

Subject: Training  
Field Training Officer Training Program & Course Content

Associated Policies:

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- I. Authority and Reference (incorporated herein by references)
  - A. Division 2.5 of Health and Safety Code
  - B. California Code of Regulations, Title 22
  - C. North Coast EMS Policies and Procedures
- II. Purpose  
To establish a minimum standard for time and content requirements of North Coast EMS approved Field Training Officer Courses.
- III. Minimum Course Content for Field Training Officer (FTO) Course (Four (4) hours):  
The role of the Field Training Officer is critical to the success of an EMS System. It is the experience of these individuals as senior practitioners that will assure that consistent high quality standards of patient care are maintained and continually improved upon. It is therefore essential that those Paramedics who will be serving as FTO's be familiar with not only the policies and procedures of the local EMS region but also to methods of instruction and evaluation to be applied in training and orienting new personnel. It is the purpose of this training curriculum to provide the FTO with the knowledge and tools necessary to be an effective teacher and evaluator.
  - A. Roles of the Field Training Officer
    - 1. Adjectives describing FTO's.
    - 2. Providing a positive role model.
    - 3. Providing a learning environment.
  - B. Responsibilities of the Field Training Officer
    - 1. Orientation to the North Coast EMS system.
    - 2. Training new Paramedics.
    - 3. Orienting new MICN's and other students.
    - 4. Participating in provider CQI programs.
  - C. Establishing the Learning Environment
    - 1. Providing a learning environment.
    - 2. Domains of learning.
    - 3. Adult learning concepts.
    - 4. Starting right.
    - 5. Communication.
  - D. Developing a Tailored Learning Plan
    - 1. Self analysis of strengths and weaknesses.
    - 2. Explanation of goals.
    - 3. Set individual goals.
    - 4. Development of plan to meet goals.
  - E. Performance Evaluations

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1. Importance of documentation.
    - a. Identify strengths.
    - b. Identify weaknesses.
    - c. Develop plans for improvement.
  2. Evaluation criteria.
  3. Run evaluations.
  4. Shift evaluations.
  5. Periodic evaluations.
  6. Final evaluations.
  7. Student evaluation of FTO's.
- F. Internship Extensions
- G. Discussion