thursday, April 6, 2023

SLO EMSA Conference Room – 2995 McMillan Ave, Suite 178, San Luis Obispo

Members		Staff	
<input type="checkbox"/>	CHAIR Jay Wells, Sheriff's Department	<input checked="" type="checkbox"/>	Vince Pierucci., EMS Division Director
<input type="checkbox"/>	Tim Benes, Ambulance Providers	<input type="checkbox"/>	Thomas Ronay, MD, Medical Director
<input checked="" type="checkbox"/>	Scotty Jalbert, OES	<input checked="" type="checkbox"/>	Rachel Oakley, EMS Coordinator
<input checked="" type="checkbox"/>	Rob Jenkins, Fire Service	<input checked="" type="checkbox"/>	David Goss, EMS Coordinator
<input checked="" type="checkbox"/>	Adam Forrest, MD, Hospitals	<input checked="" type="checkbox"/>	Ryan Rosander, EMS Coordinator
<input checked="" type="checkbox"/>	Chief Steve Lieberman, Fire Service	<input checked="" type="checkbox"/>	Sara Schwall, EMS Administrative Assistant
<input checked="" type="checkbox"/>	Kris Strommen, Ambulance Providers		
<input checked="" type="checkbox"/>	Lisa Epps, Air Ambulance Providers		
<input checked="" type="checkbox"/>	Chief Casey Bryson, Fire Service		
<input type="checkbox"/>	Gerry Perez, CHP		
<input checked="" type="checkbox"/>	Chief Sammy Fox, Fire Service		
<input checked="" type="checkbox"/>	Roger Colombo, Field Provider, Paramedics		
<input type="checkbox"/>	Aften Porras, Med-Com		
<input checked="" type="checkbox"/>	Aaron Hartney, Air Ambulance Providers		
<input checked="" type="checkbox"/>	Chief Casey Bryson, Fire Service		
<input type="checkbox"/>	Vacant, Law Enforcement		

AGENDA ITEM / DISCUSSION	ACTION / FOLLOW-UP
CALL TO ORDER—9:04 am	
Introductions	
Public Comment – None	
APPROVAL OF MINUTES – Approved	
DISCUSSION ITEMS	
<p>Policy 124: Documentation Revision</p> <ul style="list-style-type: none"> - ePCR upload time requirements <ul style="list-style-type: none"> o ePCR shall be completed and uploaded within 60 minutes for critical patients and within 2 hours for uncategorized patients. o Non-transport personnel upload shall be no longer than 12 hours. - Auto-Narratives will not be permitted. - Specialty Care Documentation <ul style="list-style-type: none"> o Incidents are missing in the database due to lack of data element requirements. - Definition Additions <ul style="list-style-type: none"> o Definition of a patient revised. o R. Jenkins points out that the definition of a provider excludes Public Safety First Aid providers. - Additional Changes <ul style="list-style-type: none"> o Extended on-scene time addition from previous draft removed. o Require ECG rhythms obtained during care to be attached to ePCR. <p>R. Colombo suggests adding “as soon as possible” or similar to the 12-hour non-transport upload time.</p> <p>Items Moving Forward Communication and Scene Management</p>	<p>David Goss</p> <p>Motion for approval to move to EMCC. R. Jenkins motions. A. Forrest 2nds. Approved.</p>
ADJOURN – 9:52 am	
<p>Next Meeting: June 8, 2023, 09:00 A.M. Location: SLO EMSA - 2995 McMillan Ave, Suite 178, San Luis Obispo</p>	



