

EMPLOYEE DEVELOPEMENT GUIDE



TO ATTEND PARAMEDIC SCHOOL or PARAMEDIC ACCREDITATION CLASS



Employee Development Guide

September 2020

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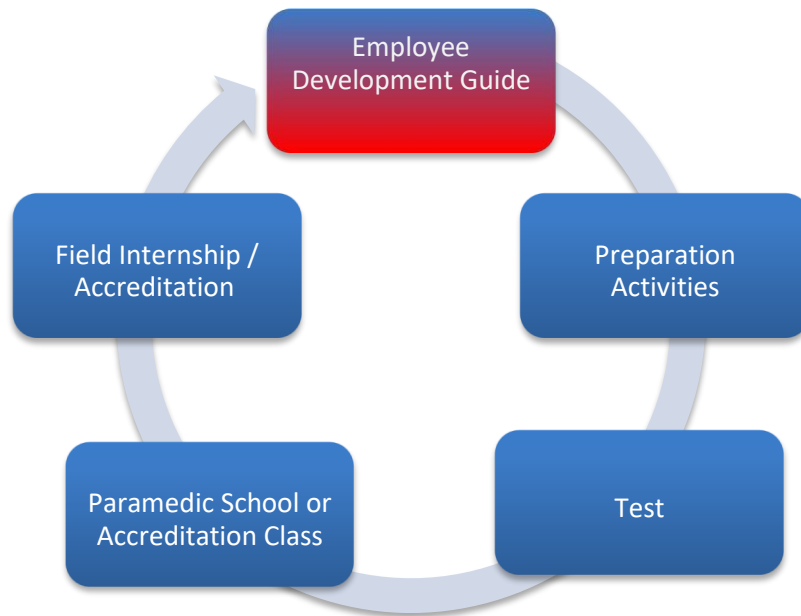
CAREER DEVELOPMENT/PROMOTIONAL PROCESS

The Employee Development Guide (EDG) is part of the career development/promotional process for all positions and ranks. The purpose of the process is to:

- Create Clear Expectations for Positions
- Provide a Path for Career Advancement
- Raise the Minimum Standard
- Support Member Growth

The system also serves to improve employee performance through standardization of competencies and provisions for skill reinforcement and continuous learning.

The Employee Development Guide is the final step in the process and serves to ensure continued growth toward mastery of minimum competencies through consistent application and accountability.



EMPLOYEE DEVELOPMENT GUIDE

The Employee Development Guide for Firefighter EMT and/or Paramedic lists suggested educational topics that will help the candidate during the preparing for paramedic school, paramedic training and internship, or the accreditation process. This guide is not graded but it is highly recommended that it is completed and the work evaluated by a paramedic for feedback and mentorship.

1. EDUCATION

<p style="text-align: center;">TASK</p> <p style="text-align: center;">MODULE 1.1: MEDICAL ASSESSMENT</p>	<p style="text-align: center;">REFERENCE</p>	<p style="text-align: center;">COMPLETED</p>
<p>MEDICAL ASSESMENT</p> <p>Demonstrate knowledge of signs and symptoms, pertinent positive and negative assessment questioning and appropriate treatment for each of the following medical emergencies:</p> <p>Accomplish the following for each medical emergency:</p> <ol style="list-style-type: none"> 1. Chest Pain 2. Shortness of Breath 3. Altered Level of Consciousness 4. Seizure 5. Diabetic Emergency 6. Stroke / TIA 7. General Weakness 8. Allergic Reaction 9. Abdominal Pain 10. Overdose 11. Behavioral/Psych Emergencies 12. Obstetric/Childbirth 13. Apparent Life Threatening Event (ALTE) 	<p>Any EMT text using the DOT approved curriculum such as Emergency Care 10th Edition</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____

