



**Department of Public Health  
Emergency Medical Services Agency**

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Equal Opportunity Employer

Policy #: 235.00  
Effective Date: 09/1993  
Revision Date: 09/2006  
Review Date: 09/2008

This policy supersedes any other existing policy on this subject.

- Subject:** **FIELD TRAINING OFFICERS**
- Authority:** Health and Safety Code Division 2.5 Sections 1797.206 and 1797.220
- Purpose:** To provide guidelines for the recruitment and training of EMS agency approved field training officers within Merced County.
- Policy:** Only EMT-P's authorized by the Agency will be allowed to act as Field Training Officers (FTO) in Merced County.
1. Minimum requirements for Field Training Officers are as follows:
    - A. 2 years full-time experience as an EMT-P
    - B. 1 year as a Merced County accredited EMT-P
    - C. must be in good standing with the Agency
    - D. course completion from a Merced County approved FTO class

**Procedure:**

1. Authorization of Field Training Officers
  - A. Prospective Field Training Officers must submit an application along with documents establishing eligibility for authorization:
    1. Documentation of required work experience.
    2. A letter of recommendation from employer.
    3. Course completion from an approved FTO class.

**APPROVED:**

**ON-FILE**

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- B. Successfully pass an Authorization Examination.
  - 1. The individual will be scheduled for the next available Authorization Examination.
  - 2. An unscheduled Authorizing Examination may be requested in writing by the individual.
- C. The individual will be issued a wallet size authorization card.
- D. Authorization as a Field Training Officer will continue as long as the individual:
  - 1. Maintains EMT-P accreditation within Merced County; and
  - 2. Is an EMT-P in good standing with the Agency.

2. Responsibilities of Field Training Officers

- A. Field Training Officers must ensure that their paramedic student is registered with the Agency by the end of the student's first shift.
- B. Field Training Officers will orient the paramedic student to the Merced County EMS System before the end of the student's first shift.
  - 1. A copy of the Merced County Paramedic Student Orientation Check List will be sent to the Agency with the student registration.
- C. Field Training Officers are responsible for all aspects of prehospital care performed by the paramedic student to include but not necessarily limited to:
  - 1. Ensuring the appropriate treatment guidelines are followed.
  - 2. Ensuring skills performed by the paramedic student are accomplished according to guidelines.
  - 3. Ensuring base hospital contact is made according to EMS Policy 301.00.
  - 4. Ensuring patient contact is documented according to EMS Policy 560.10.

3. Paramedic Student Responsibilities

- A. The paramedic student will ensure that he/she is registered with the Agency.
- B. Upon completion of the field internship, the paramedic student shall complete a Merced County Field Training Officer Evaluation Form and forward it to the Agency.