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Montgomery County Hospital District acknowledges the value of In-Charge Paramedics who consistently meet or exceed department standards in their daily performance of patient care as well as performing other duties as asked or assigned. Therefore, a Paramedic III position has been created to allow for recognition as well as the professional growth and development of these employees. Requirements for consideration in this promotional process are as follows:

- GED or High School Graduate required, A.A.S. preferred
- Current EMT-Paramedic certification required, Licensure preferred verified on DSHS website
- Candidate should be in good standing with the Clinical Department and Operations
- Minimum of 4 years as an In-Charge Paramedic (two (2) years may be as the lead medic for another 9-1-1 service **however** two (2) years **SHOULD** be at MCHD
- ACLS-I Required
- BTLIS-I Required
- PALS-I Required
- Texas Department of State Health Services EMS-I preferred
- Continual demonstration of exceptional decision making skills, appropriate patient assessment and development of a patient care plan
- Should demonstrate knowledge of MCHD Policies & Procedures and recognize their importance in decision making
- Continual demonstration of Leadership and mentoring skills
- Displays ability to work with first responder agencies and other public safety organizations within Montgomery County
- Displays ability to multi-task and delegate tasks appropriately
- Should possess good communication skills including, writing and verbal
- Should maintain professional appearance and demeanor at all times

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-III to have
- What qualities make a good P-III
- Why he/she wants to become a P-III
- 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

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

- All Applicants should be 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
- Evaluation forms will be forwarded to First Responder agencies within Montgomery County for feedback (completed by P-III)
- Involvement in community activities


Note: this is solely EMS related. Coachign your child's soccer team, participation in local community activities

- Analyze transport and refusal ratios in relation to peers
- Review field and station evaluation scores as documented by Supervisors
- Review past annual performance evaluations (Manager Only)
- Applicants should have two (2) – three P-III's assigned to ensure evaluation forms are completed and returned to the committee in a timely manner

When the evaluations are completed and returned the Paramedic III Committee should meet to discuss and evaluate information for each applicant. The committee should then classify the applicants in numerical order. Applicants who have been classified will be offered the opportunity for the P-III promotional process as positions become available in numerical order assigned by the Paramedic III committee. These classifications will be recognized for one (1) year.

After the applicant receives an offer for promotion the following should occur:

- A P-III should be assigned to evaluate the applicant. These evaluations may occur any time the candidate is at work and should include an inspection of the Medic Unit and/or the station. (Two (2) P-III's may be assigned to a candidate to ensure completion in a timely manner).
- During this evaluation the candidate should assume the duties and responsibilities of a P-III including the performance of any procedures and/or medications that require a consult. **VERBALIZE** what treatment and/or procedure you have determined is appropriate for your patient/s. Your **knowledge** of the protocols as well as your **thought process** are being **evaluated**.
- Your preceptor should also be observing your skills of scene management, appropriate delegation of treatment and/or procedures when appropriate, as well as interaction the with the communications center, family members and any non-MCHD agency on the response.
- This process should continue until the preceptor has observed and evaluated the candidate on several responses with documentation forwarded to the P-III Committee and Clinical Department. The preceptor should review the outcomes of the evaluations after each call or when time is available during the shift.

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- Supervisors may assist during your evaluation by performing unit and station evaluations and observing specific skills performed and forwarding documentation to the assigned preceptor and the Clinical Department. (The Supervisor should not inform the applicant that a station and unit inspections will be performed.)

Upon completion of the evaluation process the applicant may be assigned to work the Squad and will be evaluated on the following:

- Self motivation
- Review of equipment and medical supplies unique to the Squad
- Knowledge of territory
- Ability to key map and respond to a call without assistance from a partner
- Communications with Alarm during and after the response
- Scene Assessment and Management
- Appropriate medical/trauma assessment and treatment performed prior to the arrival of the medic unit.

(Note) While the organization as a whole strives to allow each individual employee the flexibility of choosing a schedule or assignment, assignments may be made or adjusted as required to insure the best interest of the service are met.

Upon completion of this phase the Paramedic III Committee will schedule an interview with the candidate. The interview committee should consist of the following members:

- Two (2) – three (3) Employees currently authorized by the Medical Director at the Paramedic III scope of Practice
- Assistant Director EMS-Clinical Services
- Assistant Director EMS-Operations

Within 7 business days of the interview the candidate should receive written notification of acceptance into the program or a refusal letter from the Paramedic III Committee. Candidates who are denied this promotional opportunity will meet with members of the Paramedic III committee to discuss a strategy plan and the applicant may re-apply in six (6) months.