<p style="text-align: center;">TASK</p> <p style="text-align: center;">MODULE 1.2: TRAUMA ASSESSMENT</p>	<p style="text-align: center;">REFERENCE</p>	<p style="text-align: center;">COMPLETED</p>
<p>TRAUMA ASSESSMENT</p> <p>Demonstrate knowledge of the following components of a trauma assessment:</p> <ol style="list-style-type: none"> 1. Rapid Trauma Assessment 2. Focused Trauma Assessment 3. Detailed Trauma Assessment 	<p>Any EMT text using the DOT approved curriculum such as Emergency Care 10th Edition</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____
<p>Demonstrate knowledge of signs and symptoms, pertinent positive (abnormal) and negative (normal) assessment questioning and appropriate treatment for each of the following traumatic injuries:</p> <ol style="list-style-type: none"> 1. Burns 2. Bleeding Control 3. Fractures 4. Amputations 	<p>Any EMT text using the DOT approved curriculum such as Emergency Care 10th Edition</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____

TASK MODULE 1.3: PHARMACOLOGY	REFERENCE	COMPLETED
<p>PHARMACOLOGY (EMT LEVEL) Demonstrate knowledge of the drug classification, indications, contraindications, administration routes, dosages and side effects for the following EMT expanded scope medications:</p> <ol style="list-style-type: none"> 1. Albuterol 2. Aspirin 3. Atropine (Duodote) 4. Epinephrine (Epi-Pen) 5. Oral Glucose 6. Nitroglycerine 7. Oxygen 8. 2-Pam Pralidoxime Chloride (Duodote) 	<p>OCFA Pharmacology Guide</p> <p>Any EMT text using the DOT approved curriculum such as</p> <p>Emergency Care 10th Edition OCEMS Policy OCEMS BLS Standing Orders</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____

PHARMACOLOGY (EMT-P LEVEL)

Demonstrate an awareness of the drug classification, indications, contraindications, administration routes, dosages and side effects for the following ALS scope medications:

1. Adenosine
2. Albuterol
3. Amiodarone
4. Aspirin
5. Atropine
6. Benadryl
7. Dextrose
8. Epinephrine
9. Fentanyl
10. Glucagon
11. Glucose
12. Lidocaine
13. Narcan
14. Nitroglycerine

16. Normal Saline
17. Oxygen
18. Sodium Bicarbonate
19. Versed
20. Zofran
21. 2-Pam Pralidoxime Chloride (Duodote)

Paramedic Book

OCEMS Policy I-15 & I-20

OCEMS ALS Standing Orders

Paramedic Book

OCEMS Policy

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

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20. _____

21. _____

TASK MODULE 1.4: DETERMINATION OF DEATH	REFERENCE	COMPLETED
<p>Demonstrate knowledge of the signs and indications to determine a patient to be deceased at the BLS level per OCEMS policy:</p> <ol style="list-style-type: none"> 1. Patient presentation 2. Obvious signs of death 3. DNR / POLST forms 	<p>OCEMS Policy</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____
TASK MODULE 1.5: OCEMS SCOPE OF PRACTICE	REFERENCE	COMPLETED
<p>Demonstrate an awareness of OCEMS scope of practice for BLS and ALS pre-hospital care providers.</p> <ol style="list-style-type: none"> 1. Standing Orders (ALS & BLS) 2. Base Hospital Contact and Transport Criteria (I-40) 3. Specialty Center Triage Criteria 	<p>OCEMS Policy</p> <p>OCEMS Standing Orders</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____

2. EMS SKILL COMPETANCY

TASK MODULE 2.1: AIRWAY MANAGEMENT	REFERENCE	COMPLETED
<p>AIRWAY MANAGEMENT (EMT LEVEL)</p> <p>Demonstrate knowledge and competency through practical application of the following airway management skills:</p> <ol style="list-style-type: none"> 1. OP Airway 2. NP Airway 3. Bag-Valve-Mask Ventilation 4. Ventilating with an ET Tube/iGel 5. Suction (electric/manual) 6. Assisting with End Tidal / Capnography 7. Assisting with endotracheal intubation 8. Assisting with LMA (iGel) 9. Assisting with the flexible intubation guide (FIG) 	<p>Any EMT text using the DOT approved curriculum such as Emergency Care 10th Edition</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____

