



# Burlington Fire Department



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<b>Section: EMS</b>	
<b>SOG Number: 02.13</b>	<b>Effective Date: March 25, 2021</b>
<b>Subject: Recruit or Probationary Member Preceptor Program</b>	
<b>By Order of Fire Chief Steven A. Locke</b>	

## **I. Purpose:**

The intent of this operating document is to provide guidance relative to recruit or probationary employees completing a precept-training program on the ambulance and ensure an ability to perform as the primary care attendant during patient transport. This operating guideline defines who can be considered a preceptor providing direct supervision for a recruit or probationary employees, as well as the requirements for each level of provider completing the preceptor program. The purpose of this program is to provide an ideal learning environment for our recruit and/or probationary employee so they are better prepared for success and establish a higher level of comfort when performing as the primary care attendant. This training program has been identified as a requirement for a probationary employee to count as minimum staffing on shift. Probationary employee requirements may be referenced within the attached Minimum Probationary Member Requirements List prior to counting toward minimum staffing.

## **II. Scope:**

This operating guideline applies to recruit or probationary employees who are completing a training program on a Burlington Fire Department ambulance. This guideline also provides information for the Fire Department about what is required of recruit or probationary employees completing the training program, as well as those serving in the capacity of a preceptor, the responsible company officers, and the shift commanders who are responsible for organizing each work day.

### **III. Definitions:**

Experienced Provider: An experienced provider is an individual who has held and made use of his or her current level of certification for a year or more with another emergency response or transport agency. The final determination whether or not a recruit or probationary employee meets these criteria is the responsibility of the Burlington Fire Department Training Chief.

Inexperienced Provider: An inexperienced provider is a member who has not held and made use of his or her current level of certification for a year or more. This category includes those individuals who may be an experienced provider at the EMT level, but have obtained a higher level of certification within the past year.

Preceptor: This is the individual responsible for directly over-seeing the recruit or probationary trainee during time spent on the ambulance. Any non-probationary employee of the Burlington Fire Department can serve as a preceptor. The preceptor, however, must be of equal or greater certification than the trainee. Responsible company officers and the Burlington Fire Department Chief of Training should take into consideration who they permit to act in the capacity of a preceptor, as it is recognized that some individuals might be better suited for this responsibility than others.

Responsible Company Officer: This is the company officer to whom the recruit or probationary employee is assigned. Should the preceptor program be completed as a component of the recruit academy, the Burlington Fire Department Chief of Training shall act in place of a responsible company officer. It is the responsible company officer who will ultimately make the recommendation to the Chief of Training as to whether or not a trainee has successfully completed the training program.

Trainee: The recruit or probationary employee who is actively completing the training program under the direct supervision of an approved preceptor, with the intent to ensure the trainee is capable of acting as the primary care attendant in a Burlington Fire Department ambulance.

Training Program: Within this document, this refers to the training program established to prepare the recruit or probationary employee ( “trainee”) to act as the primary care attendant in a Burlington Fire Department ambulance, where the trainee is under the direct supervision of an approved preceptor during the required patient transport.