COUNTY OF SAN LUIS OBISPO HEALTH AGENCY

PUBLIC HEALTH DEPARTMENT

Penny Borenstein, MD, MPH *Health Officer/Public Health Director*

MEETING DATE	August 3 rd , 2023
STAFF CONTACT	Ryan Rosander, EMS Coordinator 805.788.2513 rrosander@co.slo.ca.us
SUBJECT	Policy #343: Field Training Officer (FTO) Revision
SUMMARY	Revisions to Field Training Officer policy #343: <ul style="list-style-type: none">- FTO I, FTO II, and FTO Liaison- FTO applicant requirements- Application process- Continuing requirements for FTOs.
REVIEWED BY	Vince Pierucci, Dr. Bill Mulkerin, Cuesta Paramedic Program Director, SLOEMSA Staff
RECOMMENDED ACTION(S)	Recommend Policy #343 revision for Operations adoption and move to EMCC agenda.
ATTACHMENT(S)	Operations PowerPoint Presentation, Policy #343 Draft, Policy #343 (Attachment A) Draft

Emergency Medical Services

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www.slocounty.ca.gov/ems

Operations Subcommittee

AUGUST 3RD, 2023

Policy #343 Field Training Officer (FTO) Revision Summary

- ▶ FTO I vs. FTO II duties and requirements
- ▶ FTO Liaison duties and requirements
- ▶ Process and requirements for application/reapplication
- ▶ Continuing requirements for FTO I & II



Why?

All Prospective FTO Requirements

1. A current and valid California Paramedic License.
2. A minimum of **two years** full-time 911 system field experience.
3. A minimum of one year full-time in SLO County.
4. A current and valid SLO County Accreditation.
5. **Letter from their primary ALS provider stating full-time field employment status.**
6. Letter of support from their primary ALS employer to apply for the position of FTO.
7. Letter of Recommendation from a Mobile Intensive Care Nurse (MICN) from any SLO County Base Hospital or a local Emergency Department Physician not directly affiliated with that applicant's agency/organization.

FTO I

- ▶ Conduct pre-accreditation field evaluations.
- ▶ Assure all candidates are educated and current on SLOEMSA policies/procedures.
- ▶ Assisting accredited paramedics with remediation set by either SLOEMSA or their agency/organization.

An FTO I is responsible for the following duties and requirements:

1. Assisting accreditation candidates in the testing and completion of County requirements. The FTO I is to assure that all candidates are educated and maintain current policies/procedures for ALS field operations in the county of San Luis Obispo. Any instances of non-compliance with County policies and procedures shall be documented on an OFI form (Policy 100 Attachment C) and forwarded to SLOEMSA for review.
2. The FTO I shall also be responsible for assisting accredited paramedics with remediation set by either SLOEMSA or their agency/organization. Time requirements for this remediation shall be set up and followed upon approval of SLOEMSA.
3. The FTO I shall attend a yearly FTO Update Class. This class shall be hosted during the first two classes of the yearly EMS update class. This class will satisfy their requirements for attending their yearly EMS update class along with their FTO update requirement. If an FTO I is unable to attend their yearly FTO class, they shall notify SLOEMSA in advance to arrange an alternative.
4. To maintain FTO I status, a SLO County FTO I shall have overseen and attended to a minimum of two accretees in the field during a two-year period. This two-year period shall be correlated with the FTO I's accreditation cycle. An exception can be made upon approval of SLOEMSA.

FTO II/Preceptor

- ▶ Conduct pre-accreditation field evaluations.
- ▶ Assure all candidates are educated and current on SLOEMSA policies/procedures.
- ▶ Assisting accredited paramedics with remediation set by either SLOEMSA or their agency/organization.
- ▶ Assisting, teaching, and guiding paramedic students throughout their internship.

