



RUSSELLVILLE FIRE DEPARTMENT
POLICY MANUAL

Policy Number:
Section:
Original Date:
Revised Date:

PURPOSE

The purpose of this policy is to establish the process for addressing reported deficiencies in skills or knowledge of Russellville Fire Department emergency medical service providers.

POLICY

The Russellville Fire Department (RFD) maintains an aggressive emergency medical training program. Any successful EMS program must include a process for addressing identified deficiencies in its medical personnel. The remediation process outlined in this policy may be initiated by the member's company officer, Battalion Chief, Division Chief of Professional Standards or the Medical Director.

Any perceived deficiencies should always be addressed on a company level whenever possible; this should include documented sessions spelling out the issue with the member, the plan for addressing the issue, and the documented results of this process. The Battalion Chief will be kept informed of all aspects of this process and should be available for suggestion, counseling, and guidance. Applying the full strength of this policy shall occur at the discretion of the Battalion Chief and Division Chief of Professional Standards.

If identified deficiencies persist, the Paramedic or EMT will be reassigned for remediation. When a Paramedic or EMT is identified as a potential candidate for remediation, a Performance Evaluation Group (PEG) comprised of his/her Captain, Battalion Chief, and the Division Chief of Professional Standards will meet to ascertain the nature of the issue and determine the next appropriate step to address the issue.

The remediation process will last not less than 15 shifts and no more than 30 shifts. During this time the Division Chief of Professional Standards will be responsible for administering regular Protocol evaluations and practical evaluations.

The remediated member will be assigned to a paramedic preceptor for the duration of the process. This preceptor will be responsible for the evaluation and shift-to-shift training of the remediated member for the duration of the process. It should be understood by the remediated member that the preceptor is acting on behalf of the department and has the final say on patient care and the evaluation of patient care performed. The Division Chief of Professional Standards will meet with the preceptor and remediated member at least once every two (2) weeks to keep track of progress and address any concerns of the parties involved.

This remediation process can be halted at any time if it is determined that the member is performing at a proficient level after the minimum time frame of fifteen (15) shifts has been reached. This can be done by agreement of the paramedic preceptor, supervising company officer, Battalion Chief and the Division Chief of Professional Standards. A written examination and another performance evaluation by the PEG are required to complete the remediation process. The PEG will consist of the same members previously utilized. This PEG will again administer pre-approved scenarios until they are confident that they have observed an accurate performance of the member's abilities. After the session, the PEG will document the results of each scenario and summarize their findings. The PEG should include a recommendation of the member's suitability to return to the line as an EMS provider for the Russellville Fire Department.

At the conclusion of the remediation process a written recommendation will be sent to the Fire Chief summarizing the findings of the remediation process. This recommendation will include a summary of the process. The final determination of a candidate's suitability to return to work will be made by the Fire Chief.

Failure of the member to successfully complete any portion of the remediation process will result in disciplinary action to be determined by the Fire Chief.
All of these evaluations will be kept strictly confidential. Copies should be maintained in the member's training file.

Approved

Fire Chief