

**YNHH CEMS
Paramedic Field Instructor Group
Standard Operating Guidelines**

I. Name

The name of the group shall be the “Yale-New Haven Hospital Paramedic Field Instructor Group”; hereby referred to as “PFI Group”.

II. Mission Statement

To provide education, leadership, mentoring and competency evaluations for paramedic students or paramedics seeking medical authorization in the Yale-New Haven Sponsor Hospital region. The paramedic field instructor’s goal is the continuous assessment and critical evaluation demonstrating improvement in practical skills, patient assessment, resource management, and professional development of the candidate, culminating in obtaining medical authorization and/or the completion of the National Registry of Paramedic certification exam.

III. Leadership

- a. The Leadership of the PFI Group shall consist of two Co-Chairs, two Secretaries, and two Education Coordinators.
- b. The two year terms of leadership will be voted on by the group and anyone elected to one of the leadership positions will serve no more than two consecutive terms in the same position. After two terms, the group member must wait one term prior to running for another position.
- c. If, for any reason, a member of the group feels that a member of leadership is not fulfilling their duties, they must submit – in writing – their concerns to the YNHH CEMS PFI Medical Director. The PFI Group Medical Director will review the complaint and bring their findings/conclusions to the YNHH Program’s Operations Group.

IV. Meetings, Election of Leadership Vacancies, Quorums

- a. Meetings - A Day and evening meeting will be held monthly to accommodate both daytime and nighttime workers. Daytime meetings will be held from 1000 hours until 1400 hours, while the evening meetings will be held from 1800 hours until 2200 hours. There shall be twelve regular meetings of the PFI Group yearly. These meetings shall be held on the third Thursday of each month. The purpose of these

meetings will be for the transaction of business and the exchange of information of the PFI Group, as well as providing an educational component specifically geared towards the PFI Group.

- b. Election of new leadership shall occur on a bi-annual basis. The term will run from January 1 through December 31 of the following year.
- c. Nomination of Leadership – In September previous to the election year, nominations will open for all positions and will close on October 31. Members may submit a letter of intent to be nominated by the group during this time. Nominations for leadership from the floor will be accepted at the October meetings. The voting will start on December 1st and conclude on December 14th, and will be anonymous.
- d. Absentee Voting – Shall only be allowed for the election of leadership. Votes may be cast by mail or email, and must be received no later than midnight, December 14th
- e. Vacancies – Any vacancy occurring in the middle of a term among the Leadership shall be filled either at the first meeting thereafter, or at a special meeting called for that purpose by one or both of the Co-Chairs.
- f. Quorum – 75% of membership (cumulatively between the day and evening meetings) shall constitute a quorum empowered to transact the business of the PFI Group. CME's will be held as scheduled regardless of a quorum.

V. Membership

- a. See Appendix A, B and C for detailed steps for prerequisites for membership, application process and maintenance policy.

VI. Definition of Leadership Roles

- a. **Co-Chair** – shall preside over all meetings of the PFI Group, adhere to the SOGs impartially, and call special meetings as necessary. The Co-Chair will also serve as the main liaison between the PFI Group and the YNHH CEMS Operations Group on any PFI Group issues or concerns.
- b. **Secretary** – shall keep record of all proceedings of the PFI Group, maintain active contact list of all members, notify all members of special meetings, provide all new members with a copy of the most current SOGs, notify the PFI Group of officers elected and preside over all elections. Additionally, the Secretary will coordinate with the YNHH CEMS Operations Coordinator in verifying attendance of members to maintain an active status in the PFI Group.

- c. **Education Coordinator** – will coordinate with YNHH CEMS Staff and the Operations Coordinator for the monthly education of the PFI Group. The Education Coordinator will also coordinate with the Clinical Education Coordinator on upcoming education topics.

VII. Member Duties

- a. It shall be the duty of all members to be thoroughly familiarized with the SOGs of the PFI Group.
- b. No member shall make the proceeding of the PFI Group public.
- c. The requirements to continue serving as a PFI are based on Appendix B – Maintenance policy.

VIII. Standard Operating Guidelines Amendments

- a. When and if these SOGs are changed or amended in any way, the changes or additions will not be valid until a 2/3 vote on those changes or amendments are made by the membership of this PFI Group present at a special meeting and those amendments are then approved by the PFI Group Medical Director and YNHH CEMS Medical Director.
- b. Written notice setting forth the proposed amendment shall be emailed or given to each member of the PFI Group, no less than fourteen (14) days prior to the meeting, during which a vote is conducted pertaining to the amendments.

