

STANDARD OPERATING PROCEDURE

Field Training Officers



Department: Operations

SOP#123

Applicable to: All Staff

Effective Date: 1 Dec 2020

2 Pages

Authority: Asst. Chief JOF
Education

Applicable CAAS Standard:

Revised Effective Date: 3/2/2022

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the requirements of a Field Training Officer (FTO).

Scope:

The scope of this document applies to staff interested in being an FTO, or currently serving as one.

Guideline:

1. Field Training Officers provide training to agency staff members to their level of certification as approved, responding to calls while mentoring and creating the future generations providers
2. The FTO is a collateral duty assignment, with compensation assigned by the Assistant Chief - Training, in accordance with the budget assigned by the Chief
 - a. Non-compensated staff will be credited with additional hours.
3. The duties of an FTO are that of a Medic and/or a Driver, with the added level of responsibility of teaching new staff the ways of the agency
4. Specific FTO Responsibilities:
 - a. Provide instruction on agency requirements, in accordance with SOG 145 and 146, Medic and Driver, respectively.
 - b. Provide remedial instruction as assigned
 - c. Complete post shift evaluations on the provided medium
 - d. Provide ongoing constructive feedback of their trainees
 - e. Attend the annual FTO update
 - f. Understand and follow the Chain of Command
5. Challenges
 - a. Complete on-road and collateral assignments; often concurrently, Time pressures to develop strategies and programs which impact heavily on the organization, Support new programs and encourage all personnel to comply with current and new training programs and initiatives, Foster an environment of exceptional morale and professionalism
6. Work Environment and Physical Requirements
 - a. The physical demands described here are representative of those that must be met by an employee or member to successfully perform the essential functions of this job.

This document supersedes any documents on the topic dated prior to the effective date noted above.

STANDARD OPERATING PROCEDURE

Field Training Officers



Department: Operations

SOP#123

Applicable to: All Staff

Effective Date: 1 Dec 2020

2 Pages

Authority: Asst. Chief JOF
Education

Applicable CAAS Standard:

Revised Effective Date: 3/2/2022

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- b. While performing the duties of this job, the employee or member is regularly required to stand, walk, sit, reach with hands and arms, talk, and hear.
7. Qualifications
- a. Individuals must have at least 6 months of experience at the agency or previous experience at another MLREMS agency with background inquiries to said agencies training department in regards to performance.
 - b. Holds trainer certifications that are current
 - c. Has a clean QA record and must be proficient in EMS Charts
 - d. Must possess the ability to interact with a wide variety of people including, but not limited to, employees of government agencies, hospitals, employees, our clients and the general public.
 - e. Must demonstrate good judgment and sound decision-making in all matters and at all levels
 - f. Ability to provide direction/communication to all team members and staff
 - g. Strong written, oral and interpersonal communication skills
 - h. Current NYS Driver License with an acceptable driving record per company policy.
 - i. Holds the following certifications and all are current: • EMT/Paramedic card • CPR card
 - j. FTOs must be an agency FTO in order to precept an employee/member/student. If the person is an FTO at another agency or is cleared FTO through MLREMS or FLCC, this does not trump our agency policy. They must be a cleared FTO here in order to precept someone.
 - k. Must work a minimum of one 12 hour shift a week; or 48 cumulative hours in a month
8. Criteria
- a. Must be an active member in good standing, working or volunteering at least 20 hours a month
 - b. Must have an excellent attendance record with road shifts. Must have no more than 3 absent or late occurrences in the last 90 day period. A cleared FTO will be removed if absent or tardy shifts do occur
 - c. Road crew member on a minimum of 10 calls and lead technician/author of PCR on a minimum of 6 calls in the past 6 months
 - d. Lead technician/author of PCR on a minimum of 6 calls in the past 6 months
 - e. **These criteria are put into place to ensure that the people we have training new people have the knowledge and skills to train them correctly. Applying for an FTO**

This document supersedes any documents on the topic dated prior to the effective date noted above.

STANDARD OPERATING PROCEDURE

Field Training Officers



Department: Operations

SOP#123

Applicable to: All Staff

Effective Date: 1 Dec 2020

2 Pages

Authority: Asst. Chief JOF
Education

Applicable CAAS Standard:

Revised Effective Date: 3/2/2022

position does not guarantee you get the job. There are a limited number of FTO spots and the best qualified candidates will be considered.

This document supersedes any documents on the topic dated prior to the effective date noted above.