

EMS Provider Release Program

Universal Check Sheet

Provider Name (Last, First)	EMS Certification #
Primary Preceptor Name(s)	Release Program Start Date (MM/DD/YY)

The EMS Provider Release Program requires the EMS provider function under the leadership and guidance of the Operational Medical Director (OMD), Training Captain and approved Wintergreen Fire-Rescue preceptors. The program is intended to ensure competency at the applicable EMS certification level and strengthen the skills of the EMS provider.

Requirements: The provider shall complete the following requirements.

- 1. Complete the department orientation program. *Note:* All providers are <u>REQUIRED</u> to complete OSHA-compliant exposure control training <u>PRIOR</u> to any assignment with the potential for patient contact.
- 2. Provide the Training Captain copies of all training certifications.
- 3. Satisfactorily complete the cognitive, psychomotor and affective performance objectives and demonstrate a working knowledge of departmental and regional policies, procedures and protocols.
- 4. Complete the recommended hours of field internship. At all times during the release period, the provider shall serve as a third provider on an ambulance working under the direct supervision of an approved preceptor. All shifts shall be scheduled in advance with the Training Captain or designee.
- 5. Function as a team leader (all levels except EMR) for the number of recommended incidents under the direct supervision of an approved preceptor. Assignment to stations that provide for adequate patient contact times during transport is be preferred.
- 6. Receive satisfactory evaluations on the EMS Shift Evaluation Forms completed for each shift by the preceptor.
- 7. Cognitive and psychomotor evaluation requirements (Required of all providers, regardless of agency or OMD affiliation). All providers shall satisfactorily complete a summative evaluation conducted by the Training Captain or his/her designee following conclusion of field precepting. The evaluation will include cognitive and psychomotor testing based on education standards, Wintergreen EMS protocols and Virginia EMS regulations.
- 8. Complete ambulance driver requirements and check sheet.
- 9. Complete the EMS Provider Release Form and forward to appropriate the Training Captain.
- 10. Complete the Driver Requirements "Ambulance" and accompanying check sheet.

Shift Requirements: By the conclusion of each shift, the following tasks are to be completed.

- 1. Provider and preceptor document shift activities and competencies on the EMS Provider Release Form.
- 2. Preceptor completes an EMS Shift Evaluation form on the Wintergreen website. The preceptor and student review the evaluation prior to submission. The EMS Shift Evaluation form serves to record shift hours and is required on all shifts, including those with no incidents.

Recommended Release Program Guidelines Matrix. Recommended time and skill guidelines for <u>Upgrading</u> EMS Level. All new employees, regardless of level, are required a minimum of 60 hours of precepting.

	Hours Preceptor Total	BLS Skill Tracking Points	ALS Skills Tracking Points	Transports Recommended
EMR	24 (12)	3 (2)	N/A	5 (3)
EMT	36 (24)	5 (3)	N/A	10 (6)
AEMT/Intermediate	36 (24)	5 (3)	10 (6)	10 (6)
Paramedic ¹	36 (24)	5 (3)	10 (6)	10 (6)

^(#) Recommended for accelerated release program. Must be a released/practicing EMS provider for a different EMS agency with the same Operational Medical Director as Wintergreen Fire & Rescue.

Records. Record expiration and completion dates for the following credentials.

Training/Certification	Date Completed if applicable	Credential No. if applicable	Expiration Date if applicable	Notes
Virginia EMS Certification				
Bloodborne Pathogens				
Exposure Control Plan				
HIPAA				

Prehospital Standard Patient Treatment Protocols

The provider is responsible for a working knowledge of the Prehospital Standard Patient Treatment Protocols. Additionally, the provider is responsible for a basic understanding of Advanced Life Support skills to support/assist higher certification level providers, as applicable by certification level (i.e. EMT assisting during a venous access procedure).

Instructions: The preceptor shall review each of the following protocol sections with the provider. Date/Initial each item and provide comments as necessary. All section subtopics are listed for reference. Review topics that correspond to the provider's certification level as indicated in the regional prehospital protocols.

	Record date completed under applicable column.				Preceptor
	EMR	EMT	AEMT/INT	PM	Initial
Section 1 – Patient Assessment					
Section 2 - Dysrhythmia Management (Adult)					
□ Cardiac Arrest (Adult)□ Cardiac Arrest (Asystole/PEA)□ Cardiac Arrest (VF/pVT)□ Bradycardia	☐ Post-Res☐ Death D			•	rotocols)
	EMR	EMT	AEMT/INT	PM	Initial
Section 3 - Dysrhythmia Management (Pediatric)					
□ Cardiac Arrest (Pediatric)□ Cardiac Arrest (Asystole/PEA)□ Cardiac Arrest (VF/pVT)	☐ Bradycardia ☐ Tachycardia (SVT/VT)				

