Name of Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hopkins Emergency Response Organization

**Requirements for Promotion to Lieutenant**

In the Lieutenant role, you are expected to:

* Have completed 300 FTO hours, 50 of which were completed as a Driver.\*
* Act as the supervisor on shift, and manage the primary crew accordingly.
* Organize in-service training during shifts.
* Provide feedback to FTOs after calls or training sessions.
* Be able to fulfill any shift role as required to maintain continuity of service.
* Manage any operational or logistical issues that may arise.

|  |  |  |  |
| --- | --- | --- | --- |
| **Training/ Requirement** | **Supervisor** | **Date** |  |
| **Initial** |  |
|  |  |  |
| ICS 15, 29, 362 |  |  |  |
|  |  |  |  |
| Cleared Driver of all HERO Vehicles |  |  |  |
|  |  |  |  |
| 50 hours of ride-along time, including 1 SOC shift at Lifeline |  |  |  |
|  |  |  |  |
| Successfully complete 5 Duty Officer ride-along shifts, as the acting |  |  |  |
| Duty Officer, with a minimum of 3 different Duty Officers (this box requires the initials of each DO the FTO does a ride-along with)\* |  |  |  |
|  |  |  |  |
| Complete an interview with the Captain and Lifeline Advisor |  |  |  |
|  |  |  |  |

Further notes:

* Two interview days will be held each semester.
* The applicant’s end-of-term FTO evaluations, including previous evaluations, will be taken into account, upon consideration of promotion.
* The applicant may retest the examinations once, before a meeting will be held among the Captain, Personnel Officer, and Lifeline Advisor to determine any further requirements as seen fit.

To fulfill Duty Officer ride-along shifts, the FTO and DO must discuss:

* Incident command
* Administrative responsibilities
* Scene/crew management.
* Learning experiences the DO has had.
* DO vehicle checkout.
* Anything else the DO believes is pertinent to the role.

If the crew is dispatched during a DO ride-along, the FTO must demonstrate competency in:

* All radio operations.
* Management of all on-scene and off-scene resources.
* Communication with all on-scene personnel, bystanders, and patients.
* Team leadership before, during, and after the call.
* Proper use and maintenance of the DO vehicle.

\*This expectation must be fulfilled as is operationally necessary.

Last edit: 18 April 2018