



PARAMEDIC ACCREDITATION AND ORIENTATION

APPROVED:  

EMS Medical Director EMS Administrator
Paramedic Accreditation and Orientation

1. Purpose:
 - 1.1 The purpose of this policy is to provide a robust accreditation and orientation process for paramedics who apply to practice in San Mateo County. The mission of our accreditation and orientation process is to fairly evaluate and provide a positive orientation program assisting in the success of new paramedics to the San Mateo County Emergency Medical Services System.

2. Definitions:
 - 2.1 Accreditation process: The process that a licensed paramedic new to San Mateo County completes in order to become familiar with the policies and clinical protocols, including optional scope of practice that is used in San Mateo County. This meets the regulatory requirements for a paramedic to practice in San Mateo County.
 - 2.2 Clinical Evaluator: The AMR, JPA EMS Supervisor, or South San Francisco Clinical Coordinator that oversee the Accreditation and Orientation Program.
 - 2.3 Field Training Officer (FTO)/Clinical Mentor: The accredited paramedic that has met the requirements stated in this policy to function in this role.
 - 2.4 Field Orientation: The newly accredited paramedic is assigned to an FTO/Clinical Mentor for general supervision during this time.

3. Accreditation Process:
 - 3.1 The applicant will complete and submit to the EMS agency:
 - 3.1.1 A San Mateo County EMS Application for Accreditation

Issue Date: March 1, 2002
Effective Date: August 17, 2011
Review Date: August 2014

- 3.1.2 Evidence of possession of a current and valid California paramedic license signed and copied both sides
- 3.1.3 A passport sized photograph
- 3.1.4 Application fee to the EMS Agency
 - 3.1.4.1 The applicant or the applicant's employer may make this payment
 - 3.1.4.2 The EMS Agency will invoice the employer upon the employer's request
- 3.2 The employer will notify the EMS Agency in writing the intent to hire the paramedic.
- 3.3 A completed copy of the Infrequent Skills Evaluation Summary will be submitted with the application.
- 3.4 Provide proof of successful completion of an approved San Mateo County EMS orientation session, not to exceed eight (8) hours.
 - 3.4.1 Review of San Mateo county policies, procedures and protocols as listed on Career Field Education and Training Plan
- 3.5 Successful completion of a pre-accreditation field evaluation under the direct supervision of a FTO/Clinical Mentor a minimum of five (5) but no more than ten (10) ALS contacts.
 - 3.5.1 An ALS contact means that two or more of the following skills are performed on one patient
 - 3.5.1.1 Starting an intravenous line
 - 3.5.1.2 Administering a medication
 - 3.5.1.3 Advanced airway with the use of CO2 monitoring
 - 3.5.1.4 CPAP
 - 3.5.1.5 Defibrillation/cardioversion/transcutaneous pacing
 - 3.5.1.6 Extracting a foreign body from the airway
 - 3.5.1.7 Delivering a baby
 - 3.5.1.8 Cardiac monitoring
 - 3.5.1.9 Determining blood glucose
 - 3.5.1.10 Caring for a patient that meets San Mateo County criteria for a major trauma patient
 - 3.5.1.11 Caring for a patient that meets San Mateo County Stroke Criteria
 - 3.5.1.12 Obtaining a 12 lead EKG per San Mateo County Policy
 - 3.5.2 No more than 2 ALS contacts with the same combination of skills performed may be submitted for a similar patient chief complaint.
 - 3.5.3 The FTO/Clinical Mentor will complete an evaluation form for each ALS patient contact as well as a final evaluation (see attached forms). The FTO/Clinical Mentor will rate the applicant as passing or failing. The completed forms and a copy of each patient care record that contains documentation of the accreditation candidate's participation.

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- 3.5.4 The Clinical Evaluator will review the documentation and ensure that it is complete and satisfies the requirements. The Clinical Evaluator will forward the documentation to the EMS Agency.
 - 3.5.5 The EMS Agency will review the documentation and issue an accreditation letter to the applicant if the documentation provides evidence that the applicant has satisfied all accreditation requirements. The accreditation will generally be issued as soon as possible but no later than 5 working days after receipt of the pre-accreditation paperwork.
 - 3.5.6 In the event that the EMS Agency determines that the applicant is not ready to be accredited, the EMS Medical Director or designee in cooperation with the Clinical Evaluator will impose a plan for further evaluation and/or training.
4. Accreditation to practice shall be continuous as long as licensure is maintained, the candidate remains employed as a paramedic in San Mateo County with an approved paramedic service provider and all EMS Agency requirements are met.
 - 4.1 The employer will notify the EMS Agency with changes to paramedic status within 30 calendar days.
5. Field Training Officers/Clinical Mentor shall:
 - 5.1 Be currently licensed as a paramedic in California and accredited to practice in San Mateo County
 - 5.2 Have a minimum of two years full time field experience as a paramedic of which 6 months shall be accredited in San Mateo County
 - 5.3 Complete a County approved Field Training Officer/Clinical Mentor Orientation Program
 - 5.4 Be approved by employer and submitted and San Mateo County EMS Agency to serve as an FTO/Clinical Mentor
6. Paramedic orientation
 - 6.1 Newly accredited paramedics will be assigned to a FTO/Clinical Mentor who is an experienced paramedic as defined in this policy.
 - 6.2 During the orientation the Clinical Evaluator will meet with the new paramedic and his/her FTO/Clinical Mentor to assess progress and competencies.
 - 6.3 Final Orientation Phase Completion Criteria
 - 6.4 Upon successful completion of the Accreditation Process, the newly hired?? paramedic will enter the final orientation phase.
 - 6.4.1 The Clinical Evaluator will meet with the FTO/Clinical Mentor weekly to evaluate progress.

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- 6.4.2 After the clinical evaluation time, the FTO/Clinical Mentor will evaluate call type and skill set achieved by utilizing the competency based skills evaluation tool.
 - 6.4.3 If call type or skill is not met through actual call or drill, simulation evaluations will be scheduled and organized by the Clinical Evaluator.
 - 6.4.4 The final orientation process will also include a county policy/protocol written or electronic competency examination.
 - 6.4.5 Once the newly accredited paramedic has completed the Final Completion Criteria, Career Field Education and Training Plan, the newly accredited paramedic will be placed on stand-a-lone status.
- 6.5 In order to be permitted to function as the single paramedic on a vehicle the FTO/Clinical Mentor will state in writing that the paramedic is ready for this level of responsibility.