

	UNIFIED FIRE AUTHORITY ORGANIZATIONAL POLICY MANUAL	
	Affiliation: EMS Division	
	Title: EMS Skills Evaluation and Remediation Number: 500 – 030	
	Approved: 6/11/2025	By: Fire Chief Dominic Burchett
	Last Reviewed: 5/22/2025	By: Div. Chief Rob Ayres

REFERENCES:

[UFA Policy and Procedure – EMS Quality Improvement and Clinical Review Policy](#)
[UFA Policy and Procedure – Paramedic Lateral Process](#)
[UFA Policy and Procedure – Re-employment of Former Employees](#)
[UFA Policy and Procedure – Occupational Licensure and Certification Requirements](#)
[UFA Policy and Procedure – Entry Level Firefighter and Paramedic](#)
[EMS Skill Evaluation Packet – EMT](#)
[EMS Skill Evaluation Packet – AEMT](#)
[EMS Skill Evaluation Packet – Paramedic](#)

DEFINITIONS:

UFA EMS Provider – Any UFA employee who is certified or licensed to provide EMS care in the course of their regular duties, regardless of rank.

PURPOSE:

To provide an internal procedure to evaluate the medical skills of licensed EMS providers who currently work as EMS providers, or desire to work for Unified Fire Authority (UFA), in that capacity.

POLICY:

To be recognized as an EMS provider for UFA, the candidate must be currently licensed by the State of Utah Bureau of Emergency Management and Preparedness (BEMSP), meet all requirements set forth in UFA Policy and Procedure – Occupational Licensure and Certification Requirements, and successfully pass an evaluation by a UFA EMS Division representative that demonstrates proficiency in EMS care.

This policy extends to the following individuals:

- **NEW HIRE EMS PROVIDER (Paramedic, AEMT, EMT)** – Any individual with a current EMS license in any state or NREMT certification who wishes to enter into UFA's hiring process for full-time or part-time employment with UFA as an EMS provider.
- **NEW UFA PARAMEDIC** - Any UFA Employee with a current Utah paramedic license, who holds a rank other than paramedic/firefighter who wishes to promote into a full-time paramedic/firefighter or part-time paramedic position.
- **REHIRE EMS PROVIDER** - Individuals that have been approved for rehire

evaluation for with a current BEMSP license as an EMT, AEMT, or Paramedic.

- SKILL REMEDIATION (PARAMEDIC, AEMT OR EMT) - Any individual referred to the EMS Division by the Operations or Human Resources Divisions for EMS skill verification at any level.
- STAFF EMPLOYEE RETURNING TO OPERATIONS - Any individual who is currently licensed by BEMSP at the EMT, AEMT or Paramedic level who has not acted as an operations employee within the last 12 months but who wishes to be eligible to work in the Operations Division where current licensure as an EMT, AEMT, or Paramedic is required.

PROCEDURE:

- 1.0 Any current or potential future EMS provider in one of the categories listed above must have a current EMS license with BEMSP and must be evaluated in the manner described below before being permitted to work in the Operations Division as a UFA EMS Provider.
 - 1.1 UFA EMS Division will verify, in accordance with UFA Policy and Procedure – Occupational Licensure and Certification Requirements, that the individual is currently licensed with BEMSP.
 - 1.2 The EMS Division will schedule individuals for their evaluation process based on UFA operational needs. The evaluation process is a formal verification of the candidate's critical thinking, knowledge, skills, and abilities in a simulated lab environment according to nationally accepted standards.
- 2.0 Individuals may be referred for skill verification by any UFA Division by notifying the EMS Division Chief of an impending need. The UFA Human Resources Division may request skill verification as part of a personnel action by notifying the EMS Division Chief.
 - Any referral to EMS Division for a skill(s) evaluation must include specifically identified skill(s) to be verified.
 - Before referring any UFA EMS Provider to the EMS Division for a skill(s) evaluation, Operations supervisors must provide the EMS Division with documentation of efforts to remediate any perceived deficiencies at the company level.
 - Any referral to EMS Division for a skill(s) evaluation will be based on both national standards and specific UFA policies and protocols.
 - EMS Division may customize skill verification evaluations for specific referrals based on identified perceived deficiencies.
- 3.0 Each scenario will be documented by EMS Division. Documentation must include the following items at a minimum:
 - 3.1 The name of the participant.
 - 3.2 The name(s) of the evaluator(s).
 - 3.3 A description of the skill or evaluation conducted.

3.4 Pass or Fail status of the evaluation.

3.4.1 In the case of a failed evaluation, a specific reason for the failure must be documented.

4.0 All evaluations are based on Pass/Fail criteria.

5.0 NEW HIRE or REHIRE EMS PROVIDERS (PARAMEDIC EMT/AEMT), as part of the hiring process, are allowed only one (1) attempt to pass the evaluation at the appropriate level. Results of the skill evaluation will be documented by EMS Division and relayed to the Human Resources Division for notification and document retention. The evaluation will be valid for 12-months.

6.0 Current employees, who must pass a skills evaluation process are allowed a maximum of three (3) attempts. All stations must be completed successfully to work as an EMS provider for Unified Fire Authority.

6.1 EMS Division may elect to use a sponsored employee's successfully completed course requirements as a substitute for a formal skill evaluation.

6.2 If an employee fails the skill evaluation, they may elect to re-attempt the failed station(s) on the same day or on a later date. It is the individual's responsibility to schedule additional attempts. Results of the skill(s) evaluation will be documented by the EMS Division and relayed to the Human Resources Division for notification and document retention.

6.3 Employees who fail two (2) evaluation attempts and wish to retest must successfully complete a remediation program as outlined in UFA Policy and Procedure - EMS Quality Improvement and Clinical Review Policy prior to making a third attempt at any skill evaluation.

6.4 An entire evaluation process must be completed within 120 days of the initial skill evaluation.

7.0 If an employee fails to pass the skill(s) evaluation on their third attempt or within the timeframe identified in section 6.4 above, it will be considered a failure of the evaluation process.

7.1 The EMS Division will notify the Human Resources Division, the individual's direct supervisor and additional supervisors as in accordance with UFA Policy and Procedure – Occupational Licensure and Certification Requirements.

7.1.1 Current UFA employees who fail the skill evaluation process at the EMT level may be considered to not meet the minimum qualifications for UFA employment.

7.1.2 Current UFA employees who fail the skill evaluation process at the Paramedic licensure level may be considered to not meet the minimum qualifications for the paramedic pay differential and may be considered to not meet the minimum qualifications for UFA employment.

- 7.1.3 Current UFA employees who fail the skills evaluation process at the Paramedic or AEMT licensure level may still qualify at a lower level of licensure (AEMT or EMT), in accordance with UFA Policy and Procedure 910-090 Entry Level Firefighter and Paramedic.

Replaces former policy dated: October 3, 2024