An FTO II is responsible for the following duties and requirements:

1. Assisting both interns and accreditation candidates in the testing and completion of County/State requirements. The FTO II assures that all candidates are educated and maintain current policies/procedures for ALS field operations. Any instances of non-compliance with County policies and procedures shall be documented on an OFI form (Policy 100 Attachment C) and forwarded to SLOEMSA for review.
2. SLO County FTO II shall also be responsible for assisting accredited paramedics with remediation set by either SLOEMSA or their agency/organization. Time requirements for this remediation shall be set up and followed upon approval of SLOEMSA.
3. All FTO IIs shall attend a yearly FTO Update Class. This class shall be hosted during the first two classes of the yearly EMS update class. This class will satisfy their requirements for attending their yearly EMS update class along with their FTO update requirement. If an FTO II is unable to attend their yearly FTO class, they shall notify SLOEMSA in advance to arrange an alternative.
4. To maintain SLO County FTO II status, an FTO II shall have overseen and attended to a minimum of two accretees or paramedic interns in the field during a two-year period. This two-year period shall be correlated with the FTO II's accreditation cycle. An exception can be made upon approval of SLOEMSA.

FTO Liaison

Each agency/organization shall assign one FTO Liaison to act as their lead FTO/training officer, unless otherwise stated by SLOEMSA. All FTO liaisons shall have current FTO II status. Their responsibilities are:

1. Attending required FTO meetings set forth by the SLOEMSA. Only the agency's/organization's FTO Liaison shall be allowed into these meetings. FTO Liaisons are to then relay the details of the meeting to their respective agencies/organizations and distribute said information to the other FTOs.
2. Submit or oversee the submission of any application for internship or accreditation when starting said internship/accreditation from their ALS provider. Provide recommendation & policies 341 & 342 upon completion.
3. Maintain a log of all interns and accreditations for their ALS provider that, upon request, can be made available to SLOEMSA.
4. Attesting FTO applicants took the SLO County Accreditation written test in their presence and passed with a score of 80% or better.
5. The FTO Liaison shall mentor, guide, and otherwise be responsible for training FTO I applicants upon completing the required steps in obtaining FTO I status.
6. Communicating with SLOEMSA regarding FTO-related matters.
7. Coordinating any ride-along SLOEMSA would like to conduct to monitor the performance of the FTO program.

Initial Application Process

- ▶ When SLOEMSA opens the applications process, each prospective FTO shall:
 - Fill out the SLOEMSA FTO application form Policy 343 Attachment A.
 - Provide SLOEMSA with letter of intent.
 - Provide letter of recommendation from MD or MICN.
 - Provide letter of support from ALS provider, which includes verification of full-time field employment status.
- ▶ Take SLOEMSA written accreditation test and pass with 80% or higher.
- ▶ Schedule with SLOEMSA for oral interview.
- ▶ An FTO I shall attend an orientation class put on by the agency/organization's FTO Liaison.
- ▶ An FTO II shall attend a Preceptor orientation class put on by the local Paramedic program/Cuesta.

FTO Renewal Process

- ▶ Correlating with the FTO's two-year accreditation cycle, all FTOs shall fill out the SLOEMSA application form Policy 343, Attachment A.
- ▶ Provide proof of completing two internships or accreditations during the prior two-year period.
- ▶ The FTO shall have attended all the SLOEMSA FTO update classes.



Questions?

POLICY # 343: FIELD TRAINING OFFICER (FTO) PROGRAM

I. PURPOSE

- A. To establish and implement criteria, ongoing requirements, and the designation of authorized Field Training Officers (FTO I) / Preceptors (FTO II) for the training of standardized Advanced Life Support (ALS), and overall field quality improvement (QI) phases of the EMS System in the County of San Luis Obispo (SLO).

II. SCOPE

- A. This applies to all ALS Providers in the County of San Luis Obispo, who are interested in, or are designated as an FTO I / FTO II for their agency/organization.