IX. Rules of Order at Meetings

- a. Roberts Rules of Order will govern all meetings. Each member waiting to speak or wish to be recognized by the Co-Chair, shall raise their hand and wait to be formally recognized or be ruled out of order.

X. Order of Business at Meetings

- a. Roll Call
- b. Reading of minutes of the last meeting
- c. Proposals for membership
- d. Unfinished Business
- e. New Business
- f. Remarks from the PFI Group
- g. Remarks from the PFI Group Medical Director
- h. Remarks from the YNHH CEMS Medical Director
- i. Meeting Adjournment
- j. Educational Component

**YNHH CEMS
Paramedic Field Instructor
Appendix A
Prerequisites and Appointment Process**

- I. Must hold current, unrestricted medical authorization, and be in good standing, as a Paramedic through YNHH CEMS.
- II. Must have a minimum of three years recent field experience as a Paramedic.
- III. Must have at least one year of recent Paramedic level experience working within the YNHH region.
- IV. Must have the service endorsement form signed by the service manager or service chief.
- V. Must be familiar with the Paramedic National Standards Curriculum.
- VI. Must have experience and/or interest in teaching and have the willingness to participate in educational programs as both instructor and student in both the field and classroom environments.
- VII. Must be Nationally Registered Paramedic, if medical authorization obtained under YNHH CEMS after 2009. If medical authorization obtained prior to 2009, the candidate must take the current FSDAP test during the application process and have a passing score of 80%.
- VIII. Must maintain the NR-Paramedic, consistent with the YNHH CEMS Paramedic Medical Authorization SOGs.
- IX. Must not have any documented deviation of protocol or remediation for at least one year prior to the application.

- X. The application will be reviewed by the Operations Coordinator and PFI Medical Director, then, voted on by the PFI Group. Final approval will be granted by the YNHSHP Operations Committee.

YNHH CEMS
Paramedic Field Instructor
Appendix B
Maintenance Policy

The term of appointment as a Paramedic Field Instructor (PFI) is for a minimum of two years based on the beginning of the calendar year. All PFIs will be reviewed for reappointment every two years during the month of January.

Expectations of membership:

- I. Maintain unrestricted, active medical authorization, in good standing, within YNHH CEMS.
- II. Any Quality Improvement/Quality Assurance (QA/QI) action(s) that result in the loss of medical authorization or restricted medical authorization will also result in suspension of PFI status, pending a full review.
- III. Since the PFIs are the model on which students pattern their clinical and professional development, all members should demonstrate excellence in verbal and written communication skills; demonstrate good judgment and professionalism during patient care and in personal interactions with students, preceptees, fellow EMS providers, hospital staff and clinical educators. PFIs should engage in educational programs as both instructor and participant in both the operational and didactic environments.
- IV. Maintain a professional appearance as defined by the mission statement of the YNHH CEMS policy and the PFI's service Standard Operational Procedures or Guidelines (SOG/Gs) as demonstrated by peer, student, coordinator, medical director and service evaluations.
- V. All PFIs will be required to maintain educational standards that meet the current National Registry of EMTs academic policies, local YNHH CEMS education protocols and clinical care standards, including:
 - a. Knowledge of current protocols and clinical practice
 - b. All incoming PFIs will be required to maintain NR-Paramedic certification
 - c. All current members must obtain NR-Paramedic certification by January 1st, 2016, unless exempt by YNHH CEMS grandfather clause of 2009