### **IV. Guidelines:**

#### A). General Requirements:

1. While on an ambulance completing the training program, the trainee will not count toward the shift minimum staffing.

2. EMT Provider Requirements – Experienced providers shall complete (10) documented patient transports where he or she serves as the primary care attendant. Inexperienced EMT-level providers shall complete (20) documented patient transports where he or she serves as the primary care attendant.
3. AEMT Provider Requirements – Experienced providers shall complete (10) documented patient transports where he or she serves as the primary care attendant. Additionally, he or she shall document (5) successful IV starts. Inexperienced AEMT-level providers shall complete (20) documented patient transports where he or she serves as the primary care attendant, as well as the documented (5) successful IV starts.
4. Paramedic Provider Requirements - Paramedic-level providers shall be required to meet the District 3 Paramedic Credentialing Requirements. It is understood there may be delays in this process due to external influences. Should the State approve a paramedic recruit or probationary employee to be licensed at either the EMT or AEMT level while awaiting completion of the paramedic credentialing process, he or she will be required to meet the applicable training program requirements for his or her approved temporary level of licensure. Should this be the case, once the trainee has been approved to begin his or her District 3 Paramedic Credentialing Process, it is understood while being precepted on the ambulance (which is where the process shall occur for recruit or probationary employees ), the trainee shall not count toward shift minimum staffing. A paramedic provider who has not completed the District 3 credentialing process will not count towards minimum staffing until having met the training program requirements for either the EMT or AEMT level, depending on the State allowing them to practice at one of these levels.
5. Regardless of whether or not recruits complete the primary care attendant training program while in the recruit academy, he or she will still have the first (48) hours on shift where he or she will not count toward minimum staffing and will work specifically on his or her assigned engine or ladder company.

B). Documentation:

1. Trainee Documentation – The trainee and preceptor are responsible for completing a Transport Critique form (Attached) for each patient transport where the trainee serves as the primary care attendant. The trainee is responsible for completing an entry on the Incident Log form following each patient transport. In an effort to avoid duplication of documentation, the trainee is permitted to attach a “De-identified Form” from SIREN to the Transport Critique Form. This will generally alleviate the need to complete most of the narrative entry fields within the Transport Critique form.
2. Responsible Company Officer Documentation – The company officer will be responsible for ensuring the trainee and preceptor are properly completing the required documentation. Additionally, the responsible company officer will be

required to select the appropriate recommendation on the second page of the Incident Log Form. The options available on the attached form are as follows:

- a. Trainee has successfully completed training program and is able to serve as primary care attendant.
- b. Trainee has successfully completed training program and is able to serve as primary care attendant. Additional preceptor time is recommended.
- c. Trainee has not demonstrated the ability to serve as primary care attendant. *A recommended course of action from the responsible company officer shall be required.*
- d. Should either (b) or (c) be selected, the responsible company officer will be required to complete and attach a detailed explanation with reasoning for the selection.
- e. Upon successfully completing the training program, it is recommended that for the remainder of the employee's probationary period, the department should generally avoid situations where the probationary employee is the highest level of care on the ambulance.

## **V. Responsibility:**

1. Trainee – The recruit or probationary employee is responsible for completing the primary care attendant training program in accordance with this guideline.
2. General Membership – Employees of the Burlington Fire Department are responsible for knowing and following this guideline as a means of developing our newest employees to serve as a primary care attendant on a Burlington Fire Department ambulance.
3. Preceptor – One person should be identified by the responsible company officer as the preceptor who will be working with the trainee throughout the current shift. He or she is responsible for the following:
  - a. Assuring the trainee is familiar with the ambulance and where equipment is located.
  - b. Reviewing the procedures of the agency for receiving emergency calls, communications, response, levels of care in the agency, mutual aid plans, and the destination hospital served by the agency.
  - c. Complete any required paperwork and/or evaluation forms for the trainee.
  - d. Ensure the trainee is properly completing required documentation in accordance with this guideline.
4. Responsible Officer – Employees who serve as company officers for probationary members are responsible for understanding and following this guideline. Additionally, they are responsible for communicating and working with the preceptors to identify trainee capabilities and areas needing improvement. Should a trainee not demonstrate an ability to perform as a primary care attendant, it is the responsibility of the company officer to establish a plan of action.

5. Chief of Training – The Burlington Fire Department Chief of Training is responsible for oversight of this training program and ensuring all requirements are met. He or she is also responsible for communicating with the responsible company officer about performance of the trainee and ultimately determining whether or not the training program has been successfully completed.
6. Shift Commanders – Shift commanders are responsible for understanding, following, and supporting this guideline, ensuring the training program does not impact staffing levels.

Revision History			
Revision Date	Section	Summary	Principal Author
A	EMS	Initial Release	Unknown