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The In-Charge Paramedic is an important component of EMS in Montgomery County and requires a commitment to provide quality care to residents and visitors of the community. The In-Charge Paramedic is the role model and team leader for other MCHD employees and first responders, as well as other public safety agencies. Being an In-Charge Paramedic is not only about providing quality clinical care, but involves scene management, radio communications, coaching students and partners, understanding policy and procedure as well as many other non-clinical responsibilities.


The purpose of the In-Charge Evaluation Program is to provide tools and resources for paramedics within the MCHD EMS system, allowing them an opportunity to develop professionally as well as personally. Our desire is to provide a program that focuses on the non-clinical aspects of the in-charge such as leadership abilities, interpersonal communications and coaching techniques. The clinical aspects of being an In-Charge Paramedic should be learned and refined while acting as an Attendant Paramedic on the ambulance. We are fortunate at MCHD to have a Medical Director who allows our In-Charge Paramedics to delegate authority to attendants. This opportunity allows MCHD attendants to care for a large variety of patients under the tutelage of an experienced paramedic. Consequently, it is important that employees seeking authorization at the In-Charge Paramedic level successfully complete each of the following components before applying to enter the ICE program.

1. The candidate should have current certification for PALS, BTLs, CPR and ACLS.
2. The candidate should have attended the following mandatory continuing education classes: Airway management, 12-Lead ECG and the Trauma CE that includes bilateral chest decompression, Pericardiocentesis, c-spine clearance and trauma termination. These 3 classes will be made available quarterly for those who were unable to attend the initial offerings.
3. Internal candidates should have a minimum of six (6) months field experience at the paramedic attendant level; however a minimum of one (1) year is preferred.

Occasionally, MCHD will have the opportunity to hire experienced paramedics from outside the organization. It is not the intent of the Clinical Department to prevent experienced paramedics from entering the program. These applicants will be reviewed on a case by case basis and should successfully complete the 90-day probationary period **before** they will be considered for the program. During the probationary period they should be given specific goals and objectives to complete and they should meet all other requirements before entering the program.

Once a candidate meets all of these requirements he/she should write a letter to the Clinical Department that includes:

- What skills would you want your ideal P-II to have
- What qualities make a good P-II
- Why he/she wants to become a P-II

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- Brief summary of past experiences that might qualify applicants for the position (may be non-EMS related)
- Strengths and weaknesses of the applicant and how they may impact ability to perform at this level


When the Clinical Department receives a letter of intent from a P-II candidate the following should occur:

- Verify applicant is in good standing with all MCHD departments
- Verify status of DSHS certification on DSHS website
- Evaluation of documentation compliance
- Verify attendance of all mandatory C.E. Classes
- Verification of mandatory card classes as well as number of classes taught
- Analyze transport and refusal ratios in relation to peers
- Review field and station evaluation scores as documented by supervisors
- Review past annual performance evaluations

- The candidate will be given written tests that incorporate the Policy & Procedure manual, general knowledge, current SDO's, specific procedures and critical thinking. The applicant should have a minimum score of 80% in each area to continue the process. The ICE candidate may take the initial exam a total of two (2) times and will wait a minimum of thirty (30) days before taking the exam a second time. If unsuccessful after the second attempt the ICE candidate will not be eligible to enter the program for a minimum of six (6) months. At the end of six months it is the decision of the Medical Director and the Assistant Director EMS-Clinical Services whether or not the candidate may attempt to re-enter the program.

- After successful completion of the written exams, the candidate will complete scenario testing that incorporates application of SDO's, specific procedures as well as critical thinking skills.

Once the candidate successfully completes each of these components he/she should enter the program and be assigned a preceptor. This second component of the evaluation process lasts approximately 4 weeks. (Additional shifts may be recommended and/or required upon recommendation of the preceptor and/or Assistant Director EMS-Clinical Services). The Clinical Department should meet regularly with the candidate and preceptor to provide support and feedback, monitor call volume and types of calls as well as progress made by the candidate. Upon successful completion of this component, the candidate should proceed to the final phase of the evaluation process. This component requires the candidate to assume the lead role on the unit while being evaluated by a senior in-charge acting as the attendant. This third component lasts approximately two weeks; however, additional shifts may be recommended/required by the preceptor or Assistant Director EMS-Clinical Services.

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The ICE process is to be viewed as an evaluation period. The candidate should demonstrate proficiency in duties and responsibilities normally associated with In-Charge position without guidance.

Once successfully completed, the candidate will be released from the ICE program with the authorization and privileges associated with the In-Charge position. The promotional date will replace date of hire for annual evaluations and the candidate should complete a ninety (90) day probation in his new position.

Upon successful completion of the program the applicant should be required to have an exit interview with members of the Clinical Department. The applicant should be prepared to provide feedback about his/her preceptor as well as the process they have just completed.

Note: Candidates **MUST** pass each phase of the program before continuing. If the candidate is unable to successfully complete steps 3 or 4 in the process, he/she will wait 90 days before retrying. At the end of 90 days the candidate will be allowed to continue from the last successfully completed step. However, if the candidate is unable to complete the requirements the second time, the candidate will wait six (6) months before re-applying and will be required to repeat the entire process.