III. DEFINITIONS

- Field Training Officer I (FTO I): A SLO County accredited paramedic designated to conduct pre-accreditation field evaluations and QI activities as assigned by their ALS employer with oversight by San Luis Obispo County Emergency Medical Services Agency (SLOEMSA). An FTO I shall be a paramedic actively working full-time in the field.
- A Field Training Officer II (FTO II): A SLO County accredited paramedic designated to conduct pre-accreditation field evaluations, paramedic student internships, and QI activities as assigned by their ALS employer with oversight by SLOEMSA. An FTO II shall be a paramedic actively working full-time in the field.
- Preceptor: Another term used to define an FTO II. FTO II and Preceptor can be used interchangeably, referencing the same job title and responsibilities.
- Full-time field employment: A routinely scheduled paramedic working in a 911 EMS system equal to or greater than 40 hours a week. Per diem and or part-time status working 40+ hours, does not meet this requirement. Full-time field employment shall also be defined as working on an ALS fire apparatus or transport-capable ALS ambulance.
- Yearly EMS Update Class: An update class hosted by the SLOEMSA that is made mandatory for all paramedics accredited in SLO County to continue their accreditation status.
- FTO Liaison: An FTO II taking on a leadership / training officer role representing their agency/organization at FTO meetings and acting as a point of contact to SLOEMSA for FTO-related matters, unless otherwise designated by SLOEMSA.

IV. POLICY

- A. Any FTOs in SLO County are under direct supervision from the SLOEMSA's Medical Director for maintenance and implementation of all current field policies/procedures. All policies/procedures or Continuous Quality Improvement (CQI) criteria that are under maintenance or being evaluated are to be kept confidential unless specified otherwise by SLOEMSA's Medical Director.
- B. Any prospective FTO shall have:

1. A current and valid California Paramedic License.
2. A minimum of **two years** full-time 911 system field experience.
3. A minimum of one year full-time in SLO County.
4. A current and valid SLO County Accreditation.
5. **Letter from their primary ALS provider stating full-time field employment status.**
6. Letter of support from their primary ALS employer to apply for the position of FTO.
7. Letter of Recommendation from a Mobile Intensive Care Nurse (MICN) from any SLO County Base Hospital or a local Emergency Department Physician not directly affiliated with that applicant's agency/organization.

C. An FTO I is responsible for the following duties and requirements:

1. Assisting accreditation candidates in the testing and completion of County requirements. The FTO I is to assure that all candidates are educated and maintain current policies/procedures for ALS field operations in the county of San Luis Obispo. Any instances of non-compliance with County policies and procedures shall be documented on an OFI form (Policy 100 Attachment C) and forwarded to SLOEMSA for review.
2. The FTO I shall also be responsible for assisting accredited paramedics with remediation set by either SLOEMSA or their agency/organization. Time requirements for this remediation shall be set up and followed upon approval of SLOEMSA.
3. The FTO I shall attend a yearly FTO Update Class. This class shall be hosted during the first two classes of the yearly EMS update class. This class will satisfy their requirements for attending their yearly EMS update class along with their FTO update requirement. If an FTO I is unable to attend their yearly FTO class, they shall notify SLOEMSA in advance to arrange an alternative.
4. **To maintain FTO I status, a SLO County FTO I shall have overseen and attended to a minimum of two accretees in the field during a two-year period. This two-year period shall be correlated with the FTO I's accreditation cycle. An exception can be made upon approval of SLOEMSA.**

D. An FTO II is responsible for the following duties and requirements:

1. Assisting both interns and accreditation candidates in the testing and completion of County/State requirements. The FTO II assures that all candidates are educated and maintain current policies/procedures for ALS field operations. Any instances of non-compliance with County policies and procedures shall be documented on an OFI form (Policy 100 Attachment C) and forwarded to SLOEMSA for review.

