



Jefferson County Emergency Services Agency
Administrative Policy

AP 1070

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Employee Orientation Program

Board Approval:

R M Kelly

Date: 4/26/16

Purpose:

The JCESA Orientation Program is intended to ensure that newly hired employees are thoroughly prepared to function independently in their position.

Definitions:

New-hire: Any recently hired JCESA employee that has not been released to function independently by the Director and the Squad Medical Director.

Trainer: An employee that is released to function independently and approved by the director to train New-Hires as coordinated by a Field Training Officer.

Field Training Officer: An employee that is released to function independently and appointed by the director to coordinate the orientation of a new-hire.

Duration:

There is no pre-determined length of time that a new-hire will spend in the Employee Orientation Program. A new-hire's orientation is complete when he/she completes the specific objectives and demonstrates the required competencies.

Program:

An orientation binder containing a checklist of the objectives and competencies to be completed during the employee orientation process will be issued to each new-hire. The orientation checklist provides for the completion of numerous administrative objectives, demonstration of skill competencies, and familiarization with the stations, units, and equipment. It will be the new-hire's responsibility to have their binder with them every day and to take their binder on any field details.

Each new-hire will be assigned a Field Training Officer (FTO) by the director. The FTO will serve as a trainer and general coordinator of the new-hire's completion of the orientation program. The new-hire will be assigned to work on-shift with their FTO at the FTO's assigned station. The FTO will assist the new-hire in completing certain objectives and



competencies through direct training and guidance and by detailing the new-hire to other stations or locations for periods of time throughout the day.

Concurrent Internship:

A new-hire who is not already a released provider under the JCESA Director and the Squad Medical Director must complete an internship program. This program, which requires the provider to perform as the primary attendant under the supervision of a preceptor, is defined in JCESA Operating Guidelines.

A new-hire in the employee orientation program that is also in the internship program is encouraged and expected to take advantage of any opportunity to intern on incidents whenever possible. The new-hire may intern with any cleared preceptor and is not limited to only their FTO or Trainer. Those in the internship program are strongly encouraged to intern with a variety of preceptors.