Purpose: The purpose of this procedure is to have a formal process to select those medics who are interested and meet the requirements to be an Acting Lead Paramedic. Acting Lead Paramedics can be used in place of Lead Paramedics when necessary for adequate staffing.

Background: A Lead Paramedic is considered to be at the highest functioning level within the department for both city and hospital operations. The Lead Paramedic position is a full-time Civil Service position that is a promotion from our full-time Paramedic positions. The Acting Lead Paramedic is the level that all 3/4 time staff are expected to function at. Full-time Paramedics and part-time paramedics can achieve Acting Lead Paramedic status by following the process outlined in this policy.

Requirements: The following are requirements to be eligible for the Acting Lead Paramedic position.

- 1 year of service functioning as a Paramedic Specialist with this department and a minimum of 100 patient transports as a team leader. 25% of these must be hospital transports and 75% must be 911 transports (city). 50% of these calls you must function as the team leader and an ALS skill must be performed.
- Hold and maintain a State of Iowa CCP endorsement.
- Show proficiency in a practical testing situation which includes critical patient skills, equipment use, vehicle operations, hospital equipment operations, EMS equipment operations and navigation skills.
- Hold and maintain course completion card for NRP or an equivalent pediatric course.
- Successfully pass a written test covering protocols and operations.
- Evaluation and recommendation to the EMS administration by a peer committee consisting of 1 Lead Paramedic from each shift. The representatives will present the
view of their respective divisions. This review will involve the Medical Director with
the option of case reviews. The applicant may be asked to be present during case
reviews to answer questions.
- Evaluation and recommendation to EMS administration by the shift Lieutenants.

Experience Requirement Examples

**Paramedic Specialist hired as a full-time medic or 3/4 time medic:**

- In this scenario the assumption is made that the full-time hiring requirements
  would assure that the Paramedic Specialist has the year or more of experience
  functioning at this level with the appropriate numbers of patient contacts.
- All full-time Paramedic Specialists will meet the Lead Paramedic requirement
  within their probationary period of 6 months to obtain Lead status.

**New to our department part-time, but already a Paramedic Specialist**

- In this scenario the Paramedic Specialist must meet the patient care requirement
  and also the 1 year requirement specifically with our service.
- The Paramedic Specialist might have met the 100 patient team leads from working
  at another service but they would still need to have one year of WDMEMS
  operational experience prior to being eligible to apply for Lead Paramedic
  status. This assures that there is an ample amount of time to learn logistics,
  equipment, navigation, and hospital operations. In addition, this allows a sufficient
  amount of time for peer and management evaluation of treatment skills.

**A medic already on our service receives their Paramedic Specialist certification**

- In this scenario the Paramedic Specialist has just obtained their certification but has
  been an employee with WDMEMS and functioned at a lower certification level.
- A minimum of 1 year functioning at the Paramedic Specialist level and 100 patient
  transports as a team leader must be obtained before testing and consideration can
  take place. The Paramedic Specialist must meet both requirements in this scenario
  so it may be more than a year before they would be eligible for Lead Paramedic
  consideration.

**A Paramedic Specialist currently with our service**

- In this scenario the Paramedic Specialist is already an employee with WDMEMS
  and must meet the 1 year requirement as a Paramedic Specialist and must have
  completed the 100 patient transport requirements.
- The Paramedic Specialist will be eligible for Lead Paramedic testing during the
  next testing period.

**Application Process**
Once a Paramedic Specialist meets the requirements for Acting Lead Paramedic consideration, the following process is followed:

- For part-time staff or newly certified staff at the Paramedic Specialist level, an Acting Lead Paramedic consideration request is made to their assigned Lieutenant 6 months prior to the testing/evaluation date. Once the Lieutenant determines that the Paramedic Specialist meets the minimum requirements, the request is forwarded through administration and to the medical director. A list of those testing for Acting Lead Paramedic status will be posted 6 months prior to the testing. The purpose of this is to inform all those who are involved in the evaluation process of those who are requesting to be evaluated for acting lead status. If a part-time staff member thinks that they will have their required patient leads, they could apply after just 6 months as a Paramedic Specialist. The one year and 100 patient contact requirements would then be met by the time of the testing.

- New full-time staff will be expected to achieve acting lead status within their 6 month probationary period. 3/4 time staff will also be expected to function at the acting lead level. The 3/4 time selection process will include the above qualifications but may not follow the same evaluation timelines.

**Testing Process**

The purpose of the testing process is to ensure that there is a formal mechanism for evaluation of Paramedic Specialists to take on the lead role on the ambulance. The role of the Lead Paramedic is to make sure that our patients receive the best care possible in the most efficient manner and that they maintain the integrity and professionalism that our department is known for. This evaluation process reflects the multifaceted aspects the position entails and allows for a full evaluation of not only clinical skills but decision making and operational skills.

- Over the six month period, each shift will have an opportunity to work with the medics who are requesting to move to Acting Lead Paramedic status. Shortly before the testing period, each shift will discuss each applicant and provide a consensus of the report on the form provided. This form will indicate the strengths and areas of growth needed for the applications. Areas of specific concern will also be addressed on this form. A representative from each shift will meet as a group with the medical director(s) and administrative staff to review the applicants report form. The purpose of this meeting is to allow the medical director the opportunity to receive patient care feedback from line staff rather than just from patient care reports. At the discretion of this committee the applicant may be called in to meet with this group to discuss calls and treatment decisions.

- The Lieutenants will also meet to discuss each applicant. The Lieutenants will also fill out a consensus report. The Lieutenants report will include any concerns related to personnel issues.

- Senior administrative staff and the medical director(s) will then determine whether to grant Acting Lead Paramedic status after reviewing all testing and written evaluation materials. The option will be available to grant acting lead status for hospital transports, 911 transports, or both.
It should be noted that the Acting Lead Paramedic positions do not allow you to do any additional medical skills such as RSI by yourself. Those types of skills are still credentialed by individual through the Medical Director.

There may be rare occasions where someone might not fit into the process above. EMS administrative staff and the medical director(s) will have the ability to alter timelines or process if necessary for the efficient functioning of the department.