

## **EMS LeFlore County- Field Training Officer (FTO) – JOB DESCRIPTION**

### **A. FTO Appointment:**

1. This position shall be a posted position if open.
2. Interviews will be conducted with a recommendation made by the designated interview panel. Administration reserves the right to request letters of Intent in lieu of an interview.
3. A final decision will be made by the Executive Director.
4. If there is only one applicant, and that applicant meets the recommended guidelines, a decision can be made to promote without an interview at the discretion of the Executive Director.

### **B. General Description of Duties:**

1. The FTO supervises new hires in the field as a member of an ambulance crew. This position also provides pre-hospital emergency care/transportation of the sick and/or injured.
2. The FTO supervises the activities of EMT's and Paramedics in the field and reports the new hires progress on a shift by shift basis.
3. The FTO will only be allowed to train a new hire at or below their license level.
4. The FTO will be responsible for training the new hire in all facets of their job at EMSLC.
5. The FTO will use the FTO packet as a guide to what is taught to the new hires.
6. When the FTO deems that the new hire is competent, the new hire can be recommended for promotion to the next phase, whether that be Phase II or graduation to field employee. When the decision is made to promote, the new hire will be interviewed by the Deputy Director or Director to ensure that the FTO did teach all points required. If anything is found to be a shortcoming, the FTO will be notified to correct the issue with the new hire.
7. After the FTO releases a new hire, they are still expected to mentor that employee through their career as needed.
8. The FTO is responsible for finishing all required FTO training required or requested by EMSLC administration.

### **C. Duties and Responsibilities:**

1. Promotes positive customer relations in dealing with patients, visitors, and other employees.
2. Completes daily schedules, FTO paperwork, or reports as needed.
3. Maintains a safe working environment for personnel, as well as working to maintain a safe ambulance during his or her shift.
4. Effectively and professionally communicates with the new hire, staff, and other agencies, as needed, throughout the shift.
5. FTO general shift responsibilities:
  - a. Responds to dispatch to render pre-hospital emergency care and resuscitation to victims at the scene of an emergency.

- b. Independently performs rapid assessment of emergency scene to determine the need for auxiliary services such as fire and police department.
  - c. Evaluates the extent of illness or injury and establishes priorities for care following standing orders, or protocols, or as directed by the Medical Control.
  - d. Initiates life-sustaining procedures including advanced life support in accordance with current standards/protocols and demonstrates a working knowledge of the LeFlore County Paramedic.
  - e. Completes appropriate patient and daily activity forms.
  - f. Provides pre-hospital emergency care to the public in a variety of environments, such as sports facilities, airports, and other public gathering places.
6. Develops or modifies work plans, methods, and procedures and determines work priorities for the new hire.
  7. Reviews new hires work for accuracy and completeness, and returns assignments with recommendations for proper completion.
  8. Resolves problems encountered during daily operations and determines standards for problem resolution.
  9. Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of new hires.
  10. Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action if the new hire is found to be out of line.
  11. Provides instruction and assists new hires with difficult and/or unusual assignments/or situations.

**D. Knowledge, Skills and Abilities:**

1. Knowledge of applicable Oklahoma statutes, rules, administrative orders, policies and procedures.
2. Knowledge of LeFlore County EMS policies and procedures.
3. Knowledge of techniques, requirements and activities associated with emergency medical response.
4. Knowledge of the principles of field training and preceptorship.
5. Knowledge of record keeping, records and case management as needed.
6. Skill in working under stressful situations, in receiving and assessing information, then making appropriate decisions for response.
7. Skill in establishing and maintaining good working relations with new hires, staff, other departments, law enforcement, and the general public.
8. Skill in effectively managing new hire staff with all EMSLC equipment.
9. Skill in operating and training a new hire on computers utilizing a variety of software applications.
10. Skill effectively communicating in both oral and written form.

**E. Physical Requirements: These are the same as the Job description for EMT or Paramedic.**

**F. Minimum Education and Experience:**

1. High School graduate or GED equivalent.
2. Two years of experience at the license level they wish to train at with EMSLC.
3. Licensed by the Oklahoma Department of Health and National Registry.
4. In good standing with EMSLC.
5. Possession of a valid State Driver's License
6. EMT or Paramedic certification or qualify for reciprocity.
7. BLS, ACLS (Medic), PALS (Medic-recommended) provider certifications.
8. Possess NIMS 100, 200, 700, and 800.
9. Must be able to communicate effectively in both oral and written form.

**G. Compensation:**

1. (FTO) If a FTO holds any other pay increase for Chain of Command Incentive Pay he or she will receive an additional \$0.25 per hour on a 24-hr assignment (\$0.37 per hr on a 12-hr assignment). If a FTO does not hold any other Chain of Command Incentive Pay position, they will receive a \$0.50 per hour increase. FTO training must be completed in its entirety before eligible for the hourly incentive pay will be applied.
2. If the FTO is relieved of command/demoted, or resigns from the position, they will have whatever initial amount they were paid for this position, removed from their hourly pay.

**DISCLAIMER:**

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this position. Administration has the sole discretion to add or modify the duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.

**ACKNOWLEDGMENT:**

I, \_\_\_\_\_, have read this position description in its entirety and fully understand the expectations, requirements and hazards associated with this position, and that the job description and duties are subject to change at the discretion of EMSLC. I also understand that if employed by EMSLC, I am employed as an at-will employee and that EMSLC or I may terminate the employment relationship at any time, without notice, and for any lawful reasons.

\_\_\_\_\_  
Signature of Employee                      Date