OBJECTIVE: To establish equitable procedures for assignment into, and transfer out of, paramedic duty in the Carrollton Fire Department.

401.01 ASSIGNMENT POLICY AND PROCEDURES

1.1 Personnel may be assigned to paramedic duty after completing Basic Firefighter Certification school. Certified firefighters who possess a State of Texas paramedic certification prior to employment by the Carrollton Fire Department may be immediately assigned to paramedic duties, including additional training for necessary local certification.

1.2 All fire department personnel holding the rank of Firefighter, Sub-Apparatus Operator, or Apparatus Operator are eligible to volunteer for assignment to paramedic training and duties. Non-voluntary assignment of personnel to paramedic duties will be made from the ranks of Firefighter and Sub-Apparatus Operator. Selection of personnel for assignment to paramedic duties will be accomplished by the EMS Chief according to the following provisions:

a. The fire department Personnel Battalion Chief will act as an advisor to the EMS Chief during the selection process.

b. The EMS Chief will screen available personnel and make selections for assignment to paramedic duties based on criteria such as those listed below:

   1. For volunteers for paramedic duties, the date of application.
   2. Seniority with the Carrollton Fire Department.
   4. Scores on tests administered at the direction of the department or the EMS Chief.

c. Final assignment of personnel to paramedic training and duties will be approved by the Fire Chief.

1.3 Requests for voluntary assignment to paramedic duties will be submitted to the EMS Chief.
1.4 Fire Department personnel assigned to paramedic training and duties are expected to successfully complete all training classes and practical training with the required passing grades. Upon successful completion of paramedic training, the following assignment procedures apply:

a. Fire Department personnel who complete paramedic training and are assigned to paramedic duties will receive paramedic assignment pay consistent with City of Carrollton regulations and ordinances for assignment pay.

b. New paramedics in the Carrollton Fire Department will be assigned according to the following policies:

1. New graduated paramedics from UTHSMC will be assigned to ambulance duty for a one-year period immediately following the completion of their training and certification. The new paramedic will work for an initial period with paramedic Field Training Officers (FTO).

2. During the initial year of assignment to paramedic duties, a new paramedic will spend time working on each medic unit in the department. The amount of time spent on each medic unit may vary depending on evaluations and recommendations from FTO’s and supervisors. The amount of time spent may also be influenced by departmental on-shift personnel needs.

3. During the one-year orientation period, it will be the responsibilities of the FTO’s and other paramedics to work as a team to help the new paramedic become oriented and comfortable with every aspect of his duties as a paramedic.

4. New employees who are already paramedics will undergo field evaluation by an FTO after completing a fire suppression orientation and initial evaluation by their station Captain. Depending on their level of experience, they may or may not be assigned to a full year working on medic units.
c. Periodic Assignment to Medic Units. Periodic assignment to a medic unit as part of an ongoing effort to ensure high quality and consistent patient care will be accomplished according to the following guidelines:

1. All paramedics below the rank of Captain assigned to an engine company will be assigned to a medic unit for a continuous 30-day period or for at least 10 shifts during each calendar year. Paramedics assigned to an engine at one of the stations housing a medic unit may comply with the above requirement by riding the medic unit at that station at least twice each month.

2. Paramedics holding the rank of Captain will work at least 5 shifts each year on a medic unit. These may be taken consecutively or throughout the year.

3. Paramedics identified as having performance problems through quality control reviews, protocol exams, certification exams, mega-code scenarios, field observations or Medical Control investigations will be assigned to work with an FTO until the EMS Chief determines that the performance problems have been corrected.

4. All of the above assignments will be coordinated and scheduled by the District Commanders. They will coordinate the necessary personnel moves while considering any on-going FTO evaluations, driving assignments, and other factors which may impact personnel moves. The assignments will be made in a manner that will not create the need for overtime.

1.5 Any paramedic who fails to maintain minimum skills required to function as a paramedic will be removed from their paramedic assignment and will cease to receive paramedic assignment pay. Failure to maintain required skills and certifications may also result in disciplinary action up to and including termination from employment.
All requests for transfer out of paramedic duties will be submitted in writing to the EMS Chief for forwarding to the Chief of the Fire Department. Requests for transfer from paramedic to other duties within the fire department may be made for the following reasons and under the below prescribed conditions:

2.1 Temporary Transfer Request. A paramedic experiencing emotional trauma as a result of a critical incident stress response may request temporary assignment to non-paramedic duties until such time as professional counselors determine the paramedic is ready to resume paramedic duties. A critical incident stress response will be treated as an on-the-job injury and there will be no break in paramedic assignment pay. Members of the Critical Incident Stress Management team will work closely with the affected paramedic and fire department administration to insure that treatment is provided any paramedic experiencing a job-related critical incident stress response. Included in the treatment program will be any necessary changes in duty status. A temporary transfer request must:

a. Specify the incident or incidents resulting in the acute or delayed stress response.

b. Include a letter from a counselor or qualified CISM team member specifying that the paramedic is undergoing counseling for the stress response.

c. Contain an estimate of the length of the temporary reassignment.

2.2 Position Transfer Request. For paramedics who joined the department prior to April 1, 1993, routine transfer to other duties within the fire department may be requested after a paramedic has successfully completed his first state re-certification. The following conditions and criteria must be met for a transfer request to be approved:

a. In order to maintain sufficient on-shift paramedic assignment levels, a minimum number of certified paramedics, as determined by the EMS Chief and the Fire Chief, must remain assigned to paramedic duties after any transfers are made.

b. When the transfer request also includes a request to no longer perform any duties as a paramedic, assignment pay will cease as soon as the transfer is accomplished. Assignment pay will cease even though the paramedic may still have time remaining on his certification.
c. There must be an opening at the rank held by the paramedic requesting the transfer.

2.3 Discretionary Transfer Requests. In certain situations, a request for transfer out of paramedic duties may be made regardless of hire date or the time served as a paramedic. This form of transfer request is only for those rare cases in which a paramedic may have experienced emotional trauma or cumulative stress levels that cannot be handled by temporary reassignment, or for cases of justified inability to perform paramedic duties. A discretionary request for transfer out of paramedic duties is subject to corroboration from co-workers or mental health professionals. Paramedic personnel who are granted discretionary transfers will cease receiving paramedic assignment pay as of the date that the transfer becomes effective.

2.4 Miscellaneous Provisions.

a. If more than one transfer request is received, requests will be prioritized based on time served in the Carrollton Fire Department combined with time served as a paramedic in the Carrollton Fire Department. (See CFD Administrative Procedure 103)

b. If the senior paramedic requesting a transfer chooses not to take an open position that is offered, the paramedic with the next highest seniority will have the opportunity to accept open position. A senior paramedic that refuses a position will still maintain his position and will have first choice at any subsequent open positions for which he or she is qualified.