PURPOSE: The Field Supervisor Program is established to provide management and leadership for effective operations and support of EMS personnel.

APPLICABILITY: This program applies to all members of the Department of Emergency Medical Services.

SUPERVISOR TEAM MEMBERSHIP

Eligibility: The following requirements must be completed in order to apply for appointment to the Field Supervisor Program:

1) Minimum of three years (3) service as an operational patient care provider released to general supervision within the department.
2) Possess current certification as a Virginia Beach EMT-B or higher (EMT-B members are highly encouraged to pursue higher certification levels as part of their ongoing professional development)
3) Active member in good standing for at least one (1) year prior to application.
4) Completion of an approved vehicle extrication course within the past five (5) years.
5) Completion of ICS 100, 200 and 700
6) No corrective actions within the most recent eighteen (18) months.
7) Demonstrated leadership ability.
8) Demonstrated commitment to the Virginia Beach organization.

Or

1) Assigned as a full-time career Captain or Brigade Chief with the department (note—Incumbents to these positions are required to meet or exceed the eligibility requirements listed above in order to attain their officer status).
Application Process:

1) Applicants (internal and external) for career officer positions shall submit an application via the City of Virginia Beach Department of Human Resources.
2) Career medics interested in functioning at the Field Supervisor level shall submit an application to the Operations Division Chief via their chain-of-command.
3) Volunteer rescue squad members shall submit an application to the Volunteer Field Supervisor Captain. Endorsement from the member’s Squad Commander and Brigade Chief is required.
4) All applicants must complete a criminal background check, DMV check, drug screen and appropriate physical.
5) All applicants must complete an interview process as outlined by the Operations Division Chief.

Appointment:

1) Field Supervisor is an appointed position, not a promotion. Continued participation is based on successful completion of training courses, field internship and continued demonstration of required knowledge, skills and abilities.
2) Career Captains and Brigade Chiefs assigned to the Operations Division must meet and maintain all supervisor requirements as a requirement of employment.
3) All members must maintain required medical certifications for their level of training.
4) All participants will be held to a higher expectation of performance and professionalism than the average member even while engaged in non-supervisory duty activities. They should set the standard for all to follow.

TRAINING REQUIREMENTS

Classroom Training:

1) EMS Field Supervisor Academy or equivalent
2) Vehicle extrication course
3) MCI levels 1 and 2
4) NIMS/ICS 300

Field Training:

1) Complete Field Supervisor Checklist.
2) Successfully complete field internship program.
Final Qualification:

1) Recommended for release by supervising Captain or Brigade Chief.
2) Complete formal assessment board.
3) Sanctioning certificate issued by the Chief of EMS.

Ongoing Training:

1) Continued education courses are expected in order to maintain proficiency.
2) Specific requirements will be defined by the Operations Division Chief.

DUTY PROCEDURES

Career Personnel Assignments

1) Career personnel will be assigned to Field Supervisor positions (EMS5-7) via the rotating shift schedule.
2) Only career paramedics and officers who meet the position requirements for EMS Captain may staff the EMS6 position.
3) Only full-time career Captains and Chief Officers that have been sanctioned as Shift Commanders may be assigned to the EMS5 position.
4) Career officers hold their permanent ranks regardless of the assignment.
5) Career medics may be designated as an acting-captain for the period while serving in a Field Supervisor capacity in place of his/her assigned Captain. Additional compensation will only apply for long-term assignments as outlined in City of Virginia Beach compensation policies.
6) All qualified Field Supervisors are eligible to staff the EMS10 position at any time when requested by EMS5.

Volunteer Personnel Assignments

1) Volunteer members will be assigned by the Scheduling Brigade Chief.
2) Volunteer members will be assigned to the EMS7 position.
3) Two scheduled supervisor duties monthly are required for members who have been with the department for less than ten years. Those members with more than ten years participation may opt to run only one duty monthly. All are encouraged to run additional duties as feasible.
4) While on duty, volunteer members will be empowered to act as an operational supervising officer citywide. While off duty, these members will assume their normal position status within the department.
5) Volunteer Brigade Chiefs and Captains hold their permanent ranks regardless of the assignment.
6) All qualified supervisors are eligible to staff the EMS10 position any time requested by EMS5.

