	BEDFORD COUNTY DEPARTMENT OF FIRE & RESCUE Administrative Policy	
	Discipline: Administration	Date: April 10, 2024 Revised:
	Reference Number: FR 14-3	
	Approved By: Janet Blankenship, Chief Author: Billy Altman, Deputy Chief	
	Subject: Department Orientation	

Background:

Bedford County Department of Fire & Rescue is committed to ensuring our new hire personnel are properly prepared for entry into the workforce.

Purpose:

By reviewing policies, procedures, applications, equipment, protocols and other requisite knowledge used for documentation and delivery of services in Bedford County, the new hire employee will begin their new career prepared to function in the highest capacity of their certification.

Procedure/Requirements:

After the new hire employee completes the County orientation process, they will attend the department portion of the orientation process.

1. Administrative orientation (Attachment A)
 - a. Receive uniforms and get measured for turn out gear- as assigned.
 - b. Fit test- for firefighter certified personnel.
 - c. Report writing, electronic applications used for department operations (Fire Manager, ImageTrend, Target solutions, etc.)
 - d. Red Dot EMS certification check offs.
 - e. BREMS Protocol updates.
 - f. Pharmacy/Drug box exchange procedures.
 - g. EVOC refresher/Driver check off.
 - h. Work Performance Evaluation.
 - i. Tour of the county stations, hospitals, and fuel locations.
 - j. Receipt of Department Task book and field orientation check off sheets.

2. Field Orientation (Attachment B)
 - a. ALS Task/check off forms.
 - b. AEMT Task/check off forms.
 - c. BLS Task/check off forms.

d. Suppression Task/check off forms.

The employee will receive a different task book with check off forms to match their EMS certification level and if cross trained for fire suppression, a fire suppression task book with check off forms.

3. The new employee will be assigned to a Field Training Officer (FTO) for their county field orientation and a Field Lieutenant as their front-line supervisor.
4. The Field Lieutenant will be responsible for filling out the tracking spreadsheet (Attachment C) and notifying the Training Captain when the employee completes the field orientation and is ready for the final orientation check off.
5. The Training Captain will schedule the final check off testing and review the task book for the employee to be released to full duty in the field.

Any questions or concerns during any phase of the orientation process should be directed through the proper chain of command.

Attachment A


Name: _____

Completed by: _____

Assigned Lieutenant: _____

- Receive uniforms and get measured for turn out gear- as assigned. _____
- Fit test- for firefighter certified personnel.
- Report writing, electronic applications used for department operations (Fire Manager, ImageTrend, Target solutions, etc) _____
- Red Dot EMS certification check offs. _____
- BREMS Protocol updates. _____
- Pharmacy/Drug box exchange procedures. _____
- EVOC refresher/Driver check off. _____
- Work Performance Evaluation. _____
- Tour of the county stations, hospitals, and fuel locations. _____
- Receipt of Department Task book and field orientation check off sheets. _____

Attachment B

	BEDFORD COUNTY DEPARTMENT OF FIRE & RESCUE	
	Discipline: Intermediate/Paramedic Attendant In-Charge Task Book	DATE:
	Candidate:	
	Field Training Officer:	
	County 10:	

The Bedford County Department of Fire (BCoFR) provides the highest quality training, support, and mentoring to new employees and new advanced life support (ALS) providers. Once a provider obtains their ALS Certification and has demonstrated their ability to provide emergency patient care as an emergency medical technician (EMT), they are eligible to begin their training to obtain BCoFR authorization as an ALS attendant in charge (AIC). This training is referred to as the Task Book and is conducted in the field on an operational unit during a three-phase approach in a six-month period. The provider is under direct supervision of a Field Training Officer (FTO) and shift supervisor (County 10).

Phase One

A minimum of two tours (*six 24-hour shifts for full time, six 12 hours shift for 12-hr and hourly employees*) shall be spent with the primary FTO. The candidate shall be assigned to the medic unit as a third provider and not counted in minimum staffing. The candidate shall become familiar with the unit, equipment, polices, and standard procedures of BCoFR. During this orientation phase, the candidate shall observe their FTO and then begin conducting patient assessments, performing interventions for BLS and ALS patients, and contributing to the differential diagnosis. The candidate can expect to receive more specific direction from their FTO during this phase and function in an assisting role with the other providers. For 24 hr shift personnel, it is understood instruction is conducted on average for 12 hours per shift, considering down time and resting while not on calls. ****Upon completion of Phase I, the FTO will ensure Phase 1 worksheet is completed and a copy sent to the training captain. This will aid in tracking the progress of the candidate and allow any recruiting bonuses to be paid in a timely manner.**

By the end of Phase One the candidate shall:

- Describe their roles and responsibilities within the organization as an emergency services provider.
- Describe the roles, responsibilities, and support provided by County 10 and BCoFR Senior Staff.
- Perform a full inventory inspection using the daily check in Fire Manager to determine operational readiness, identify, and correct any deficiencies.
- Demonstrate knowledge and application of Bedford County and BCoFR practices, protocol, policy and procedure regarding professionalism, ethics, integrity, Health Insurance Portability and Accountability Act (HIPAA), Do Not Resuscitate (DNR), advance directives, required pharmacy paperwork, proficient use of the cardiac monitor and special situations.
- Interview and interact with patients obtaining a thorough patient history and chief complaint.

- Complete Target Solutions courses as assigned to include, but limited to: NFPA 1001 APS; NFPA 1001 CPS; NFPA 1500 Bloodborne Pathogens; CAPCE-Driving; EMS HIPAA; Sexual Harassment Awareness

Phase Two

A minimum of three tours (*nine 24-hour shifts for full time, nine 12 hours shifts for 12 hr and hourly employees*) shall be spent with the secondary FTO in a minimum staffing role as the second provider. The candidate shall continue to refine their patient care skills and assessment abilities to confidently care for any patient encounter. During this time, the FTO should be mostly observing and functioning only in a support or advice role. Additionally, the candidate should be gaining familiarity with the transport unit and understand the basic roles of the unit on EMS calls and other incidents. To complete this phase, the candidate must have documented a cumulative total of **20 patient contacts with at least 10 ALS patient contacts**. An ALS patient contact is defined by the application of any ALS skill and to which the intern was involved in the global management of the case such as history/interview, physical assessment, and diagnostic interpretation. The candidate is responsible for completion of the electronic patient care report (ePCR) for all incidents during which he/she acts as the primary provider. At the discretion of the respective County 10 supervisor, patient encounters in simulation workshops may be credited towards the call distribution requirements. For 24 hr shift personnel, it is understood instruction is conducted on average for 12 hours per shift, considering down time and resting while not on calls.

To complete this phase, the candidate must:

- Consistently meeting minimum standards on phase one and two worksheets
- Successfully complete a 50-question multiple choice BCoFR policy and BREMS protocol exam
- Successfully complete the practical scenario evaluations.

ALS AIC Phase Two testing shall be conducted by the BCoFR EMS Training Division staff. The exam includes the above-mentioned multiple-choice exam and practical scenarios composed of three practical skill evaluations. Skill evaluations will include medical patient assessment, trauma patient assessment, and difficult patient scenario.

Phase Three

Phase three will commence from successful completion of Phase Two to the completion of six months of employment for new employees, and six months completed from time of starting phase one for current employees. During phase three, the candidate will service as the primary ALS provider with or without an FTO. The candidate should be confident in their role as the patient care provider and shall continue to refine and polish their skills at patient assessment, interviewing, and forming a differential diagnosis. The candidate should be building their ability to act as a scene manager on EMS incidents interacting not just with the patient but with family, bystanders, and other personnel. Under the direct supervision of their respective County 10, the candidate should be demonstrating the needed skills to operate independently as a lead medic of a transport unit both administratively and operationally. By the end of phase three the candidate shall:

- Work as the primary provider on all calls with little to no correction from the County 10 supervisor to include a thorough patient assessment, proper differential diagnosis, treatment,

and preparation for potential changes in condition, hospital communication, and documentation.

- Manage an EMS incident to include support personnel.
- Perform administrative tasks required of an AIC.
- Demonstrates functional knowledge of BCoFR policy and procedures.

In addition to the three phases above, the candidate will be evaluated based on their participation in other mandated department training. This evaluation will be summarized and documented by the assigned County 10 supervisor. All forms and documents shall be forwarded to the Training Captain by the assigned County-10 supervisor at the completion of phase three.

At the end of phase three, ensure to have completed the FTO Evaluation form in Target Solutions. Complete a form for each FTO you worked with.

Phase One Worksheet: *NOTE send Training Captain a copy of the completed Phase 1 worksheet.*

Candidate	FTO	Unit	Date of Completion

Topic	Objective	Date Observed on Call ✓	Date Reviewed in Station ✓
HIPPA and Patient Privacy	Explain Notice of Privacy Practices regarding medical care		
HIPPA and Patient Privacy	Explain limitations when sharing information with law enforcement		
HIPPA and Patient Privacy	Complete Target Solutions courses: <ul style="list-style-type: none"> • EMS HIPAA • NFPA 1001 APS • NFPA 1001 CPS 		
BCoFR Overview	Review the following BCoFR SOG's: <ul style="list-style-type: none"> • FR-01 Organizational Structure • FR-02 Fire Company Operations as EMS First Response Units • FR-03 Safety Guidelines 		
Support Staff	Explain the roles of the following: <ul style="list-style-type: none"> • Deputy Chief of Operations • Deputy Chief of Administration • Training 1 • County 10 • OMD 		
Safety/Security	Explain the need to keep the medic unit doors closed/locked		
Safety/Security	Explain necessary steps taken to operate safely on the roadway		
Safety/Security	Explain the importance of always operating in a team of two or more		
Safety/Security	Explain the procedure for reporting and documenting work related injuries		
Safety/Security	Demonstrate donning ballistic gear Discuss contents and indications for use. Review staging for LE		
Safety/Security	Explain the procedure for reporting and documenting work related exposures		
Safety/Security	Complete Target Solutions course: <ul style="list-style-type: none"> • NFPA 1500 Bloodborne Pathogens • Sexual Harassment Awareness 		
Communications	Demonstrate basic operation of the mobile and portable radio <ul style="list-style-type: none"> • Switching zone/channels • EA activation • Daily checks 		
Communications	Explain chain of command Demonstrate the on scene and size up radio reports		
Scene Management	Explain the team lead role		
Scene Management	Explain crew resource management		

Scene Management	Explain the “pit crew CPR” methodology		
Operational Readiness	Explain the unit daily check process		
Operational Readiness	Proficient and accurate with pharmacy paperwork		
Operational Readiness	Proficient with the various operation of the cardiac monitor to include (but not limited to): <ul style="list-style-type: none"> • AED to manual mode • Defibrillation • Obtaining and sending 12-lead to facility • Input patient name/age/gender • Marking events 		
Topic	Objective	Date Observed on Call ✓	Date Reviewed in Station ✓
Operational Readiness	Explain procedures for reporting defective/damage equipment		
Operational Readiness	Identify the common transport destinations and their capabilities		
Operational Readiness	Explain AP medic capabilities and requirements <ul style="list-style-type: none"> • Complete Target Solutions: EMS – Course 10 • Procedures • Medications 		
Operational Readiness	Complete Target Solutions course: <ul style="list-style-type: none"> • CAPCE: Driving 		

NOTE send Training Captain a copy of the completed Phase 1 worksheet.

Phase Two Worksheet

Candidate	FTO	Unit	Date of Completion

Topic	Objective	Date Observed on Call ✓	Date Review in Station ✓
Equipment	Demonstrate proficiency with the Zoll monitor to include: <ul style="list-style-type: none"> • Obtaining 12 lead • Transmitting 12 lead • Uploading data to ePCR • End-tidal monitoring 		
Equipment	CPAP: Explain indications and contra-indications for use. Demonstrate application		
Equipment	Advanced airway placement (ET)		
Equipment	IO and IV placement		
Durable DNRs	Explain requirements to honor Explain supportive measures		
Withholding and Terminating CPR	Explain the requirements to withhold CPR and the requirements to terminate resuscitation efforts		
Operational Readiness	Review the following SOGs <ul style="list-style-type: none"> • FR-08 Accountability • FR-10 Incident Command 		
Operations (BREMS)	Medivac indications and operations		
Operations (BREMS)	Protocols to include, but not limited to, skills, Medications, drips, treatment protocols		
Evaluation	50 question multiple-choice written test		
Evaluation	Practical evaluation to include medical, trauma, difficult situation scenarios		
Patient Contacts	Incident Number	ALS/BLS	Date
Patient Contact 1			
Patient Contact 2			
Patient Contact 3			
Patient Contact 4			
Patient Contact 5			
Patient Contact 6			
Patient Contact 7			
Patient Contact 8			
Patient Contact 9			
Patient Contact 10			
Patient Contact 11			
Patient Contact 12			
Patient Contact 13			
Patient Contact 14			
Patient Contact 15			
Patient Contact 16			
Patient Contact 17			
Patient Contact 18			
Patient Contact 19			
Patient Contact 20			

*The BCoFR ALS Field Evaluation form shall be used for each patient contact and attached to the completed task book check off forms.

Phase Three Worksheet

Candidate	FTO	Unit	Date

Topic	Objective	Completed ✓	Date ✓
Six Month Evaluation (below)	Completed by respective County 10		

Number of mandatory trainings attended since starting phase 1: _____

County 10 Signature:


Date:

Bedford County Fire & Rescue Patient Contact - ALS Field Evaluation

FTO completes this form for each patient contact

Name:	Date:	Call Type:	PCR#
(1) Unsatisfactory (2) Borderline/Inconsistent (3) Competent (4) Above Average (NA) Not Applicable			
Skills Performed	Rating	Comments - <i>Note: ratings of 1 or 2 require comment</i>	
Ensured proper dispatch information			
Able to Navigate to Incident			
Ensured scene safety			
Establish/maintain pt. rapport			
Establish/maintain family rapport			
Obtain chief complaint			
Perform primary survey			
Treat life threatening problems immediately			
Obtain relevant history and meds			
Perform secondary assessment			
Interpret findings correctly			
Initiate appropriate treatment			
Give clear/concise/thorough pt. report			
Assume leadership role, direct team			
Perform all in a timely manner			
Have good knowledge of skills & equip.			
Document call legibly & completely			
Perform well under stress			
Uses good judgment			
Ensure equipment is replaced and medic unit cleaned			
Accepts constructive criticism			
ALS Skills performed on this call	Rating	Comments - <i>Note: ratings of 1 or 2 require comment</i>	
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

FTO Signature and Summary:

	BEDFORD COUNTY DEPARTMENT OF FIRE & RESCUE	
	Discipline: AEMT Attendant In-Charge Task Book	DATE:
	Candidate:	
	Field Training Officer:	
	County 10:	

The Bedford County Department of Fire (BCoFR) provides the highest quality training, support, and mentoring to new employees. During the new employees first six months, additional training and evaluation is conducted with the intent of mentoring new personnel for success in the performance of their position. Once a provider has demonstrated their ability to provide emergency patient care as an advanced emergency medical technician (AEMT), they are eligible to begin their training to obtain BCoFR authorization as an AEMT attendant in charge (AIC). This training is referred to as the task book and is conducted in the field on an operational unit during a three-phase approach in a six-month period. The provider is under direct supervision of a Field Training Officer (FTO) and shift supervisor (County 10). The task book is a learning/teaching tool intended to facilitate individual proficiency in the application of knowledge, skills and abilities.

Phase One

A minimum of two tours (*six 24-hour shifts for full time, six 12-hour shifts for 12hr and hourly employees*) shall be spent with the primary FTO. The candidate shall be assigned to the medic unit as a third provider and not counted in minimum staffing. The candidate shall become familiar with the unit, equipment, policies, and standard procedures of BCoFR. During this orientation phase, the candidate shall observe their FTO and then begin conducting patient assessments, performing interventions for AEMT patients, and contributing to the differential diagnosis. The candidate can expect to receive more specific direction from their FTO during this phase and function in an assisting role with the other providers. For 24 hr shift personnel, it is understood instruction is conducted on average for 12 hours per shift, considering down time and resting while not on calls. **Upon completion of Phase I, the FTO will ensure Phase 1 worksheet is completed and a copy sent to the training captain. This will aid in tracking the progress of the candidate and allow any recruiting bonuses to be paid in a timely manner.

By the end of Phase One, the candidate shall:

- Describe their roles and responsibilities within the organization as an emergency services provider.
- Describe the roles, responsibilities, and support provided by County 10 and BCoFR Senior Staff.
- Perform a full inventory inspection using the daily check in Fire Manager to determine operational readiness, identify, and correct any deficiencies.
- Demonstrate knowledge and application of Bedford County and BCoFR practices, protocol, policy and procedure regarding professionalism, ethics, integrity, Health Insurance Portability and Accountability Act (HIPAA), do not resuscitate, advance directives, required pharmacy paperwork, proficient use of the cardiac monitor and special situations.

- Interview and interact with patients obtaining a thorough patient history and chief complaint.
- Complete Target Solutions courses as assigned to include, but limited to: NFPA 1001 APS; NFPA 1001 CPS; NFPA 1500 Bloodborne Pathogens; CAPCE-Driving; EMS HIPAA; Sexual Harassment Awareness`

Phase Two

A minimum of three tours (*nine 24-hour shifts for full time, nine 12-hours shifts for 12 hr and hourly employees*) shall be spent with the secondary FTO in a minimum staffing role as the second provider. The candidate shall continue to refine their patient care skills and assessment abilities to confidently care for any patient encounter. During this time, the FTO should be mostly observing and functioning only in a support or advice role. Additionally, the candidate should be gaining familiarity with the transport unit and understand the basic roles of the unit on EMS calls and other incidents. To complete this phase, the candidate must have documented a cumulative total of **20 patient contacts with at least 10 AEMT patient contacts**. An AEMT patient contact is defined by the application of any AEMT skill and to which the intern was involved in the global management of the case such as history/interview, physical assessment, and diagnostic interpretation. The candidate is responsible for completion of the electronic patient care report (ePCR) for all incidents during which he/she acts as the primary provider. At the discretion of the respective County 10 supervisor, patient encounters in simulation workshops may be credited towards the call distribution requirements. For 24 hr shift personnel, it is understood instruction is conducted on average for 12 hours per shift, considering down time and resting while not on calls.

To complete this phase, the candidate must:

- Consistently meeting minimum standards on phase one and two worksheets
- Successfully complete a 50-question multiple choice BCoFR policy and BREMS protocol exam
- Successfully complete the practical scenario evaluations.

AEMT AIC phase two testing shall be conducted by the BCoFR EMS Training Division staff. The exam includes the above-mentioned 50-question multiple-choice exam and practical scenarios composed of three practical skill evaluations: medical patient assessment, trauma patient assessment, and difficult patient scenario.

Phase Three

Phase three will commence upon successful completion of phase two to the completion of six months of employment for new employees, and six months completed from time of starting phase one for current employees. During phase three, the candidate will operate independently with an BLS or higher. The candidate should be confident in their role as the patient care provider and shall continue to refine and polish their skills at patient assessment, interviewing, and forming a differential diagnosis. The candidate should be building their ability to act as a scene manager on EMS incidents interacting not just with the patient but with family, bystanders, and other personnel. Under the direct supervision of their respective County 10, the candidate should be demonstrating the needed skills to operate independently as a lead provider of a transport unit both administratively and operationally. By the end of Phase Three the candidate shall:

- Work as the primary provider on AEMT calls with little to no correction from the County 10 supervisor to include a thorough patient assessment, proper differential diagnosis, treatment, and preparation for potential changes in condition, hospital communication, and documentation.
- Manage an EMS incident to include support personnel.
- Perform administrative tasks required of an AIC.
- Demonstrates functional knowledge of BCoFR policy and procedures.

In addition to the three phases above, the candidate will be evaluated based on their participation in other mandated department training. This evaluation will be summarized and documented by the assigned County 10 supervisor. All forms and documents shall be forwarded to the Training Captain by the assigned County-10 supervisor at the completion of phase three.

At the end of phase three, ensure to have completed the FTO Evaluation form in Target Solutions. Complete a form for each FTO you worked with.

Phase One Worksheet: *NOTE send Training Captain a copy of the completed Phase 1 worksheet.*

Candidate	FTO	Unit	Date of Completion

Topic	Objective	On call/Station	Date
HIPPA and Patient Privacy	Explain notice of Privacy Practices Regarding medical care		
HIPPA and Patient Privacy	Explain limitations when sharing information with law enforcement		
HIPPA and Patient Privacy	Complete Target Solutions courses: <ul style="list-style-type: none"> • EMS HIPAA • NFPA 1001 APS • NFPA 1001 CPS 		
BCoFR Overview	Review the following BCoFR SOG's: <ul style="list-style-type: none"> • FR-01 Organizational Structure • FR-02 Fire Company Operations as EMS First Response Units • FR-03 Safety Guidelines 		
Support Staff	Explain the roles of the following: <ul style="list-style-type: none"> • Deputy Chief of Operations • Deputy Chief of Administration • Training 1 • County 10 • OMD 		
Safety/Security	Explain the need to keep the medic unit doors closed/locked		
Safety/Security	Explain necessary steps taken to operate safely on the roadway		
Safety/Security	Explain the importance of always operating in a team of two or more		
Safety/Security	Explain the procedure for reporting and documenting work related injuries		
Safety/Security	Demonstrate donning ballistic gear Discuss contents and indications for use. Review staging for LE.		
Safety/Security	Explain the procedure for reporting and documenting work related exposures		
Safety/Security	Complete Target Solutions course: <ul style="list-style-type: none"> • NFPA 1500 Bloodborne Pathogens • Sexual Harassment Awareness 		
Communications	Demonstrate basic operation of the mobile and portable radio <ul style="list-style-type: none"> • Switching zone/channels • EA activation • daily checks 		
Communications	Explain chain of command Demonstrate the on scene and size up radio reports		
Scene Management	Explain the team lead role		
Scene Management	Explain crew resource management		
Scene Management	Explain the "pit crew CPR" methodology		

Operational Readiness	Explain the unit daily check process		
Operational Readiness	Proficient and accurate with pharmacy paperwork		
Topic	Objective	On call/In status	Date
Operational Readiness	Explain procedures for reporting defective/damage equipment		
Operational Readiness	Identify the common transport destinations and their capabilities		
Operational Readiness	Explain AP medic capabilities and requirements <ul style="list-style-type: none"> • Complete Target Solutions: EMS – County • Procedures • Medications 		
Operational Readiness	Complete Target Solutions course: <ul style="list-style-type: none"> • CAPCE: Driving 		

NOTE send Training Captain a copy of the completed Phase 1 worksheet.

Phase Two Worksheet

Candidate	FTO	Unit	Date

Topic	Objective	On Call/In Station	Date
Equipment	Demonstrate proficiency with the Zoll monitor to include: <ul style="list-style-type: none"> • Obtaining 12 lead • Transmitting 12 lead • Uploading data to ePCR • End-tidal monitoring • Defib 		
Equipment	Demonstrate proficiency with vascular access: <ul style="list-style-type: none"> • Peripheral venous access & maintenance • Intraosseous access & infusion 		
Equipment	CPAP: Explain indications and contra-indications for use. Demonstrate application		
Durable DNRs	Explain requirements to honor Explain supportive measures		
Withholding and Terminating CPR	Explain the requirements to withhold CPR and the requirements to terminate resuscitation efforts		
Operational Readiness	Review the following SOGs <ul style="list-style-type: none"> • FR-08 Accountability • FR-10 Incident Command 		
Operations (BREMS)	Medivac indications & operations		
Operations (BREMS)	Cardiac, respiratory, seizures, anaphylaxis, AEMT meds		
Evaluation	50 question multiple-choice written test		
Evaluation	Practical evaluation to include medical, trauma, difficult situation scenarios		
Patient Contacts	Incident Number	BLS/AEMT	Date
Patient Contact 1			
Patient Contact 2			
Patient Contact 3			
Patient Contact 4			
Patient Contact 5			
Patient Contact 6			
Patient Contact 7			
Patient Contact 8			
Patient Contact 9			
Patient Contact 10			
Patient Contact 11			
Patient Contact 12			
Patient Contact 13			
Patient Contact 14			
Patient Contact 15			
Patient Contact 16			
Patient Contact 17			
Patient Contact 18			
Patient Contact 19			
Patient Contact 20			

The BCoFR AEMT Field Evaluation form shall be used for each patient contact and attached to the completed task book check off forms.

Phase Three Worksheet

Candidate	FTO	Unit	Date

At the completion of phase three


Topic	Objective	Completed ✓	Date ✓
Six Month Evaluation (below)	Completed by respective County 10		
<p>Number of mandatory trainings attended since starting phase 1: _____</p>			
County 10 Signature:		Date:	

Bedford County Fire & Rescue Field Evaluation - AEMT Field Evaluation

FTO completes this form for each patient contact

Date:	Call Type:	PCR#
(2) Unsatisfactory (2) Borderline/Inconsistent (3) Competent (4) Above Average (NA) not applicable		
Skills Performed	Rating	Comments - Note: ratings of 1 or 2 require comment
Ensured proper dispatch information		
Able to Navigate to Incident		
Ensured scene safety		
Establish/maintain pt. rapport		
Establish/maintain family rapport		
Obtain chief complaint		
Perform primary survey		
Treat life threatening problems immediately		
Obtain relevant history and meds		
Perform secondary assessment		
Interpret findings correctly		
Initiate appropriate treatment		
Give clear/concise/thorough pt. report		
Assume leadership role, direct team		
Perform all in a timely manner		
Have good knowledge of skills & equip.		
Document call legibly & completely		
Perform well under stress		
Uses good judgment		
Ensure equipment is replaced and medic unit cleaned		
Accepts constructive criticism		
AEMT Skills performed on this call	Rating	Comments - Note: ratings of 1 or 2 require comment
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		

FTO Signature and Summary:

	BEDFORD COUNTY DEPARTMENT OF FIRE & RESCUE	
	Discipline: BLS Attendant In-Charge Task Book	DATE:
	Candidate:	
	Field Training Officer:	
	County 10:	

The Bedford County Department of Fire (BCoFR) provides the highest quality training, support, and mentoring to new employees. During the new employees first six months, additional training and evaluation is conducted with the intent of mentoring new personnel for success in the performance of their position. Once a provider has demonstrated their ability to provide emergency patient care as an emergency medical technician (EMT), they are eligible to begin their training to obtain BCoFR authorization as an BLS attendant in charge (AIC). This training is referred to as the task book and is conducted in the field on an operational unit during a three-phase approach in a six-month period. The provider is under direct supervision of a Field Training Officer (FTO) and shift supervisor (County 10). The task book is a learning/teaching tool intended to facilitate individual proficiency in the application of knowledge, skills, and abilities. Each candidate will meet with their County 10 and Training Captain to move to the next phase.

Phase One

A minimum of two tours (*six 24-hour shifts for full time, six 12-hour shifts for 12 hr and hourly employees*) shall be spent with the primary FTO. The candidate shall be assigned to the medic unit as a third provider and not counted in minimum staffing. The candidate shall become familiar with the unit, equipment, polices, and standard procedures of BCoFR. During this orientation phase, the candidate shall observe their FTO and then begin conducting patient assessments, performing interventions for BLS patients, and contributing to the differential diagnosis. The candidate can expect to receive more specific direction from their FTO during this phase and function in an assisting role with other providers.

**Upon completion of Phase I, the FTO will ensure Phase 1 worksheet is completed and a copy sent to the training captain. This will aid in tracking the progress of the candidate and allow any recruiting bonuses to be paid in a timely manner. For 24 hr shift personnel, it is understood instruction is conducted on average for 12 hours per shift, considering down time and resting while not on calls.

By the end of Phase One, the candidate shall:

- Describe their roles and responsibilities within the organization as an emergency services provider.
- Describe the roles, responsibilities, and support provided by County 10 and BCoFR Senior Staff.
- Perform a full inventory inspection using the daily check in Fire Manager to determine operational readiness, identify, and correct any deficiencies.
- Demonstrate knowledge and application of Bedford County and BCoFR practices, protocol, policy and procedure regarding professionalism, ethics, integrity, Health Insurance Portability and

Accountability Act (HIPAA), do not resuscitate, advance directives, required pharmacy paperwork, proficient use of the cardiac monitor and special situations.

- Interview and interact with patients obtaining a thorough patient history and chief complaint.
- Complete Target Solutions courses as assigned to include, but limited to: NFPA 1001 APS; NFPA 1001 CPS; NFPA 1500 Bloodborne Pathogens; CAPCE-Driving; EMS HIPAA; Sexual Harassment Awareness

Phase Two

A minimum of three tours (*nine 24-hour shifts for full time, nine 12-hour shifts for 12 hr and hourly employees*) shall be spent with the secondary FTO in a minimum staffing role as the second provider. The candidate shall continue to refine their patient care skills and assessment abilities to confidently care for any patient encounter. During this time, the FTO should be mostly observing and functioning only in a support or advice role. Additionally, the candidate should be gaining familiarity with the transport unit and understand the basic roles of the unit on EMS calls and other incidents. To complete this phase, the candidate must have documented a cumulative total of **20 patient contacts with at least 10 AIC calls**. The candidate is responsible for completion of the electronic patient care report (ePCR) for all incidents during which he/she acts as the primary provider. At the discretion of the respective County 10 supervisor, patient encounters in simulation workshops may be credited towards the call distribution requirements. For 24 hr shift personnel, it is understood instruction is conducted on average for 12 hours per shift, considering down time and resting while not on calls.

To complete this phase, the candidate must:

- Consistently meet minimum standards on phase one and phase two worksheets
- Successfully complete a 50-question multiple choice BCoFR policy and BREMS protocol exam
- Successfully complete the practical scenario evaluations

BLS AIC phase two testing shall be conducted by the BCoFR EMS Training Division staff. The exam includes the above-mentioned 50-question multiple-choice exam and practical scenarios composed of three practical skill evaluations: medical patient assessment, trauma patient assessment and difficult patient scenario.

Phase Three

Phase three will begin upon successful completion of phase two and end at the completion of six months of employment for new employees. For current employees, phase three ends at six months completed from time of starting phase one. During phase three, the candidate will operate independently with an EMTA or higher. The candidate should be confident in their role as the patient care provider and shall continue to refine and polish their skills at patient assessment, interviewing, and forming a differential diagnosis. The candidate should be building their ability to act as a scene manager on EMS incidents interacting not just with the patient but with family, bystanders, and other personnel. Under the direct supervision of their respective County 10, the candidate should be demonstrating the needed skills to operate independently as a lead provider of a transport unit both administratively and operationally. By the end of Phase Three the candidate shall:

- Work as the primary provider on BLS calls with little to no correction from the County 10 supervisor to include a thorough patient assessment, proper differential diagnosis, treatment, and preparation for potential changes in condition, hospital communication, and documentation.
- Manage an EMS incident to include support personnel.
- Perform administrative tasks required of an AIC.
- Demonstrates functional knowledge of BCoFR policy and procedures.

In addition to the three phases above, the candidate will be evaluated based on their participation in other mandated department training. This evaluation will be summarized and documented by the assigned County 10 supervisor. All forms and documents shall be forwarded to the Training Captain by the assigned County-10 supervisor at the completion of phase three.

At the end of phase three, ensure to have completed the FTO Evaluation form in Target Solutions. Complete a form for each FTO you worked with.

Phase One Worksheet: *NOTE send Training Captain a copy of the completed Phase 1 worksheet.*

Candidate	FTO	Unit	Date of Completion

Topic	Objective	Date Observed on Call	Date Reviewed in Station
HIPPA and Patient Privacy	Explain notice of Privacy Practices Regarding medical care		
HIPPA and Patient Privacy	Explain limitations when sharing information with law enforcement		
HIPPA and Patient Privacy	Complete Target Solutions courses: <ul style="list-style-type: none"> • EMS HIPAA • NFPA 1001 APS • NFPA 1001 CPS 		
BCoFR Overview	Review the following BCoFR SOG's: <ul style="list-style-type: none"> • FR-01 Organizational Structure • FR-02 Fire Company Operations as EMS First Response Units • FR-03 Safety Guidelines 		
Support Staff	Explain the roles of the following: <ul style="list-style-type: none"> • Deputy Chief of Operations • Deputy Chief of Administration • Training 1 • County 10 • OMD 		
Safety/Security	Explain the need to keep the medic unit doors closed/locked		
Safety/Security	Explain necessary steps taken to operate safely on the roadway		
Safety/Security	Explain the importance of always operating in a team of two or more		
Safety/Security	Explain the procedure for reporting and documenting work related injuries		
Safety/Security	Demonstrate donning ballistic gear Discuss contents and indications for use. Review staging for LE.		
Safety/Security	Explain the procedure for reporting and documenting work related exposures		
Safety/Security	Complete Target Solutions course: <ul style="list-style-type: none"> • NFPA 1500 Bloodborne Pathogens • Sexual Harassment Awareness 		
Communications	Demonstrate basic operation of the mobile and portable radio <ul style="list-style-type: none"> • Switching zone/channels • EA activation • daily checks 		
Communications	Explain chain of command Demonstrate the on scene and size up radio reports		
Scene Management	Explain the team lead role		
Scene Management	Explain crew resource management		

Scene Management	Explain the “pit crew CPR” methodology		
Operational Readiness	Explain the unit daily check process		
Operational Readiness	Proficient and accurate with pharmacy paperwork		
Topic	Objective	Date Observed on Call	Date Reviewed in Station
Operational Readiness	Explain procedures for reporting defective/damage equipment		
Operational Readiness	Identify the common transport destinations and their capabilities		
Operational Readiness	Explain AP medic capabilities and requirements <ul style="list-style-type: none"> • Complete Target Solutions: EMS – County • Procedures • Medications 		
Operational Readiness	Complete Target Solutions course: <ul style="list-style-type: none"> • CAPCE: Driving 		

NOTE send Training Captain a copy of the completed Phase 1 worksheet.