<p>AIRWAY MANAGEMENT (EMT-P LEVEL)</p> <p>Demonstrate an awareness through practical application of the following airway management skills:</p> <ol style="list-style-type: none"> 1. Preparation and placement of CPAP 2. ET Tube Placement 3. LMA- iGel 4. Flexible Intubation Guide (FIG) Utilization 	<p>Any EMT text using the DOT approved curriculum such as Emergency Care 10th Edition</p> <p>Paramedic Textbook</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____
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<p>TASK</p> <p>MODULE 2.2: CARDIOPULMONARY RESUSCITATION</p>	<p>REFERENCE</p>	<p>COMPLETED</p>
<p>Demonstrate knowledge and competency through practical application of the following CPR skills:</p> <ol style="list-style-type: none"> 1. Infant (One/Two Person) 2. Child (One/Two Person) 3. Adult (One/Two Person) 4. Application and use of ACCD 	<p>AHA- Healthcare Provider CPR Handbook</p> <p>Any EMT text using the DOT approved curriculum such as Emergency Care 10th Edition</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____

TASK MODULE 2.3: AED OPERATION	REFERENCE	COMPLETED
<p>Demonstrate the proper application and use of the Automatic External Defibrillator.</p> <ol style="list-style-type: none"> 1. Pad Placement 2. ZOLL AED-Pro Application for Cardiac Arrest (ALS Override) 3. ZOLL AED-Pro 3-Lead Placement 	<p>Zoll Manual</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____

TASK MODULE 2.4: FOREIGN BODY AIRWAY OBSTRUCTION	REFERENCE	COMPLETED
<p>Demonstrate knowledge and competency through practical application of the following foreign body airway management skills:</p> <ol style="list-style-type: none"> 1. Infant 2. Child /Adult 	<p>AHA-CPR Handbook</p> <p>Any EMT text using the DOT approved curriculum such as Emergency Care 10th Edition</p>	<ol style="list-style-type: none"> 1. _____ 2. _____

<p style="text-align: center;">TASK</p> <p style="text-align: center;">MODULE 2.5: SPLINTING</p>	<p style="text-align: center;">REFERENCE</p>	<p style="text-align: center;">COMPLETED</p>
<p>Demonstrate knowledge and competency through practical application of the following splinting operations:</p> <ol style="list-style-type: none"> 1. Vacuum Splints 2. KED 3. Hare Traction/Slishman 4. Spinal Immobilization <ol style="list-style-type: none"> i. Supine ii. Seated iii. Standing 5. Spinal Motion Restriction 6. Sling / Swathe 	<p>Any EMT text using the DOT approved curriculum such as Emergency Care 10th Edition</p> <p>OCEMS Policy</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

<p style="text-align: center;">TASK</p> <p style="text-align: center;">MODULE 2.6: CHILDBIRTH</p>	<p style="text-align: center;">REFERENCE</p>	<p style="text-align: center;">COMPLETED</p>
<p>Demonstrate knowledge and competency through practical application by performing the skill of childbirth.</p> <ol style="list-style-type: none"> 1. Normal Presentation 2. Limb Presentation 3. Breech Presentation 4. Excess Postpartum Bleeding 	<p>OCEMS Policy</p> <p>Any EMT text using the DOT approved curriculum such as Emergency Care 10th Edition</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____
<p style="text-align: center;">TASK</p> <p style="text-align: center;">MODULE 2.7: BLEEDING CONTROL</p>	<p style="text-align: center;">REFERENCE</p>	<p style="text-align: center;">COMPLETED</p>
<p>Demonstrate knowledge and competency through practical application of the following bleeding control operations:</p> <ol style="list-style-type: none"> 1. Pressure Dressing 2. Tourniquet 3. Quickclot Dressing (IFAK) 	<p>OCEMS Policy</p> <p>Any EMT text using the DOT approved curriculum such as Emergency Care 10th Edition</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____

