**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** | **Date** |
|  | **Initial** |  |
|  |  |  |
| 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:

1. Express your interest to the Personnel Officer via e-mail to begin the evaluation

process.

1. Reach a minimum of five (5) calls, with an average score of 2.2 OR reach a

minimum of ten (10) calls, with an average score of 2.1.

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

1. An interview in which the applicant will be expected to answer questions regarding the applicant’s knowledge, experience, and judgement.
2. 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 on scene listed above:

1. Candidate does not meet expectations. **(2)** Candidate meets expectations. **(3)** Candidate exceeds expectations.
   * Completes comprehensive assessment as appropriate for patient condition
   * Communicates effectively with other operations personnel and agencies
   * Effectively utilizes team resources to perform operational tasks
   * Thoroughly documents all incidents in accordance with documentation guidelines
   * Demonstrates clinical competency and sound decision making
   * Appropriately identifies transport destination and modality
   * Safely and appropriately utilizes assigned equipment
   * Communicates effectively with patient and bystanders
   * Recognizes personal limitation and needs to call for assistance
   * Performs all skills and interventions competently and effectively

Comments:

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Signature of Candidate

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Signature of Evaluator

Last edit 28 February 2018