2. SLO County FTO II shall also be responsible for assisting accredited paramedics with remediation set by either SLOEMSA or their agency/organization. Time requirements for this remediation shall be set up and followed upon approval of SLOEMSA.
 3. All FTO IIs shall attend a yearly FTO Update Class. This class shall be hosted during the first two classes of the yearly EMS update class. This class will satisfy their requirements for attending their yearly EMS update class along with their FTO update requirement. If an FTO II is unable to attend their yearly FTO class, they shall notify SLOEMSA in advance to arrange an alternative.
 4. To maintain SLO County FTO II status, an FTO II shall have overseen and attended to a minimum of two accretees or paramedic interns in the field during a two-year period. This two-year period shall be correlated with the FTO II's accreditation cycle. An exception can be made upon approval of SLOEMSA.
- E. Correlating with their two-year accreditation cycle, all San Luis Obispo County FTOs shall re-apply for their FTO status and show proof of which accretees or interns they have overseen (Policy 343 Attachment A). If an FTO has been unable to satisfy the required number of accretees/interns, an explanation shall be submitted to SLOEMSA for review.
- F. Each agency/organization shall assign one FTO Liaison to act as their lead FTO/training officer, unless otherwise stated by SLOEMSA. All FTO Liaisons shall have current FTO II status. Their responsibilities are:
1. Attending required FTO meetings set forth by the SLOEMSA. Only the agency's/organization's FTO Liaison shall be allowed into these meetings. FTO Liaisons are to then relay the details of the meeting to their respective agencies/organizations and distribute said information to the other FTOs.
 2. Submit or oversee the submission of any application for internship or accreditation when starting said internship/accreditation from their ALS provider. Provide recommendation & policies 341 & 342 upon completion.
 3. Maintain a log of all interns and accreditations for their ALS provider that, upon request, can be made available to SLOEMSA.
 4. Attesting FTO applicants took the SLO County Accreditation written test in their presence and passed with a score of 80% or better.
 5. The FTO Liaison shall mentor, guide, and otherwise be responsible for training FTO I applicants upon completing the required steps in obtaining FTO I status.
 6. Communicating with SLOEMSA regarding FTO-related matters.
 7. Coordinating any ride-along SLOEMSA would like to conduct to monitor the performance of the FTO program.
- G. If an FTO Liaison is to vacate their position at their agency/organization, correspondence shall be submitted to SLOEMSA stating that person's removal from

the position along with providing their replacement. This is to be submitted to SLOEMSA within 7 days of the FTO Liaison's resignation. The start date for the replacement Liaison shall be considered immediate unless otherwise designated by SLOEMSA.

H. Any exception to this policy is subject to Medical Director approval.

V. PROCEDURE

A. SLOEMSA will open the FTO application process when the need exists for additional FTOs and announce the dates for the application/testing process. Individuals wishing to apply shall present the following documentation to SLOEMSA:

1. A Letter of Intent to apply for the position of SLO County FTO I / II outlining the commitment to perform all FTO duties and keep current on all County requirements outlined within this policy. Within the letter of intent, two questions shall be answered:

- Why should you be considered for selection as a Field Training Officer?

- What prior experience do you possess that would be beneficial as a Field Training Officer?

2. A completed SLO County FTO Application. (Policy 343 Attachment A)

3. A Letter of Recommendation from a Mobile Intensive Care Nurse (MICN) from any SLO County Base Hospital or a local Emergency Department Physician not directly affiliated with that applicant's agency/organization.

4. A Letter of Support and full-time field employment verification from their primary ALS employer.

B. Following the submission of their application, applicants shall take the SLO County Accreditation written test with supervision of the agency/organization's FTO Liaison. Applicants must pass with a score of 80% or better. Upon passing said exam, applicants shall be placed on a list of eligible candidates and invited to an oral interview at SLOEMSA. The list shall be valid for one year following testing. Unsuccessful candidates shall wait a minimum of one year before reapplying.

C. For FTO I, if selected, each candidate shall attend an orientation class put on by the agency/organization's FTO Liaison. This will be the final step in the FTO I selection process. This class shall instruct the FTO I on how to manage, guide, and complete paramedic accreditations for San Luis Obispo County. Upon completion of this class, the FTO Liaison shall contact SLOEMSA to relay said information. This shall be done prior to FTO I receiving paramedics to accredit.