- d. All members must complete the annual YNHSHP protocol exam with a passing score of 80%
 - e. If the PFI is not NR-Paramedic, they are required to take the YNHH CEMS National Registry bi-annual education assessment equivalency exam based on the NREMT recertification standards guidelines beginning April 1st 2016.
 - f. If the PFI is NR-Paramedic, they are required to take the National Registry bi-annual education assessment equivalency exam based on the NREMT recertification standards guidelines beginning April 1st 2016.
- VI. Each PFI must attend a minimum of nine (9) meeting over the twelve (12) month education cycle, with one being the practical skills session. All PFIs will receive one excused absence for one scheduled vacation.
- a. The practical skills session requirement will be deferred if the PFI functions as an evaluator for the four individual skill stations during general paramedic skills evaluations, and/or if the PFI participates at general skills session.
 - b. A PFI may not miss more than four (4) sessions (three unexcused and one excused for scheduled vacation) for more than one consecutive year without approval of the PFI Medical Director due to extenuating circumstances.
- VII. Each PFI must either:
- a. Be an active field paramedic with the availability to take students and/or precepting medical authorization paramedics. The PFI must be available for at least two (2) students per year or:
 - b. Any PFI currently holding an administrative position with limited availability in the field may still maintain active status with verified documentation of at least twenty (20) of direct paramedic education from his or her agency, department or YNHH CEMS (including but not limited to EMT initial or refresher classes, Paramedic initial or refresher classes, and PFI meeting continuing education).
- VIII. The PFI must complete the YNHH CEMS field evaluation form for every shift on which the student or preceptor provides care. The PFI will perform an objective evaluation of the student's or paramedic's development over the course of the preceptorship. The PFI must return all Student Evaluations to the Clinical Coordinator, and all Paramedic Medical Authorization Evaluations to the Operations Coordinator.
- IX. PFIs are encouraged to develop their education and precepting skills by completing additional education courses. An active PFI member who regularly mentors

students or medical authorization paramedics in the field is encouraged to complete an education development course focused on preceptor training. FISDAP on-line training modules will be accepted. PFIs who are not active in the field and currently hold administrative and education positions must complete the EMS-I course within two years of November 2014 and maintain and active EMS-I status.

- X. In order to receive compensation for mentoring of students, the PFI must maintain active status as per the YNHH CEMS PFI Group SOGs. All student evaluations must be completed and verified by either the Clinical Coordinator. The student must complete and verify the number of calls as required for graduation from the program. This may require additional calls based on the needs and evaluation of the student. The allotted \$1,000 is divided between the two Primary PFIs. In the case where a PFI is unable to complete the full internship due to a circumstance beyond his/her control, the funds will be divided between the first and additional PFIs at the discretion of the leadership group. In the event a student is unable to graduate the program despite all reasonable attempts by the PFIs, the leadership group will meet to discuss the issuance of the compensation to the PFIs and their decision will be final.

**YNHH CEMS
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Appendix C
Application Policy**

- I. The PFI Candidate will submit the following to the YNHH CEMS Operations Coordinator:
 - a. A complete and signed application.
 - b. A letter of reference/service endorsement from the employing service chief or designated representative.
 - c. Copies of all current certifications held
- II. The PFI Medical Director and/or the Operations Coordinator will review the application and service endorsement for completeness as well as review the candidate's prior folder to ensure all the prerequisites are met.
- III. The non NR-Paramedic will schedule to take the FSDAP review exam for a baseline assessment of their academic knowledge base and pass with an 80%.
- IV. The PFI candidate will be reviewed and anonymously voted on for approval by the PFI Group.
- V. If the PFI candidate does not meet majority approval based on the PFI anonymous voting process, an interview with the PFI candidate will be scheduled. The interview shall be conducted by the PFI Medical Director, the YNHH CEMS Education Coordinator, the YNHH CEMS Paramedic Program Coordinator, the YNHH CEMS Clinical Coordinator and a representative from the PFI group. The interview may also involve an assessment of their clinical skills through skills assessments.
- VI. After the interview process, the interviewing group with the Operations Committee will make a decision as to whether or not the candidate shall be appointed as a new PFI. They may also require additional meetings with the PFI Medical Director or additional background investigation as determined by the Operations Committee.
- VII. The PFI candidate will be notified of the decision within one week from the time of the interview along with a justification of the PFI Group's final decision.

- a. Appointment – A letter of Appointment will be sent to the candidate and forwarded to the appropriate service chief, medical directors, Education Coordinator and a copy will be placed in the paramedic’s record. A copy of the YNHH CEMS Field Precepting Guide will be enclosed for the newly appointed PFI to review of the performance standards expected of them and their students.
 - b. Non-appointment – A letter stating the decision made and the justification basis for the decision will be sent to the candidate and forwarded to the appropriate service chief, medical directors, Education Coordinator and a copy will be placed in the paramedic’s record.
- VIII. Once appointed, the new PFI may begin to function as a PFI including precepting students and medical control authorization paramedic candidates as well as participation in PFI Committee Meetings.
- IX. The appointment will be for a term of one year and will be renewable upon completion of all requirements set forth in the PFI Maintenance Policy (Appendix B)