		Record date completed under applicable column.			Preceptor	
		EMR	EMT	AEMT/INT	PM	Initial
Section 4 - Medical and T	rauma					
☐ Altered Mental Status ☐ Anaphylaxis ☐ Burns ☐ Chest Pain (Non-Trauma ☐ Combative Patient ☐ Environmental Emergen ☐ Hyperglycemia ☐ Hypoglycemia ☐ Nausea/Vomiting ☐ Obstetrics ☐ Pain Control ☐ Respiratory Distress - F ☐ Respiratory Distress - A ☐ Respiratory Distress - C	cies BAO sthma/COPD	□ Pulmonary Edema / CHF □ Seizures □ Shock - Hypovolemia □ Shock - Non-Hypovolemia (Cardiogenic) □ Septic - Shock □ Spinal Immobilization/Clearance □ ST Elevation Myocardial Infarction (STEMI) □ Stroke/CVA □ Overdose/Poisoning/Toxicology □ Trauma - Control of Bleeding □ Trauma - Crush Syndrome □ Trauma Management: Helicopter Operations □ Trauma Management: Trauma Triage				
		EMR	EMT	AEMT/INT	PM	Initial
Section 5 - Procedures						
Note: Procedures are include	ed under Psychomotor Skills					
		EMR	EMT	AEMT/INT	PM	Initial
Section 6 – Drug Formula	ry					
☐ Adenosine ☐ Albuterol ☐ Amiodarone ☐ Aspirin ☐ Atropine ☐ Calcium Chloride ☐ Cefazolin ☐ Dextrose ☐ Diphenhydramine	☐ Dopamine ☐ Epinephrine ☐ Epinephrine 1:10,000 ☐ Epinephrine Infusion ☐ Fentanyl ☐ Glucagon ☐ Haloperidol ☐ Hydroxocobalamin ☐ Ipratropium	☐ Metered	ed ne sium Sulfate d Dose Inhale orednisolone blol am	□ N □ N er □ C □ S	laloxone litroglycerin litroglycerin, lormal saline ondansetron oral Glucose sodium Bicar ranexamic A	bonate
		EMR	EMT	AEMT/INT	PM	Initial
Section 7-8 - References	& Drug Formulary Supplement					
☐ Abbreviations and Symb☐ Deceased Patient Guide☐ Drug by Weight Chart☐ Glasgow Coma Scale☐ IV Infusion Chart		☐ Telepho ☐ Triage (☐ Medicat	c References one Numbers START & Jum tion Administ ormulary Supp	npSTART) tration		
Section Comments						

Psychomotor Skills and Procedures

The provider is responsible to demonstrate competency on all psychomotor skills and procedures for the level of practice. *Instructions:* The preceptor shall observe the provider demonstrate each of the following skills or procedures. Date/Initial each item following demonstration of competence. Provide comments as necessary.

	Record date completed under applicable column.			Preceptor		
	EMR	EMT	AEMT	INT	PM	Initial
Airway Management						
Airway adjuncts (oropharyngeal, nasopharyngeal)						
Bag-valve-mask ventilation (adult, child, infant)						
Continuous Positive Airway Pressure (CPAP)						
Cricothyrotomy, Surgical						
Endotracheal Tube Introducer						
Gastric Decompression						
Intubation, Orotracheal (Standard Laryngoscopy)						
Intubation, Orotracheal (Video Laryngoscopy)						
Oxygen therapy (nasal cannula, NRB, etc.)						
Suctioning techniques (BLS)						
Suctioning techniques (tracheobronchial)						
Supraglottic airways (King LT)						
Tracheostomy obstruction						
Cardiac Arrest Management						
CCR vs. CPR scenarios/procedures						
Chest compression technique						
Defibrillator operation (Zoll X Series, Zoll AED)						
Zoll Auto-Pulse Chest Compression System						
Diagnostic/Patient Monitoring						
12-Lead ECG acquisition and transmission						
12-Lead ECG interpretation						
CO ₂ Detection (capnography/waveform interpretation)						
CO ₂ Detection (capnometry/numeric interpretation)						
CO ₂ Detection (colorimetric)						
Glucometry						
NIBP monitoring						
Pulse oximetry						
Thermometer/temperature						
Vital signs						