D. For FTO II, if selected, each candidate shall attend a required Preceptor orientation class as a final step in the FTO II selection process. This class shall instruct them on how to manage, guide, and complete paramedic internship and pre-accreditation field evaluations. This class shall be hosted and taught by the local paramedic training program, either online or in person. Upon completion of this course, a copy of the certificate shall be submitted to SLOEMSA by the FTO Liaison. This shall be done prior to an FTO II receiving paramedic interns.

- E. For those who initially obtained FTO I status and wish to later become an FTO II, they shall notify both SLOEMSA and their agency/organization of their wishes. With approval from their agency/organization and SLOEMSA, the FTO I shall then attend the Preceptor orientation class at the local paramedic training program. Upon completion of this course, the certificate shall be submitted to SLOEMSA by the FTO Liaison affiliated with the agency/organization. This shall be done prior to an FTO I becoming an FTO II and receiving paramedic interns.
- F. All FTOs shall re-apply for FTO status after a two-year period. This two-year period shall correlate with the FTO's accreditation cycle. For FTO reapplication, the FTO shall only need to submit a completed SLO County FTO Application (Policy 343 Attachment A), and proof of two accreditations or interns during their two-year accreditation cycle. This shall be submitted along with the FTO's paramedic application for county reaccreditation (Policy 341 & 342 Attachment A).
- G. Any FTO may take up to a 6-month leave of absence from FTO status, upon receiving written permission from their employer and SLOEMSA approval. Requests for a leave of absence and date of return shall be submitted in writing to the SLOEMSA. Any absence greater than 6 months shall require reapplication unless otherwise stated by SLOEMSA's Medical Director. During a leave of absence from FTO status, the FTO is still responsible for completing any training set forth by SLOEMSA.
- H. Failure to maintain FTO requirements, county policies, or state regulations may result in disciplinary action. This may include revocation of FTO status or action against their accreditation and licensure, depending on the severity of their actions. The authority for disciplinary action is vested in the SLOEMSA Medical Director.

VI. ATTACHMENTS

- A. SLOEMSA Field Training Officer (FTO) Application

VII. AUTHORITY

- A. Health and Safety Code 1797.94
- B. Health and Safety Code 1797.202
- C. Health and Safety Code 1797.220
- D. Health and Safety Code 1797.172
- E. Health and Safety Code 1797.173
- F. Health and Safety Code 1797.208

FIELD TRAINING OFFICER (FTO) APPLICATION

Check One: Initial Application Renewal **Check One:** FTO I FTO II

APPLICANT INFORMATION	
Last Name:	First Name and Middle Initial:
Primary Employer:	County Accreditation Number:
State License Number:	Personal Email:
Home Phone Number:	Work Email:
# of years as an ALS Provider:	# of years as SLO Co Accredited ALS Provider:

SUBMIT THE FOLLOWING WITH THIS APPLICATION
<input type="checkbox"/> Letter of intent, expressing interest in becoming an FTO (initial applicants only).
<input type="checkbox"/> Letter of recommendation from an MICN or ED Physician (initial applicants only).
<input type="checkbox"/> Letter of support and verification of FT field employment status from primary ALS employer (Initial applicants only).
<input type="checkbox"/> Copy of Driver's License or government issued photo ID (initial applicants only).
<input type="checkbox"/> Renewals need proof of completing two internships or accreditations during prior two year cycle

ATTESTATION OF PARAMEDIC FTO APPLICANT	
<i>I hereby certify that I have reviewed and understand the County of San Luis Obispo EMS Policy #343, Field Training Officer (FTO) Program.</i>	
Signature of Paramedic FTO Applicant:	Date:

*****EMS AGENCY USE ONLY BELOW THIS LINE*****	
<input type="checkbox"/> SLO Co Accreditation Test with 80% or better.	<input type="checkbox"/> Interview Completed
<input type="checkbox"/> Additional Training Completed	<input type="checkbox"/> Note status in Access and update FTO SS
Approved By:	Approval Date: