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OPERATIONS MANUAL

STANDARD INSTRUCTION 09 EMERGENCY MEDICAL SERVICES

SECTION 13 FIELD TRAINING PROCEDURES

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<b>TITLE</b> O P E R A T I O N S M A N U A L	<b>STANDARD</b> I N S T R U C T I O N 09		<b>DEPARTMENT</b> F I R E - R E S C U E
<b>SUBJECT:</b> EMERGENCY MEDICAL SERVICES FIELD TRAINING PROCEDURES	<b>SECTION</b> 13	<b>PAGE</b> 1 of 3	<b>EFFECTIVE DATE</b> 27 November 2021

**I. PURPOSE**

To provide personnel direction regarding the paramedic field training program.

**II. SCOPE**

This policy will apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel (excluding Lifeguards) and Falck San Diego personnel.

**III. AUTHORITY**

The fire chief authorizes the information within this policy.

**IV. DEFINITIONS**

- A. Needs Assessment: A course designed to evaluate and enhance the knowledge and skills of a paramedic that utilizes didactic and manipulative training and testing to prepare paramedic personnel for field training.
- B. Re-Instating Paramedic: A paramedic who has regained their expired paramedic license and is returning to the system as a paramedic.
- C. Re-Acclimating Paramedic: A paramedic returning to Operations after a leave of more than 90 days and has retained their medical director authorization to practice in the San Diego City EMS system.

**V. POLICY**

A. Field Training Program

- 1. Paramedics who must complete the needs assessment course and field training include newly hired/licensed, re-instating, re-acclimating, those unsuccessful in the field training process, and those referred by Quality Assurance (QA)/Quality Improvement (QI) or by EMS education.
- 2. Paramedics may also volunteer for a needs assessment course or field training.
- 3. SDFD paramedic program graduates are not required to complete the needs assessment course but must complete field training.
- 4. Newly Hired/Licensed Paramedics
  - a. Complete needs assessment course
  - b. Complete field training of up to 20 shifts
  - c. If not licensed in County of San Diego, complete county paramedic accreditation class
- 5. Re-Instating Paramedics
  - a. Complete needs assessment course
  - b. Complete field training

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6. Re-Acclimating Paramedics
  - a. Paramedics who have been out of Operations due to leave (for example injury leave, industrial leave, etc.) for longer than one year must complete needs assessment
  - b. Complete one to four shifts of field training on an engine (SDFD personnel) or an ambulance (Falck San Diego personnel)
  - c. The field trainer may request additional field training shifts up to 20
  - d. Paramedics who have been out of Operations due to leave (for example injury leave, industrial leave, etc.) for greater than 90 days but less than one year must complete one to four shifts of field training on an engine (SDFD personnel) or an ambulance (Falck San Diego personnel)
    - 1) Paramedics in this category do not need to complete needs assessment course
  
7. Unsuccessful First Field Training Attempt
  - a. SDFD personnel who have been unsuccessful in a field training attempt will be offered a second attempt at the next available training opportunities offered six months after the date of unsuccessful completion and must be off probation.
    - 1) Complete needs assessment course
    - 2) Complete a minimum of eight shifts on an ambulance and eight shifts on an engine
    - 3) Field trainers may request additional field training shifts up to 20
  - b. Falck San Diego personnel who have been unsuccessful in a field training attempt may be offered a second attempt six months after the date of unsuccessful completion.
    - 1) The paramedic trainee will be eligible to take the next available needs assessment after the six-month minimum has been met
    - 2) Complete a minimum of eight shifts on an ambulance
    - 3) Field trainers may request additional field training shifts up to 20
  
8. Paramedics Referred by QA/QI or EMS Education
  - a. Complete needs assessment
  - b. Complete one to eight field training shifts based upon needs assessment evaluation
  - c. Focus on issues identified by QA/QI or EMS Education
  
9. SDFD Paramedic Program Graduates
  - a. Obtain state license and local accreditation
  - b. Complete four to eight shifts field training
  - c. Field trainer may request additional field training shifts up 20

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B. Release from Field Training

1. Field trainer is to ensure all daily documentation is complete and forwarded to the field training coordinator by the end of shift
2. On the last day of field training, field trainer is to submit a final evaluation by the end of shift to the field training coordinator
3. Field training coordinator forwards documentation to the City of San Diego medical director for final approval and release
4. City medical director will issue an authorization to work as a paramedic in the City of San Diego EMS system if he or she agrees that the paramedic has successfully met the standards specified by SDFD and Falck San Diego, with reference to clinical knowledge and competency.