

Name of Candidate _____

Start Date _____

Hopkins Emergency Response Organization

Competencies for Promotion to Field Training Officer

In the Field Training Officer (FTO) role, you are expected to:

- Maintain proficiency as an evaluator and team leader.
- Have substantial interpersonal skills necessary to interface with HERO and other healthcare personnel.
- Handle fast paced team environment and potential high stress situations.
- Display high leadership skills and ability to preceptor and mentor new and existing clinical staff.
- Demonstrate working knowledge of radio, telephone, and wireless communications methods.
- Consistently comprehend dispatch assignments and use of medical terminology.

Training / Req.	Supervisor Initial	Date
Be of current status with annual training requirements		
Team STEPPS Course with Preceptor Training		
Completion of American College of Surgeons Bleeding Control Course		

Experience and Call Evaluation

- Each call will be evaluated by the FTO on scene, using the criteria listed below.
- To be promoted, you must:
 - Express your interest to the Personnel Officer via e-mail to begin the evaluation process.
 - Reach a minimum of five (5) calls, with an average score of 2.7 OR reach a minimum of ten (10) calls, with an average score of 2.6.

Written and Skills Evaluation The Training Officer, along with any appointed assistants, will conduct one testing day per month that will consist of:

- An interview in which the applicant will be expected to answer questions regarding the applicant's knowledge, experience, and judgement.
- One simulated call, in which the applicant will act in the role of FTO and will be expected to display proper knowledge of skills, scene, and crew management. This will be scored with a Pass/Fail system by Committee with Lifeline and HERO involvement.

This form will be completed *online* after each call, with a copy sent directly to the applicant and Personnel Officer.

Call Evaluation # _____

Date: _____ Name of evaluator: _____

Please evaluate the candidate on the following competencies, using the given scale guide and referring to the outlined expectations of an FTO (1) Candidate needs remediation. (2) Candidate completed competency with correction from FTO. (3) Candidate completed competency without need for correction.

*if candidate did not perform a competency because it was not needed, the candidate receives a 3. The competencies this rule is applied to should be documented in the comments and these will be taken into account during the FTO interview.

**If you feel that the candidate went above and beyond for a competency, please indicate this in the comments section.

***If you put a 1 for any competency, please explain why in the comments section.

****The FTO reserves the right to void this call for evaluation purposes i.e. call was a “no patient found” or BCFD arrived on scene without enough time.

- Completes comprehensive assessment as appropriate for patient condition
- Communicates effectively with the patient, Security, and bystanders, as well as with BCFD and Med Consult when applicable.
- Effectively directs team members to complete tasks and asks for assistance when needed.
- Completes the PCR for each incident thoroughly in accordance with PCR writing guidelines.
- Demonstrates clinical competency when performing interventions and using equipment.
- Makes sound transport decisions.

Comments:
