

# **Lincoln Fire and Rescue Medic Unit Driver Mentor Program**



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## Table of Contents

I. -----	Introduction and Process	Page	2
II -----	Management Policy #901.21	Page	2
III-----	Objectives	Page	3
IV-----	Task Book	Page	4

### **I. Introduction and Process.**

The “LFR Medic Unit Driver Mentor Program” implemented by Lincoln Fire and Rescue (LFR), is designed to provide hands-on practical experience for new Medic Unit Drivers employed by LFR.

The purpose of the program is to allow new LFR medic unit drivers; to receive what we believe is best practices and coaching under the direct supervision from an experienced LFR medic unit driver as their mentor. The mentor and new medic unit driver will be under the supervision and overseen by the assigned captain responsible for the medic unit.

The LFR Training Division has a formalized process to assist the new medic unit driver to grow and improve, now and in the future. To insure growth and improvement, a written document has been developed to assist the program in evaluating the performance of the new medic unit driver. This document, in the form of a Task Book, is divided into several sections of responsibility. All sections must be completed by the new driver and verified by an assigned mentor.

LFR management policy will provide direction and authority for the New Medic Unit Driver Mentor program.

Mentors are experienced medic unit drivers and are selected by the on duty Battalion Chief and paired with the new medic unit driver.

In summary, this document provides a formal written account of the LFR New Medic Unit Driver Mentor Program.

Implementation of this process will remain dynamic as we continue to strive for consistency and continuous improvement in our medic unit drivers.

### **II. Management Policy #901.21**

LFR Management Policy #901.21 provides the LFR Training Division the authority to administer the LFR New Medic Unit Driver Mentor Program.

### III Objectives:

At the completion of the Medic Unit Orientation Process, the prospective Medic Unit Driver will demonstrate the following:

- A. A working knowledge of Local, State, and Federal laws as they pertain to emergency vehicle operations; an understanding of Lincoln Fire and Rescue (LFR) Policies and Procedures as they relate to EMS Operations.
- B. Implementation of daily ambulance mechanical and equipment checks, including: SCBA checks, on-board oxygen cylinder changing, AED's, oil life expectancy, and re-fueling expectations.
- C. Body Substance Isolation protection during incidents, including proper sharps disposal and appropriate decontamination of the ambulance/equipment.
- D. Utilization of handheld radio, ambulance on-board radio, cellular phone, and Mobile Data Terminal for pre-hospital communications.
- E. The ability to locate an incident on a map (both in the City and County) and identify the most direct route; the ability to take the most direct route from the scene to the appropriate health care facility.
- F. The ability to drive a Medic Unit following the rules of the road, including 100% compliance with seat-belt use. The ability to place an ambulance appropriately on scene to protect responders and patients.
- G. Proficiency in utilizing the cot, soft stretcher, scoop stretcher, stair chair, and long spine boards with appropriate body mechanics.
- H. Completion of all documentation related to mechanical/equipment checks and billing/patient information.
- I. Working knowledge on how to perform a rig change-out and complete an Accident Report.

## **IV Task Book:**

A Lincoln Fire and Rescue (LFR) New Medic Unit Driver task book has been developed to assist new firefighters in obtaining the skills necessary to drive and operate an LFR Medic Unit.

The New Medic Unit Driver task book will list the performance requirements (tasks) for a Driver to serve in this capacity.

Successful performance of all tasks as observed and recorded by the mentor will result in the recommendation to the Training Division and On-Duty Battalion Chief that the Firefighter is qualified to operate an LFR Medic Unit.

Evaluation and confirmation of the Firefighter's performance of all tasks may involve more than one mentor and can occur on incidents, in classroom, in simulations and other situations.

It is important that performance be critically evaluated and accurately recorded by each mentor. Bullet statements within a task which require an action must be demonstrated before the task can be signed off.

## **RESPONSIBILITIES:**

### **1. Lincoln Fire and Rescue is responsible for:**

- Ensuring that the firefighter meets the minimum requirements to serve as a Medic Unit Driver.
- Initiating the task book to document performance.
- Explaining to the firefighter the purpose and process of the Medic Unit Driver Task Book.
- Providing opportunities for evaluation and/or making the firefighter available for evaluation.
- Tracking progress of the firefighter.

### **2. The firefighter is responsible for:**

- Reviewing and understanding instructions in the task book.
- Satisfactorily demonstrating completion of all tasks.
- Assuring the evaluation record is complete.
- Maintaining a copy of the task book.

### **3. The mentor or evaluator is responsible for:**

- Being qualified and proficient as an evaluator.
- Meeting with the firefighter and determining past experience, and desired objectives/goals.
- Reviewing tasks with the firefighter.
- Identifying tasks to be performed during the evaluation period.

**4. The Deputy Chief of Training is responsible for:**

- Verifying that a mentor has initialed all the tasks and the firefighter is believed to meet the Medic Unit Driver expectations.
- Verify that the responsible Captain and Mentor have signed the “Verification Statement”.
- Sign the “Verification Statement

\* The “Verification Statement” is found on the last page of the New Medic Unit Driver task book

Code:

- “**A**” = Task can be completed in any situation.
  - (Classroom, simulation, actual incidents, daily jobs, etc.).
- “**I**” = Task must be performed on an actual incident.
  - (Medical emergency, rescue alarm, fire alarm, medical transfer, planned event).

