

**Department of Emergency Medicine**  
**Division of Emergency Medical Services**  
**Office of the Medical Director**  
**Pitt County, NC**

To: Pitt County EMS Community  
From: Bryan Kitch, EMS Medical Director  
Re: New FTO based onboarding process

All-

This memo serves to provide documentation of the new FTO based onboarding process that begins 1 February 2025.

The process for release to practice applies to all level EMS clinicians. On an individual basis the Medical Director may waive or modify certain elements.

Prior to completion of the first phase, there is to be no direct patient care provided by the clinician.

Initial Phase

1. Onboarding paperwork, letter of recommendation from prior medical director, background documents as needed - collected by city/county. This is unchanged from previous.
2. TSOP at approved testing site, with the exam meeting ECU standards for entry.
3. Modules
4. Protocol open answer quiz
5. Upon completion of all the above, goals/expectations and Q&A session with the Medical Director

Once the initial phase is completed in a satisfactory manner, the clinician upon receiving notice from the Office of the Medical Director may begin 3rd person function in the FTO Phase. All patient care / contact must be supervised by an Approved FTO. The FTO must be within the same compartment / room as the patient and EMS clinician during all patient care.

FTO Phase

1. EMS calls under the supervision of the FTO with call evaluations. Required calls are a minimum and the clinician should run supervised calls until competency is assured.
  - EMT - 5 required calls
  - AEMT - 8 required calls
  - Paramedic 10 required calls
2. Skills Checkoff Packet - may be completed during calls and on shift time by an approved FTO. Simulation is reasonable when appropriate
3. Upon completion of 1 and 2 above, the clinician may sit for the final protocol test. This is an open book exam and not to be shared or worked on in groups. A score of 90% or higher is required for passing.



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4. After the above are completed a satisfactory manner, the clinician will have an oral board exam with the Medical Director, Assistant Medical Director, or his/her designee. This exam will focus on perceived deficiencies or gaps in the FTO process.

Once the clinician has satisfied the above requirements to the approval of the Medical Director, upon notification from the Office of the Medical Director, the clinician may begin independently practicing at their approved level. They will be released into the 180 day probationary period as per the incident review process.

These changes to the system are made to benefit our new clinicians and ensure they have all the tools and knowledge needed to provide the highest quality patient care to our community.

Please contact me directly with any questions.

Respectfully,

A handwritten signature in cursive script that reads 'Bryan B. Kitch'.

Bryan B. Kitch, MD, FAEMS, FACEP  
EMS Medical Director  
Pitt County, NC  
Associate Professor  
ECU Emergency Medicine