TASK MODULE 2.8: ZOLL MONITOR FAMILIARIZATION	REFERENCE	COMPLETED
<p>Demonstrate knowledge and competency in using the ZOLL X Series monitor.</p> <ol style="list-style-type: none"> 1. Limb Lead Placement 2. 12-Lead Placement / Acquisition 3. Wave 2 Utilization for CPR 4. Pad Placement for Cardioversion and Pacing 	<p>Zoll Manual</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____

3. EMERGENCY RESPONSE

TASK MODULE 3.1: MCI ROLES AND RESPONSIBILITIES	REFERENCE	COMPLETED
<p>Discuss the position and priorities for a Multi-Casualty Incident (MCI).</p> <ol style="list-style-type: none"> 1. Definition of an MCI 2. Triage Procedures 3. Medical Communications 4. Triage Unit Leader (TUL) 5. Ground Ambulance Coordinator (GAC) 	<p>Emergency Care 10h Edition</p> <p>OCEMS Policy</p> <p>Fire Annex</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____
TASK MODULE 3.2: AIR AMBULANCE PROCEDURES	REFERENCE	COMPLETED
<p>Identify the indication, procedures and process to request an air ambulance.</p> <ol style="list-style-type: none"> 1. Private Air Ambulance (Mercy Air) 2. OCFA Helicopter(s) 	<p>OCFA GO's</p> <p>OCFA SOP's</p>	<ol style="list-style-type: none"> 1. _____ 2. _____

<p style="text-align: center;">TASK</p> <p style="text-align: center;">MODULE 3.3: HOSPITALS</p> <hr/>	<p style="text-align: center;">REFERENCE</p>	<p style="text-align: center;">COMPLETED</p>
<p>Identify the different types of specialty receiving centers, triage criteria, and their locations.</p> <ol style="list-style-type: none"> 1. Trauma 2. STEMI 3. Stroke 4. Burn 5. Replant 6. Labor & Delivery 7. Pediatric ICU 8. Sexual Assault 	<p style="text-align: center;">OCEMS Policy</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____
<p>Identify which paramedic receiving centers are base hospitals</p>	<p style="text-align: center;">OCEMS Policy</p>	
<p style="text-align: center;">TASK</p> <p style="text-align: center;">MODULE 3.4: TRANSFER OF CARE</p> <hr/>	<p style="text-align: center;">REFERENCE</p>	<p style="text-align: center;">COMPLETED</p>
<p>Discuss the procedure when transferring patient care.</p> <ol style="list-style-type: none"> 1. BLS/PAU to an ALS unit 2. BLS Downgrade 3. Hospital transfer of care 4. IFT/CCT 	<p style="text-align: center;">OCFA GO's</p> <p style="text-align: center;">OCFA SOP's</p> <p style="text-align: center;">OCEMS Policy</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____

TASK MODULE 3.5: PREHOSPITAL LEGAL CONSIDERATIONS	REFERENCE	COMPLETED
<p>Discuss and understand the following high-risk situations:</p> <ol style="list-style-type: none"> 1. Against Medical Advice <ol style="list-style-type: none"> a. "Capacity" as it relates to signing AMA b. "Informed consent" as it relates to signing AMA c. List the minimum documentation required for an AMA 2. 5150 <ol style="list-style-type: none"> a. 5150 hold 3. Medical Clearance of custody patients 	<p>OCEMS Policy</p> <p>OCFA SOPs</p>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p>