	Record date completed under applicable column.			Preceptor		
	EMR	EMT	AEMT	INT	PM	Initial
Trauma						
Hemorrhage control, general						
Hemorrhage control, hemostatic gauze						
Hemorrhage control, tourniquets						
Spinal Immobilization, pediatric patient						
Spinal Immobilization, seated patient						
Spinal Immobilization, supine patient						
Splinting, extremity (manual)						
Splinting, extremity (traction)						
Splinting, pelvis/hip						
Thoracentesis, Needle						
Venous Access & Medication Administration						
Drug kit exchange procedures		*				
Medication administration, intranasal						
Medication administration, intravenous						
Medication administration, oral & buccal						
Medication administration, ODT						
Medication administration, Certadose injection						
Medication administration, IM injection						
Medication administration, SC injection						
Medication administration, small volume nebulizer						
Medication administration, sublingual						
Medication administration, topical						
Venous access, external jugular						
Venous access, EZ-IO						
Venous access, IV						
Ambulance Operations & Patient Handling						
Principles of Stretcher Operations						
Ambulance stretchers and loading systems						
Lifting techniques/body mechanics						
Portable stretchers (i.e. Reeves stretcher)						
Stair chair						
Use of Lights and Sirens						

	Reco	Record date completed under applicable column.			Preceptor	
	EMR	EMT	AEMT	INT	PM	Initial
Radio Communications						
Emergency Communication Centers						
Patient reports to the hospital		*				
Requesting ALS or other resources						
Providing ALS assistance to other unit						
Miscellaneous						
Mandated reporting, child abuse/neglect						
Mandated reporting, geriatric abuse/neglect						
Patient Care Reports						
ImageTrend access and procedures						
Patient Care Reports						
DCHARTE narrative method						
Patient refusals						
Continuous Quality Improvement process						
Emergency Department Orientation/Procedures						
Augusta Health		*				
Lynchburg General Hospital		*				
Martha Jefferson Hospital		*				
University of Virginia		*				

 Not required for personnel 	recognized a	as non-transport	EMTs.
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	Section Comments
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Skill Tracking Record

The EMS provider is required to successfully perform the recommended number of skills outlined on page 1 of the release packet. *These skills are to be performed on live patients during an actual EMS incident.* Thorough documentation required (e.g. NPA 34 Fr, Benadryl 50 mg IM, IV KVO 18g left AC). Record skills performed in excess of minimum requirements.

Instructions: The preceptor shall directly observe the provider perform each skill. Sign for each item following performance.

BLS	BLS SKILLS: Skills eligible for credit are listed in the next section.						
	Date	Skill Documentation	Preceptor Signature				
1							
2							
3							
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ALS	ALS SKILLS: Skills eligible for credit are listed in the next section. [ALS providers only]					
	Date	Skill Documentation	Preceptor Signature			
1						
2						
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Each of the following skills will award the provider one (1) credit. *Performing the same skill on the same patient will only count as one (1) credit* (i.e. administering three nitroglycerin to the same patient would count as one credit). An exception to this guideline would be starting two IVs on one patient.

Basic Life Support	Advanced Life Support
12-Lead ECG Acquisition (1 time only)	CPAP
Assisted Meds	Defibrillation (manual)
Bag-valve-mask ventilation	Draw Blood with IV Start
Cardiac Arrest AED	Gastric decompression
Control External Bleeding (1 time only)	Intubation, Orotracheal
CPR/CCR	IV Bolus Fluid w/o medications (therapeutic bolus)
Glucometry (1 time only)	Management of existing tracheostomy
Heimlich maneuver (all ages)	Medications - Continuous IV infusion
Mechanical CPR device	Medications - Intramuscular/Subcutaneous Injection
Nasopharyngeal Airways	Medications – Intranasal
Natural Childbirth	Medications - Intravenous
Oropharyngeal Airways	Medications - Nebulizer
Oxygen administration (1 time only)	Medications - Oral
Pulse Oximetry (1 time only)	Medications - Sublingual
Spinal Immobilization	Medications - Transdermal
Splinting	Synchronized Cardioversion
Suction (all ages)	Thoracentesis, Needle
Supraglottic airway (i-gel or King LT)	Transcutaneous Pacing
Vital signs (BLS) (1 time only)	Vascular Access - IO
Wound Management	Vascular Access - IV/Peripheral
·	Vascular Access, EJ
	Waveform capnography (1 time only)

Summative Evaluation

The Training Captain or his/her designee, completes a summative evaluation of the EMS provider.

Instructions: Conduct an evaluation that includes examination of cognitive, psychomotor and affective skills of the following minimum areas: 1) BLS airway management, 2) cardiac arrest management and 3) trauma management.

Summary of Evaluations Con	auctea			
I hereby attest that		has satisfacto	orily completed a	summative evaluation at the
	EMS PROVIDER NAME			
Emergency Medical Technicia	n level and meets minimum s	tandards to be releas	sed to practice as	s an attendant-in-charge.
Name (Printed)	Signature		Title	Date

Call Log

Log all incidents on this form. The provider should function as a team leader on the number of incidents recommended on page 1. At all times during the release period, the provider shall serve as a third provider on an ambulance working under the direct supervision of an approved preceptor. The provider should be responsible for overall scene management, direction of available resources, oversight and administration of patient care, radio report and patient care documentation in ImageTrend.

