

Subject: Authorization
Field Training Officer Authorization Requirements

Associated Policies: 4005, 4502, 4603

I. Authority and Reference (incorporated herein by reference)

- A. Division 2.5 of the Health and Safety Code.
- B. California Code of Regulations, Title 22.
- C. North Coast Emergency Medical Services Policies and Procedures.

II. Purpose

To establish Field Training Officer (FTO) Authorization Policy and Procedure within the North Coast EMS region.

III. Policy

A. General eligibility criteria:

- 1. Individual must have been certified as an EMT-II and/or accredited as an EMT-Paramedic for at least two (2) years within the last five (5) years prior to the date of authorization. Individuals who have been a certified EMT-II for at least two years and become an accredited Paramedic need to practice as a Paramedic for six (6) months before being eligible to be a Paramedic FTO.
- 2. Individual must be **currently** certified and/or accredited as an EMT-II or EMT-Paramedic in good standing within in the North Coast EMS Region.
- 3. Individual must have been certified and/or accredited within the North Coast EMS region for at least two (2) months, at the FTO authorization level prior to the date of authorization.
- 4. Individual must document successful completion of a North Coast EMS approved FTO training program.
- 5. Individual must be nominated to become an authorized FTO by his/her Base Hospital Prehospital Care Medical Director and/or Nurse Coordinator.
- 6. Individual must not have been placed on probation, suspension, or had certification revoked, including, but not limited to, reasons defined in section 1798.200 of the Health and Safety Code.
- 7. Individual must not be currently placed on a remedial pathway by the ALS/LALS field service provider, base hospital, North Coast EMS or the California EMS Authority.
 - a. If individual has had any certificate actions or has been placed on a remedial pathway, s/he may petition the North Coast EMS Medical Director to waive this policy.
 - b. A written request to waive this policy and a detailed description of the incident, including any extenuating circumstances, must be submitted to North Coast EMS prior to authorization.
 - c. All requests for waivers of this policy will be reviewed by the North Coast EMS Medical Director within thirty (30) days. The decision of the North Coast EMS Medical Director will be final, unless appealed to the North Coast EMS Joint Powers Governing Board.

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- B. Nominations shall be turned in by the Prehospital Care Medical Director and/or Prehospital Care Nurse Coordinator to North Coast EMS. Nominations shall be evaluated by North Coast EMS, the nominating person and the authorized ALS/LALS service provider. Final approval will be made by the North Coast EMS Medical Director in conjunction with the North Coast EMS Executive Director.
- C. After a positive evaluation of the nomination has been determined, the prospective FTO shall be requested to submit the FTO Authorizing Application form if he/she wishes to become a FTO.
- D. The effective date of authorization will be when all of the following are reached:
 - 1. The date of a positive evaluation of the nomination;
 - 2. The date the FTO Authorizing Application is received; and
 - 3. The date that all authorization requirements are met.FTO authorization will be continuous as long as certification and/or accreditation are maintained, unless a situation arises as described in E. below.
- E. FTO authorization is provider specific. A separate nomination must be received for each ALS/LALS provider.
- F. FTOs shall exemplify high standards of professional conduct, including but not limited to:
 - 1. Acting in a fair and constructive manner;
 - 2. Being capable of performing substantive evaluations of students;
 - 3. Not basing evaluation on factors other than individual merit; and
 - 4. Demonstrating outstanding assessment and patient care techniques.
- G. North Coast EMS reserves the right to terminate FTO status person who fails to meet the requirements and standards of this policy.

IV. Responsibilities

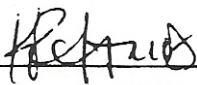
- A. It is the responsibility of the FTO to remain certified and/or accredited in good standing within the North Coast EMS region, and to maintain the high standards of professional conduct expected of a FTO.
- B. It is the responsibility of the Base Hospital Medical Director or Nurse Coordinator to notify North Coast EMS if an authorized FTO is placed on probation, suspension or a remedial pathway by the hospital.
- C. It is the responsibility of the ALS/LALS service provider to notify North Coast EMS if an authorized FTO is placed on probation, suspension, or been placed on a remedial pathway by the service provider.

PLEASE NOTE: AN INDIVIDUAL IS NOT ALLOWED TO FUNCTION AS A FIELD TRAINING OFFICER UNLESS (S)HE HAS RECEIVED APPROVAL FROM NORTH COAST EMS. FUNCTIONING AS AN FTO WITHOUT APPROVAL FROM NORTH COAST EMS IS GROUNDS FOR DISCIPLINARY ACTION.

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Approved: 
Approved as to Form: 