Phase Two Worksheet

Candidate	FTO	Unit	Date

Topic	Objective	Date Observed on Call ✓	Date Review in Station ✓
Equipment	Demonstrate proficiency with the Zoll monitor to include: <ul style="list-style-type: none"> • Obtaining 12 lead • Transmitting 12 lead • Uploading data to ePCR • End-tidal monitoring • Defib 		
Equipment	CPAP: Explain indications and contra-indications for use. Demonstrate application		
Durable DNRs	Explain requirements to honor Explain supportive measures		
Withholding and Terminating CPR	Explain the requirements to withhold CPR and the requirements to terminate resuscitation efforts		
Operational Readiness	Review the following SOGs <ul style="list-style-type: none"> • FR-08 Accountability • FR-10 Incident Command 		
Operations (BREMS)	Medivac indications & operations		
Operations (BREMS)	Cardiac, respiratory, seizures, anaphylaxis <ul style="list-style-type: none"> • Medications • Skills 		
Evaluation	50 question multiple-choice written test		
Evaluation	Practical evaluation to include medical, trauma, difficult situation scenarios		
Patient Contacts	Incident Number	Date	Notes
Patient Contact 1			
Patient Contact 2			
Patient Contact 3			
Patient Contact 4			
Patient Contact 5			
Patient Contact 6			
Patient Contact 7			
Patient Contact 8			
Patient Contact 9			
Patient Contact 10			
Patient Contact 11			
Patient Contact 12			
Patient Contact 13			
Patient Contact 14			
Patient Contact 15			
Patient Contact 16			
Patient Contact 17			
Patient Contact 18			
Patient Contact 19			
Patient Contact 20			

The BCoFR BLS Field Evaluation form shall be used for each patient contact and attached to the completed task book check off forms.

Phase Three Worksheet

Candidate	FTO	Unit	Date

At the completion of phase three


Topic	Objective	Completed ✓	Date ✓
Six Month Evaluation (below)	Completed by respective County 10		
<p>Number of mandatory trainings attended since starting phase 1: _____</p>			
County 10 Signature:		Date:	

Bedford County Fire & Rescue Field Evaluation - BLS Field Evaluation

FTO completes this form for each patient contact

Date:	Call Type:	PCR#
(1) Unsatisfactory (2) Borderline/Inconsistent (3) Competent (4) Above Average (NA) not applicable		
Skills Performed	Rating	Comments - Note: ratings of 1 or 2 require comment
Ensured proper dispatch information		
Able to Navigate to Incident		
Ensured scene safety		
Establish/maintain pt. rapport		
Establish/maintain family rapport		
Obtain chief complaint		
Perform primary survey		
Treat life threatening problems immediately		
Obtain relevant history and meds		
Perform secondary assessment		
Interpret findings correctly		
Initiate appropriate treatment		
Give clear/concise/thorough pt. report		
Assume leadership role, direct team		
Perform all in a timely manner		
Have good knowledge of skills & equip.		
Document call legibly & completely		
Perform well under stress		
Uses good judgment		
Ensure equipment is replaced and medic unit cleaned		
Accepts constructive criticism		
Skills performed on this call	Rating	Comments - Note: ratings of 1 or 2 require comment
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		

FTO Signature and Summary:

	BEDFORD COUNTY DEPARTMENT OF FIRE & RESCUE	
	Discipline: Suppression Task Book	DATE:
	Candidate:	
	Field Training Officer:	
	County 10:	

Suppression

The Bedford County Department of Fire (BCoFR) provides the highest quality training, support, and mentoring to new employees. During the new employees first six months, additional training and evaluation is conducted with the intent of mentoring new personnel for success in the performance of their position. This training is referred to as the task book and is conducted in the field on an operational unit during a six-month period. The provider is under direct supervision of a Field Training Officer (FTO) and shift supervisor (County 10). The task book is a learning/teaching tool intended to facilitate individual proficiency in the application of knowledge, skills and abilities.

The suppression task book shall be completed for all new employees and run concurrent with the EMS task books. The FTO shall be the lead instructor/evaluator with support from their respective County 10 and the Training Captain. The suppression task book includes skill evaluations and shall be completed during the candidates first six months of employment. By the end of the six-month period, the candidate shall be able to demonstrate proficiency with:

- Personal protective equipment
- SCBA confidence and maintenance
- Forcible entry
- Ladder selection and deployment
- VEIS
- Water supply & Hydrant wrenches
- Hose line selection and deployment (including water can)
- Communications
- Incident size up
- Basic ICS knowledge
- Rapid Intervention Team
- PFD & Throw bags (when vs when not to use and how)
- Line of Duty Act

The suppression task book worksheet outlines the minimum topics that shall be discussed and demonstrated by the new employee. Once proficiency has been demonstrated, the FTO and/or County 10 will sign off. Completed worksheets shall be forwarded to the Training Captain by the assigned County-10 supervisor when completed.

Candidate	FTO	Unit	Date of Completion	
Topic	Objective	Date observed on Call ✓	Date demonstrated in Station ✓	
PPE	Review the following BCoFR SOG: <ul style="list-style-type: none"> FR-11 Personal Protective Equipment Demonstrate donning and cleaning			
SCBA Confidence	Demonstrate proper procedures/use for the following: <ul style="list-style-type: none"> Masking Up Emergency Breathing Support System (EBSS) Heads Up Display (HUD) Air management 			
TIC	Demonstrate use of the thermal imaging camera			
Forcible Entry	Demonstrate the following procedures: <ul style="list-style-type: none"> Tool selection Single person through inward door Two persons through inward and outward swinging door 			
Ladders	Demonstrate the following: <ul style="list-style-type: none"> Selection and placement for vent and rescue Single person roof ladder raise Single person 24' ladder raise 			
VEIS	Demonstrate procedure for the following: <ul style="list-style-type: none"> Vent – Remove the window Enter – Enter window Isolate – Isolate the room Search – Search the room for victims 			
Water Supply	Demonstrate procedure and use for the following: <ul style="list-style-type: none"> Hydrant hook up and use FDCs Standpipes 			
Hose line	Demonstrate procedure for the following: <ul style="list-style-type: none"> Single person 1.88" deployment 			
Water Can	Demonstrate procedure for the following: <ul style="list-style-type: none"> Indications for use Refilling, recharging 			
Communications	Demonstrate procedure for the following: <ul style="list-style-type: none"> On scene report Size up report Command statements 			
Size up/ICS	Demonstrate/explain the following: <ul style="list-style-type: none"> Performing size up Explain the elements of the 360 Define RECEO Define SLICE-RS Labeling building sides/quadrants 			