4. ADMINISTRATION & EMPLOYEE DEVELOPMENT

TASK MODULE 4.1: TECHNOLOGY	REFERENCE	COMPLETED
Demonstrate an awareness of the components of the ePCR.	OCFA GO's OCFA SOP's OCFA EMS Team Site	1. _____
TASK MODULE 4.2: DOCUMENTATION AND REPORTING	REFERENCE	COMPLETED
Demonstrate knowledge and competency with the following documentation and reporting procedures: <ol style="list-style-type: none"> 1. Communicable disease reporting 2. Child/Elder abuse reporting 3. OSHA reporting 4. Glucometer Log Procedures 5. EMS Loaner Equipment Accountability 6. ZOLL AED-Pro Cardiac Arrest Download Procedure 7. Equipment Repair and Maintenance 8. Glucometer Procedures 	OCFA GO's OCFA SOP's OCFA EMS Team Site EMS Manual	1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____

<p style="text-align: center;">TASK</p> <p style="text-align: center;">MODULE 4.3: EMS ASSISTANCE</p>	<p style="text-align: center;">REFERENCE</p>	<p style="text-align: center;">COMPLETED</p>
<p>Demonstrate knowledge in identifying the options available to assist OCFA personnel with EMS training assistance.</p> <ol style="list-style-type: none"> 1. EMS Team Site 2. EMS Training Captain 3. Nurse Educators 4. EMS Coordinator 5. Medical Director 6. Base Hospital Coordinator 	<p style="text-align: center;">EMS Section</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____

<p style="text-align: center;">TASK</p> <p style="text-align: center;">MODULE 4.4: EMS RELATED GENERAL ORDERS / SOP'S</p>	<p style="text-align: center;">REFERENCE</p>	<p style="text-align: center;">COMPLETED</p>
<p>Demonstrate awareness in department EMS related policies and procedures.</p> <ol style="list-style-type: none"> 1. Advanced Life Support (ALS) Controlled Medications (OP.04.01) 2. ALS Drug Administration (OP.04.02) 3. Automatic External Defibrillator (AED) Training and Post Incident (OP.04.06) 4. Cal-OSHA Notification of Incident Related Industrial Injuries, Illness, or Deaths (HR.04.02) 5. Fire Vehicle and Apparatus Notebook (VE.03.10) 6. Operations of OCFA Vehicles (VE.01.01) 7. Vehicle Accident Report Procedures (VE.01.04) 8. Fuel Credit Cards (GO-08) 9. Medical Treatment Transportation Refusal (GO-21) 	<p style="text-align: center;">OCFA GO's</p> <p style="text-align: center;">OCFA SOP's</p> <p style="text-align: center;">OCFA EMS Team Site</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____

5. RECOMMENDED SUPPLEMENTAL PREPARATION CLASSES

<p style="text-align: center;">TASK</p> <p style="text-align: center;">MODULE 5.1: PARAMEDIC PREPARATION CLASSES – RECOMMENDED (NOT MANDATORY)</p>	<p style="text-align: center;">REFERENCE</p>	<p style="text-align: center;">COMPLETED</p>
<p>Participate and complete any or all of the following <u>recommended</u> paramedic preparatory offerings. These <u>recommendations</u> are to better prepare an OCFA member to be successful once selected to enter the paramedic program.</p> <ol style="list-style-type: none"> 1. Structured paramedic prep course 2. Basic EKG Course 3. Pharmacology Class 4. Anatomy & Physiology Class 5. Medical Terminology Course 6. ACLS 7. PALS 8. BTLS 9. Complete a minimum of six (6) months on a paramedic engine company for mentoring and training prior to participating in the paramedic school testing process. 10. Contact battalion nurse educator for additional preparation and participate in a training plan 	<p style="text-align: center;">EMS Section</p>	<ol style="list-style-type: none"> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____

REFERENCE SOURCES FOR EMPLOYEE DEVELOPMENT GUIDE COMPLETION:

OCFA Intranet:

- OCFA General Orders
- OCFA Standard Operating Procedures (SOPs)
- EMS Team Site

OCFA Station Library:

- Emergency Care 10th Edition
- Paramedic Textbook
- Zoll Manual

Internet:

- OCEMS website - <http://www.healthdisasteroc.org/ems>
- Target Solutions – <http://www.targetsolutions.com/industries/fire-ems>
- Service Bridge - <https://www.oc-meds.org/>