





EMS Onboarding

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REPLACES:	New Policy				
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APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:			John Oliver, Chair		

I. Purpose

To provide a standardized onboarding process to ALL certified Kitsap County EMTs and paramedics for a successful transition to independent operation and full protocol privilege.

II. Policy

This policy applies to individuals who are affiliated with a participating KCEMS agencies and expected to deliver pre-hospital emergency medical care within his or her job performance requirement.

Individuals who are in the process of completing the mentorship are considered to be on an internal probationary status, as specified by their agency, and are afforded due process as outlined in the Washington State Department of Health Uniform Disciplinary Act.

III. Procedure

1. An KCEMS affiliate agency hires an EMS provider or chooses a volunteer EMS provider to affiliate with the agency.
2. During the initial affiliation period, the KCEMS agency will complete an Onboarding Form and provide that form to the Kitsap County EMS office when the EMS provider is to begin field orientation and evaluation.
3. EMS providers who hold a current EMS certification in or outside the State of Washington will provide:
 - a. All training for the current certification period
 - b. ACLS equivalent and PALS equivalent cards (when applicable)
 - c. Proof of Travis law training and any applicable core Kitsap training.
4. The Kitsap County EMS office will construct the provider's EMS learning management system (LMS) account.



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5. The Kitsap County EMS office will assign the appropriate level protocol test.
 - a. The provider will complete the protocol test within 30 (thirty) days from the LMS account initiation.
 - b. A passing score is 80 percent and above.
6. After passing the protocol test, the medical program director will sign the provider's Washington State DOH application.
7. Onboarded EMS providers will receive a "welcome letter" from the Kitsap County EMS office detailing Kitsap County EMS training expectations and opportunities.
8. Onboarded ALS paramedics will enter a mentorship program:
 - a. The Kitsap County EMS office will assign an orientation checklist, in-field evaluations, and an ALS competency checklist.
 1. These documents are to be utilized during the paramedic's mentorship.
 - b. The paramedic will review all clinical policies and sign an attestation.
 - c. The mentoring program approved by the MPD of Kitsap County will consist of time riding as a "third" person or second medic on an ALS certified unit. For newly certified paramedics, a minimum three-month period will be required. Additional time may be added at the discretion of the MPD with the individual's collaboration, their mentor, their Physician Delegate, and the agency's Medical Officer. For paramedics who have National Registry Certification and experience within another county or state certification, the MPD may grant an exception to the initial three-month time period. If an exception is granted, the mentoring time period will be determined upon performance.
 - d. During the first three evaluation periods (sections f-h below) of employment, the individual will remain under the mentoring paramedic or designee's direct observation.
 - e. The components of the mentoring program include:
 1. Direct observation by a mentoring paramedic or designee
 2. Evaluation of all written documentation by both the mentoring paramedic and the Agency MO.
 3. Competency-Based evaluation of ALS Skills (see attachments)
 - f. First Month:
 1. First Direct observation with Field Mentor.
 2. Quality Assessment of all Medical Incident reports and patient care contacts by the Agency Medical Officer and/or Physician Delegate.



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3. Participation in case studies, facilitated discussions, and protocol review in preparation for ongoing evaluation.
- g. Second month:
 1. Continued observation by department assigned mentor.
 2. Continued Quality Assessment of all Medical Incident reports and patient care contacts by the Mentor, Agency Medical Officer, and/or Physician Delegate.
 3. Continued participation in case studies, facilitated discussions, and protocol review as part of ongoing evaluation.
- h. Third month:
 1. Continue second-month requirements
 2. Final review of competency-based skills.
 3. The final meeting of a mentoring paramedic with the Medical Officer determines readiness to assume the lead paramedic role.
9. It is expected that this process is utilized for the success of the newly certified individual as they transition into a lead paramedic role. The EMS office recognizes the need for the individual departments to have personnel available for staffing needs as soon as possible and shall provide resources for the individual to accomplish the objectives in a timely fashion.
10. Once the Agency Medical Officer has received a recommendation from the Candidate's mentor that the Candidate be released from probationary status, the Medical Officer will communicate directly with the MPD to recommend lead paramedic status for the Candidate. A letter will then be sent from the EMS Office to the paramedic's Medical Officer confirming completion of the probationary period and successfully completing the above requirements.
11. During the mentorship period, the paramedic is expected to engage in active ALS training as detailed in the Kitsap County EMS OTEP program.

[ATTACH THE ONBOARDING FORMS]