## LFR New Medic Unit Operator Mentor Program

NAME: \_\_\_\_\_ 3 Letter ID: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Shift: \_\_\_\_\_ Medic Unit # \_\_\_\_\_ LFR Medic Unit Mentor: \_\_\_\_\_

New Medic Unit Operator Task Book/Shadow Program						
1.0 Ambulance Maintenance and Equipment						
	Task	MP	Code	Evaluator Name/ID Number	Date	Run Number/Comments
1.10	Management Policies		A			
1.20	Conduct daily ambulance check and complete form.	821.02	I			
1.30	Change out on-board oxygen cylinder.		I			
1.40	Locate and perform all equipment on ambulance.		I			
1.50	Fill oxygen cylinder using station cascade.		I			
1.60	Dispose of sharps/trash appropriately.		I			
1.70	Decontaminate medic unit	303.02	I			
1.80	Perform rig change-out		A			
1.90	Perform daily AED check and complete daily AED Check Sheet		I			
1.10	Complete daily SCBA Check		I			
1.11	Refuel the ambulance		I			

1.120	Identify when oil change is required.		A			
1.130	Maintain a clean ambulance		I			

NOTES:

	<b>Task</b>	<b>MP</b>	<b>Code</b>	<b>Evaluator Name/ID Number</b>	<b>Date</b>	<b>Run Number/Comments</b>
2.0	Response/Travel					
2.10	MDT Familiarization: navigating from map screen to CAD screen, navigation, 100 blocks, paper map books, mile marker identification		I			
2.20	Locate direct route to hospital and ambulance bays.		I			
2.30	Operates handheld and mobile radio on appropriate Tac channel	854.01	I			
2.40	Operates ambulance safely in accordance with local/state/federal laws. Wears Seat belt 100% of the time while driving	827.06	I			
2.50	Inspects vehicle to ensure hazardous sharps are eliminated.		I			
2.60	Places apparatus at scene to protect responders and patients.		I			
2.70	Locates and travels appropriate route to most common nursing homes.		I			
2.80	Operates cot safely using appropriate body mechanics. *Cot operations 101, see		I			

	attached					
2.90	Operates scoop stretchers using appropriate body mechanics.		A			
2.100	Operates soft stretcher using appropriate body mechanics.		A			
2.110	Operates stair chair.		A			
2.120	Tracks loaded miles.		I			
2.130	Responds to State Penitentiary and correctional facility. *Include here information sheet on procedure when you respond to these locations.		A			
2.140	Operates ambulance while driving in a code three situation. *Include here information on driving while a patient is on the cot and are proper precautions are being taken while traveling code three.		A			

Notes:

	<b>Task</b>	<b>MP</b>	<b>Code</b>	<b>Evaluator Name/ID Number</b>	<b>Date</b>	<b>Run Number/Comments</b>
3.0	Forms/Policies/Laws					
3.1	Completes daily AED check sheet.		I			
3.2	Completes work set AED check sheet.		I			
3.3	Completes daily airway bag check sheet.		I			
3.4	Completes daily "on-the-rig" check sheet.		I			
3.5	Completes work set EMS check sheet.		I			
3.6	Completes accident report.	850.02	A			
3.7	Completes EMS Form 1	803.00	I			
3.8	Completes EMS Form 3	803.00	A			
3.9	Completes EMS Form 5, 6, 7	803.00	A			
3.10	Reviews local/state/federal laws relating to operating emergency vehicles.		A			

Notes:

	Task	MP	Code	Evaluator Name/ID Number	Date	Run Number/Comments
4.0	BLS Skills Review (This will be interpreted a number of different ways if the skills can not be listed)					
4.1	Assessing a blood sugar Traditional method, IV needle method		I			
4.2	IV Maintenance Location of items and able to put together kit		I			
4.3	Spiking an IV bag/saline lock setup, alcohol wipe, catheter, tourniquet, 4x4		I			
4.4	Setting up tools/supplies for RSI (O2, monitor, BVM, suction, IV kit)					
4.5	Setting up tools/supplies that are need for: Trauma (two large bore IV's, O2, BVM, monitor, suction, trauma dressing)					
4.6	Setting up tools/supplies for nebulizer treatment preparation (()2, BVM, Pipe & Mask nebs.)					
4.7	Follows proper BSI and wears appropriate PPE. Wears appropriate PPE at accident scenes.	303.01				
4.8	Obtaining BP's: Auscultation, Palpation					

Notes:

**V. Verification of Completion Page:**

Completion Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mentor Signature\_\_\_\_\_

Mentor Name (Print) \_\_\_\_\_

Captain Signature: \_\_\_\_\_

Captain Name (Print) \_\_\_\_\_

Battalion Chief Signature \_\_\_\_\_

Battalion Chief (Print)\_\_\_\_\_

Deputy Chief Training Signature\_\_\_\_\_

Deputy Chief Training Name (Print) \_\_\_\_\_

Firefighter Signature\_\_\_\_\_

Firefighter Name (Print)\_\_\_\_\_