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S.O.P. #: Personnel 35

SUBJECT: Return to Duty Skill Enhancement

DIVISION: Career Personnel

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Objective: To define the process by which a member returns to emergency operations following a six month or longer absence i.e. sick leave, vacation, military or other absences. The scope of the enhancement will be to assess minimum job performance requirements (JPR) for the rank of the individual.

Section 1: Absence of six months or longer

- A. After any absence of six months or longer, the member will be required to complete a skills enhancement administered by the Fire Rescue Academy (FRA).

Section 2: Scheduling and monitoring enhancement completion

- A. Fire Staffing shall notify the member's DC, BC and company officer when a member returns to duty after a six month or longer absence. Fire staffing will provide to the member, a checklist of needed items prior to scheduling the enhancement at the FRA.
- B. Skills enhancement must be completed prior to being released to field operations.  
\* Any deviation from this must be approved by the member's Division Chief and the Director of the FRA.
- C. In the event a member partially completes the enhancement process, i.e. completing the EMS portion without completing the Suppression portion, the member may be permitted to function in only that capacity pending a successful completion of the rest of the enhancement process. Every effort should be made to complete the remaining enhancement skills within 30 days of the initial attempt.

Section 3: Enhancement Skills Cards

- A. All suppression enhancement skills cards will be based on the skills assessment cards used for EMS to Firefighter Bridge Program and found on the FRA website.  
<http://baltimorecountyfra.org/inferno/>
- B. EMS enhancements are based on Maryland Protocols for either BLS or ALS providers.  
<http://www.miemss.org/home/ems-providers/protocols>

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- C. The member shall perform the skills related to their skill certification level:
- a. Suppression
    - i. Ladder Throws and Climbs Skills Enhancement Card Heel Person
    - ii. Ladder Throws and Climbs Skills Enhancement Card FF at the tip
    - iii. Buddy Breathing Enhancement Card
    - iv. PPE/SCBA Enhancement Card
    - v. Hose Line Advancement and Nozzle Enhancement Card
  - b. BLS
    - i. Patient Assessment
    - ii. Airway Management to include positioning adjunct and suctioning
    - iii. Long Backboard
    - iv. Long Bone Fracture Immobilization
    - v. Joint Immobilization
    - vi. Bleeding and Bandaging
  - c. ALS (will include all of the above in addition to)
    - i. EKG Recognition
    - ii. Medication review
    - iii. Mega Code
    - iv. Protocol Exam
- D. A FADO shall perform 1 (one) skill related to engine operations and 1 (one) truck operation.
- a. Engine Return to Duty Enhancement Card
  - b. Truck Return to Duty Enhancement Card

#### Section 4: Notification

- A. Upon completion of the skills enhancement process, notification shall be made to the member's DC, BC, member's officers and Fire Staffing by the FRA.
- B. Any deficiencies noted during the enhancement process shall be documented and submitted to the member's DC, BC and station officers. A Performance Improvement Plan (PIP) will be developed at the station level. At the completion of PIP, a form 51 will be completed and forwarded to the FRA.
- C. Any member who is not a promoted FADO, but cleared to drive any Fire Department apparatus, will be evaluated by their company officer. A form 58 will be maintained at the station detailing this clearance with a copy forwarded to the FRA.