	<ul style="list-style-type: none"> Define groups and divisions 		
Rapid Intervention Team	Review the following BCoFR SOG: <ul style="list-style-type: none"> FR-12 Rapid Intervention Team (RIT) 		
Personal Floatation Device & Throw Bags	Explain when PFD is required Explain how and when to use a throw bag		
VDFP LODA Training	LODA Overview for Participants (varetire.org)		
FTO Signature:	Date:	County 10 Signature:	Date:

Suppression Worksheet – Skill Sheets attached

Category: SCBA	NFPA Standard: 1001 5.3.1
Candidate will safely demonstrate donning all PPE and SCBA and perform emergency bypass procedures	
Candidate:	FTO Initial
1. Demonstrate proper donning of all PPE and SCBA	
2. Discuss conditions that require SCBA use	
3. Demonstrate radio communications when wearing SCBA facepiece	
4. Demonstrate the EBBS	
5. Demonstrate replacing a depleted cylinder with a full cylinder	

SCBA Confidence Check Sheet

Ground Ladder Check Sheet

Category: Grounds Ladder	NFPA Standard: 1001 5.3.6
Candidate will safely demonstrate the selection of the appropriate size ladder, raise, secure halyard, and climb	
Candidate:	FTO Initial
1. Demonstrate proper way to carry ladder to designated point (24')	
2. Demonstrate checking for obstructions	
3. Demonstrate how to perform a 1 person raise with a 24' ladder	
4. Demonstrate checking proper climbing angle and securing the halyard	
5. Demonstrate safely climbing ladder with one tool	

Water Supply Check Sheet

Category: Water Supply	NFPA Standard: 1001 5.3.15
Candidate will safely demonstrate laying a supply line, connect to hydrant, and chard supply line	
Candidate:	FTO Initial
1. Demonstrate the ability to hand lay a supply line	
2. Demonstrate how to connect supply line to intake on Engine	
3. Demonstrate how to flush and operate the hydrant	
4. Demonstrate connecting supply line to hydrant	
5. Demonstrate safely charging the supply line and eliminating any kinks	

Forcible Entry

Category: Forcible Entry	NFPA Standard: 1001 5.3.4
Candidate will safely demonstrate a 1-person forcible entry on inward and outward doors	
Candidate:	FTO Initial
1. Identify the correct tools for 1-person conventional forcible entry	
2. Sizes up the door (try before pry, sound the door)	
3. Establishes a bite within the jam of the door and begins to force it open	
4. After forcing door, control the door	

Hose Line Deployment

Category: Hose	NFPA Standard: 1001 4.3.10
Candidate will safely demonstrate a 1-person deployment 1.88 handline from an Engine	
Candidate:	FTO Initial
1. Identify correct cross lay ordered to deploy	
2. Deploy line (1 person) and stretch to designated area	
3. Flake the line in a manner such to avoid kinks when charged.	
4. Signal to the DPO to charge line and control the line as its charged	
5. Bleed the line and adjust the nozzle to narrow fog	
6. Verbalize the estimated flow rate for the selected nozzle	

Vent Enter Isolate Search (VEIS)

Category: Search	NFPA Standard: 1001 4.3.9
Candidate will safely demonstrate as a team member the VEIS method at the VES prop.	
Candidate:	FTO Initial
1. Candidate will select the correct ladder and safely raise to the designated window.	
2. Candidate will don PPE and SCBA and ascend the ladder with partner	
3. Candidate will perform a quick, coordinated search of a room	
4. Candidate will verbalize the results over the radio and exit the same window	

Size Up and Communications

Category: Hose	NFPA Standard: 1001 5.1.2
Candidate will demonstrate the preferred on-scene report, discuss elements of the 360 size up, give situation report, and make a command statement (see next page for preferred radio scripts*)	
Candidate:	FTO Initial
1. During digital incident simulation, give on scene report*	
2. Describe the three main elements of the size up	
3. Demonstrate the situation report*	
4. Make a command statement*	
5. Define RECEO	
6. Define SLICERS	

Radio Report Elements

ON-SCENE REPORT

- Occupancy type
- Number of floors
- Conditions evident

SITUATION REPORT

- Confirmation of lap/Inability to complete lap
- **360 Findings**
 - Differences in elevation (and name floors if not evident)
 - Foundation
 - Basement (type)
 - Slab
 - Crawl Space
 - Location and extent of fire
 - Label floors
 - **Occupant status**
 - “_____ are reported trapped”
 - “Occupants are reported out”
 - “Occupant Status Unknown”

- **Initial actions/mode of operation**
- Request for additional resources (if necessary)
- Command Statement
 - “Establishing _____ Command”
 - OR
 - “I need to transfer to command”

COMMAND STATEMENTS

- Identify using unit ID
- Name the command
- Identify the location of the command post

Attachment C

EMPLOYEE: Valerie Press						
LOCATION	FTO	DATE	PHASE	DAY	COMPLETE	COMMENTS
MEDIC 14-1	THOMAS	4/1/2024	1	1	YES	
			1	2		
			1	3		
			1	4		
			1	5		
			1	6		
			2	1		
			2	2		
			2	3		
			2	4		
			2	5		
			2	6		
			2	7		
			2	8		
			2	9		
BCoFR HQ	McCHESNEY		SKILLS CHECKOFFS			