Duty Procedures

1) All members will fall under the Department of EMS Performance Expectations while on duty regardless of career or volunteer status.
2) Members will wear their department Field Supervisor uniforms while on duty. Rescue squad uniforms or other attire are not authorized.
3) Field Supervisor ID cards will be worn at all times while on supervisor duty.
4) Duty shifts are twelve (12) hours from 0500-1700 and 1700-0500.
5) On duty, EMS6 and EMS7 report to EMS5 for operational issues. EMS5 and his designees report to the Operations Division Chief (Career Bureau).
6) EMS6 and EMS7 are considered parallel positions with interchangeable authority on operational issues with the exception of matters related to personnel and department duties specifically limited to career personnel. Medical oversight authority for non-paramedic EMS7 members is limited within the scope of practice of their certification.
7) While on duty, EMS6 and EMS7 will follow the directions and participate in the shift routine outlined by EMS5 and the Emergency Medical Technician Performance Expectations. Typical duty activities will include, but are not limited to:

- Scene response for integration into then incident command system up to and including the incident commander level
- Scene response for direct patient care delivery (including responding to the hospital onboard an ambulance)
- Accident/injury investigation
- Medical control and customer service inquiries
- Administrative paperwork to include risk management documentation
- Pick up and delivery of departmental paperwork and PPCRs
- Adjustment of on-duty personnel assignments to support staffing requirements
- Callback of off duty career personnel to support staffing requirements (EMS5 and EMS6 only)
- Callback of off duty volunteer personnel to support staffing requirements

8) Oncoming Field Supervisors should conduct a detailed turnover with their off-going counterparts.
9) EMS6 and EMS7 should contact EMS5 at the beginning of the shift for any specific instructions for that shift.
10) All Field Supervisors are required to maintain the cleanliness of their assigned living spaces.
11) All Field Supervisors are required to maintain the supplies, readiness and cleanliness of their assigned vehicle.
12) Off duty administrative issues for volunteer members should be addressed via the normal chain-of-command of the Volunteer Field Supervisor Team.

OFF DUTY RESPONSE

The availability of a citywide Field Supervisor is essential to effective operations. EMS5, EMS6 and EMS7 will be the primary officers performing this function. In the event the primary supervisors are committed to ongoing incidents, an alternate supervisor position (callsign EMS10) may be activated.

When required, EMS5 or another supervisor will direct the dispatcher to activate citywide pager alerts for a member to staff EMS10. Any available off duty Field Supervisor, Brigade Chief or Division Chief may sign on as EMS10 and assume control of the streets. Prior to accepting the EMS10 position, the member must have immediate access to an emergency response vehicle with a mobile data terminal. He/she should place themself on duty via the radio stating, “EMS10 is staffed with _____. I have the streets until EMS5 is clear.” The officer should then log the vehicle on duty as soon as practical.

No member should unman a staffed unit (i.e. ambulance or zone car) to assume EMS10 without approval of EMS5. EMS10 is considered a temporary position and is only to be staffed until a duty supervisor becomes available.

PROGRAM LOGISTICS

Personal Items

1) Field Supervisors will be issued uniforms and ID cards related to their position.
2) Safety vests will be issued to each Field Supervisor for use on duty.
3) Turnout gear and helmets will not be issued to individual supervisors unless required for their permanent assignment within the department.
4) A white supervisor’s helmet will be available for the EMS6 and EMS7 vehicles.

Vehicles

1) Supervisor vehicles will be rotated as required to by the department and City Garage.
2) On duty personnel will check off vehicles and equipment at the beginning of each shift.
3) The Volunteer Field Supervisor Captain will be responsible for requesting additional supplies or equipment for the EMS7 truck.
4) The Logistics Brigade Chief will be responsible for supplies and equipment onboard the EMS5 and EMS6 trucks.

Attachments

- Field Supervisor Application
- Field Supervisor Checklist

This policy shall become effective upon the approval of the Chief of Emergency Medical Services.

APPROVED:

Bruce W. Edna

EMS Chief

Date

Originated

Revised

9/13/2004 8/4/08