Instructions: The preceptor shall supervise the provider acting as a team leader. The preceptor shall be ultimately responsible for delivery of appropriate patient care and shall intervene as appropriate. The preceptor is responsible to reconcile the call log by initialing each entry. At the conclusion of each shift, the preceptor shall complete an <u>EMS Shift</u> <u>Evaluation Form</u> on the Wintergreen website. Record all incidents during the release period, including those in excess of the minimum requirements.

Date	Incident#	Unit#	Chief Complaint	Disposition	Comments	Initial
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	□ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	□ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	- □ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	- □ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	- □ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	- □ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	- □ Team Leader	
				□ Transport →□ Refusal □ Standby/No Patient	- □ Team Leader	
				□ Transport →□ Refusal □ Standby/No Patient	- □ Team Leader	
				☐ Transport →☐ Refusal ☐ Standby/No Patient	- □ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	_ ☐ Team Leader	
				□ Transport →□ Refusal □ Standby/No Patient	_ □ Team Leader	

Date	Incident#	Unit#	Chief Complaint	Disposition	Comments	Initial
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	
				☐ Transport → ☐ Refusal ☐ Standby/No Patient	☐ Team Leader	

Driver/	Operator Candidate:	Date: _	
	AMBULANCE		
1.	Visual inspection of apparatus (walk around) Satisfactory Unsatisfactory	Initials	Date
2.	Adjust seat and mirrors Satisfactory Unsatisfactory	Initials	Date
3.	Fastens seat belt and requires all riders to fasten seat belt Satisfactory Unsatisfactory	t(s) Initials	Date
4.	Checks to ensure all riders are seated and ready for move Satisfactory Unsatisfactory		Date
5.	Demonstrates proper engine starting procedure Satisfactory Unsatisfactory	Initials	Date
6.	Drivers hands in proper position for apparatus handling Satisfactory Unsatisfactory	Initials	Date
7.	Checks radio for proper operational channel and check swarning signals Satisfactory Unsatisfactory		
8.	Demonstrates proper movement of apparatus (smooth tak Satisfactory Unsatisfactory		
9.	Demonstrates smooth braking and proper stopping Satisfactory Unsatisfactory	Initials	Date
10.	Demonstrates proper backing techniques (using mirrors a Satisfactory Unsatisfactory		
11.	Observes traffic regulations and public safety Satisfactory Unsatisfactory	Initials	Date
12.	Demonstrates proper knowledge of equipment and location Satisfactory Unsatisfactory		
13.	Demonstrates proper procedure for securing apparatus (p putting apparatus in service after emergency call) Satisfactory Unsatisfactory	oroper shutdown	procedures, wheel chocks,

Documentation of the	eight (8) drivin	g hours. ¹			
Number of hours	Date	Instruct	or/Witness	 	
Number of hours	Date	Instruct	or/Witness	 	
Number of hours	Date	Instruct	or/Witness	 	
Number of hours	Date	Instruct	or/Witness	 	
Number of hours	Date	Instruct	or/Witness	 	
Number of hours	Date	Instruct	tor/Witness	 	
Number of hours	Date	Instruct	or/Witness	 	
Number of hours	Date	Instruct	or/Witness	 	
Ambulance Required Co Emergency Vehicle Emergency Medical	Operators Cour			Initials	
COMMENTS:					
Restrictions to Driving:					
Captain verification: Initia	ls				



Authorization to Practice Form

Emergency Medical Services Provider

2390 Wintergreen Drive, Roseland, Virginia 434-325-8534 | wtgfireresq.org

Provider Name (Last, Firs	<u> </u>		EMS Certification #:				
Shift Assignment:		Total Hours Completed:	Total Team Leader Ru	ns Logged:			
EMS Provider Release Level	□ EMR □ EMT/NT	☐ EMT ☐ Advanced EMT [☐ Intermediate ☐ Paramedic				
EMT/NT = EMT/Non-Trans	sport						
mentoring the EMS pr	rovider during the EMS Provorovider has satisfactorily c	by the primary preceptor assigner vider Release Program. By endo ompleted the release program a	rsing the EMS provi	der, the preceptor			
Preceptor Name (Last, Fi	rst):	Preceptor Signature		Date			
Comments:	Comments:						
******	**************************************	VARD TO TRAINING CAPTAIN **	******	******			
EMS Captain Name (Last	EMS Captain Name (Last, First): Approved: EMS Captain Signature Date						

OMD Name (Last, First):		Authorization to Practice OMD Signa	nture	Date			
Comments							
* * * * *	* * * * FORM REQUIRE	O TO BE PLACED IN PERSON	NEL FILE * * * *	* * * * *			