



Policy and Procedure Manual

2018 Edition

POLICY NUMBER:	3.26
POLICY NAME:	Promotion to Paramedic
EFFECTIVE DATE:	January 1, 2018
TARGET EMPLOYEE:	All Employees of Tri-Town Emergency Medical Service
POLICY PURPOSE:	To establish the process for promoting new paramedics.

POLICY

1. General Policy:
 - a. New Paramedics, regardless of being a new employee or current employee, shall be required to show proficiency with the skill set and knowledge associated with the Paramedic license level in the State of New Hampshire.
 - b. No employee will be appointed or promoted to a Paramedic, until the employee has completed all the Service requirements for verification of Paramedic skills and knowledge.
2. New Employees:
 - a. New employees who have their Paramedic license at the time of hire, and have less than two (2) years' experience as a Paramedic will not be appointed as a Paramedic until the provisions of section 1 have been met.
 - i. The Service will assign a new employee who is a Paramedic with less than two (2) years' experience as an Advanced Emergency Medical Technician (AEMT) in the step associated with the new employee's years in EMS.
 - ii. New employees who are a licensed Paramedic and are appointed by the Service as an AEMT, shall be permitted to independently provide all assessments, treatments, and skills associated with the AEMT license level
3. Practicing Paramedic:
 - a. A Paramedic who has not been promoted or appointed as a Paramedic, will not be allowed to function independently as a Paramedic.
 - b. Functioning independently as a Paramedic shall mean the Paramedic is allowed to:
 - i. Direct patient care at the Paramedic level,
 - ii. Perform treatments and assessment only allowed by a Paramedic,
 - iii. Accompany a patient that has received Paramedic level treatment or may require Paramedic level treatment, during transport without the oversight of a Service appointed Paramedic.



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- c. Any employee who is a Licensed Paramedic, shall be able to perform assessments, skills and treatment under the supervision and direction of a Service appointed Paramedic.
4. Appointment / Promotion to Paramedic
- a. Upon an employee's completion of the Service's verification process for Paramedics, the Clinical Coordinator or person officially acting in the capacity of, shall notify the Service Director of said completion.
 - b. The Service Director may then recommend to the Service Board of Directors, the employee is promoted to Paramedic and recommend a Pay Grade and Step, based upon the Service Wage Classification Schedule.
 - c. The Service's Board of Directors have the authority to review all accompanying documentation for the recommendation, and shall at their discretion, appoint the employee to Paramedic.
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REVISIONS

	Section	Changes Made	Approvals	
			By	Date
Original Adoption	N/A	N/A	TTBOD	10/8/17

REFERENCES

Section & Section Name	Reference

APPROVALS

Service Director

Date

Chairman of the
Board of Directors

Date