



PRINCE GEORGE'S COUNTY, MARYLAND
FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

General Order Number: 05-21	Effective Date: May 14, 2018
Division: Emergency Medical Services	
Chapter: ALS Internship and ALS Field Training Officer (FTO)/Preceptor Program	
By Order of the Fire Chief: Benjamin M. Barksdale	Issue Date: May 14, 2018

POLICY

This General Order sets forth policy, authority, reporting, and compensation procedures for the Advanced Life Support Internship and Field Training Officer (FTO)/Preceptor Program.

DEFINITIONS

Advanced Life Support (ALS) Provider – A State of Maryland licensed paramedic or cardiac rescue technician.

ALS Intern – A newly assigned ALS provider enrolled in the ALS internship process that has not attained credentialing as a County Certified ALS Provider. Interns can only function as an ALS provider under the delegated authority of an FTO.

ALS Student – An Emergency Medical Services (EMS) provider enrolled in an ALS training program that is approved to operate on ALS units in Prince George's County. Approved programs are coordinated and managed by the EMS Development Officer.

Annotated Code of Maryland Regulations (COMAR), Title 30 – State regulations that reference EMS requirements within the State of Maryland.

County Certified ALS Provider – ALS provider that has successfully completed the ALS internship process and is credentialed by the Jurisdictional Medical Director to function as an advanced life support provider.

EMS Development Officer – Officer assigned to the Emergency Medical Services Office responsible for administration of the EMS Orientation Program and ALS Internship Program. The EMS Development Officer also coordinates participation of ALS students on operational ALS units.

Field Training Officer (FTO) – An individual that has met the qualifications and demonstrated through evaluation in a FTO Program, the knowledge, skills and abilities to guide, coach and mentor new interns in the Department's ALS Internship Program.

Preceptor – Defined by COMAR Title 30 as an EMS provider "who shall supervise and evaluate each student's performance in an approved EMS educational program setting or equivalent as approved by MIEMSS."



PROCEDURES / RESPONSIBILITIES

I. General

- A. The Emergency Medical Services Office is responsible for maintaining, updating, and publishing the Advanced Life Support Internship and Field Training Officer Guide Book. (Attachment A).
- B. The Advanced Life Support Internship and Field Training Officer Guide Book will outline the minimum qualifications, expectations, and processes for:
 - 1. ALS Internship Application.
 - 2. ALS Internship process and performance for credentialing as a County Certified ALS Provider.
 - 3. Field Training Officer credentialing.
 - 4. Field Training Officer performance, maintenance, and removal.
- C. The Advanced Life Support Internship and Field Training Officer program credentialing is done at the discretion of the Jurisdictional Medical Director. The Guide Book will be reviewed, edited, and approved in collaboration with the following stakeholders:
 - 1. Jurisdictional Medical Director
 - 2. Emergency Medical Services Commander or designee
 - 3. Emergency Medical Services Battalion Chief or designee
 - 4. Emergency Medical Services Development Officer
 - 5. IAFF Local 1619 Representative
 - 6. Volunteer ALS Coordinator
 - 7. Volunteer ALS Provider/FTO
 - 8. Career ALS Provider/FTO
 - 9. Training and Leadership Academy (Simulation Operator)
 - 10. Training and Leadership Academy Certification Representative

II. ALS Internship

- A. Admissions
 - 1. Approved County ALS Affiliation
 - 2. Complete program application (found in Attachment A)
 - 3. Notification of Admission
 - a. Qualified applicants will be notified five (5) business days prior to start of course.
 - 4. Successful completion of ALS Orientation Course
- B. Scope of Practice for ALS Interns
 - 1. ALS Interns NOT working under the direction of an FTO will only be permitted to function as a Basic Life Support Provider.



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2. Once a provider completes the ALS Internship process, they will be recognized as “County Certified” ALS provider and shall be permitted to function autonomously as such.

III. Field Training Officer Compensation

- A. Career employees that meet the following requirements are eligible to receive Field Training Officer compensation as indicated in the Collective Bargaining Agreement:
 1. Rank of Y03.
 2. Credentialed as an FTO (found in Attachment A).
- B. Field Training Officer compensation is earned hour-for-hour when all of the following conditions are met:
 1. Working with an ALS Intern on an ALS transport unit.
 2. The FTO submits appropriate forms to EMS Development Officer (found in Attachment A).
 3. The FTO enters the request for “FTO Pay” into Telestaff with the ALS Student’s name in the notes section of the request.
 4. The EMS Development Officer approves/adjusts the hours requested in Telestaff.
- C. Telestaff data is used by Fiscal Affairs to ensure FTO compensation is granted in accordance with the Collective Bargaining Agreement.

IV. Preceptor Compensation

- A. Career employees that have met the following requirements are eligible to receive Preceptor compensation as indicated in the Collective Bargaining Agreement.
 1. Rank of Y03.
 2. Meets all requirements of an FTO (found in Attachment A).
 3. A Maryland State Paramedic for two (2) years or more as required by COMAR Title 30 requirement.
 4. Completion of an ALS Field Preceptor program approved by the Jurisdictional Medical Director.
- B. Preceptor Compensation is earned hour-for-hour when all of the following conditions are met:
 1. ALS Student participating in scheduled clinical ride-a-longs in Telestaff and is on an ALS Transport Unit.
 2. Meets requirements as a Preceptor as outlined (found in Attachment A).
 3. Completes required documentation from students ALS educational program.
 4. The Preceptor enters the request for “Preceptor Pay” into Telestaff with the ALS Student’s name in the notes section of the request.
 5. The EMS Development Officer approves/adjusts the hours requested in Telestaff.



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- C. Telestaff data is used by Fiscal Affairs to ensure Preceptor Compensation is granted in accordance with the Collective Bargaining Agreement.

V. Maintaining Preceptor Credential

- A. Maintain criteria to be a Preceptor as outlined in COMAR Title 30.
- B. Successfully complete Preceptor Updates annually.
- C. Be approved by the EMS Development Officer, ALS Student's educational facility, and the Jurisdictional Medical Director.

VI. Exclusions

- A. Issues pertaining to the Advanced Life Support credentialing process, Field Training Officer and/or ALS preceptor credentialing process not outlined in this General Order or its attachments will be at the discretion of the Jurisdictional Medical Director as outlined in COMAR Title 30 Subsection 4.

REFERENCES

Collective Bargaining Agreement, Section 8.2

Code of Maryland Regulations (COMAR) Title 30.04.02.06

FORMS / ATTACHMENTS

Attachment A – Intern and Field Training Officer Guide 03-2018