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Attachment 5

Date: October 11, 2019

To: Ronnie J. Coleman
Statewide Training and Education Advisory Committee
c/o State Fire Training

From: Andrew Henning, Chief of State Fire Training

SUBJECT/AGENDA ACTION ITEM:
Skills Coach Instructor Type

Recommended Actions:

Approve the Interim Procedure to allow Skills Coach as a new Instructor Type

Background Information:

SFT course plans list a Student to Instructor ratios. These ratios are used to determine how many registered instructors are required to teach a specific CFSTES or FSTEP course. In the 2015 SFT Procedures Manual, a Psychomotor Skills Evaluators was listed as an instructor type. The Psychomotor Skills Evaluators role was never fully explained within the SFT Procedures Manual or SFT regulations.

In the 2019 Procedures Manual, the Psychomotor Skills Evaluators was updated and replaced by the Registered Psychomotor Skills Evaluator. The Registered Psychomotor Skills Evaluator are used to administer SFT's Fire Fighter 1 and/or Fire Fighter 2 Psychomotor Skill Exams.

Recently, the Fire Control 3, Fire Fighter 1 and 2, and CA-219 cadres all expressed a need for a Skills Coach to assist with psychomotor skills practice within SFT courses.

Analysis/Summary of Issue:

The new Skills Coach instructor type will be used to assist the Registered Primary Instructor or Fire Fighter Instructor with the Psychomotor skills practice within a CFSTES or FSTEP course. This is a separate classification from Registered Psychomotor Skills Evaluator. A skills coach must be directly supervised by the Registered Primary Instructor or Fire Fighter Instructor. Furthermore, a skills coach can only assist with skills practice (sets and reps). The Registered Primary Instructor or Fire Fighter Instructor is responsible for demonstrating the skills, and verifying the students skill set (signing off task books).

The FSTEP or CFSTES course plan will indicate if a skills coach can be used for a course delivery. Additionally, the course plan will indicate the Student to Skills Coach ratio and/or Registered Instructor or Fire Fighter Instructor to Skills Coach ratio.

Time spent as a Skills Coach does not count towards the hour requirement for Instructor 1 and or Instructor 2 certification.

SFT will be implementing the Skills Coach in three phases:

Phase 1- is the implementation of the Skills Coach instructor type, through an SFT Interim Procedure. Phase 1 will also include the allowance of Skills Coaches in Fire Fighter 1 (2019), Fire Fighter 2 (2019), Fire Control 3: Structural Fire Fighting (2018), Instructor: Live Fire Training – Fixed Facility (2018), and Instructor: Live Fire Training – Acquired Structure (2018).

Phase 2- will be the evaluation of high priority curriculum (i.e. CA-219: Wildland Firefighting – Firing Operations (2019), Vehicle Extrication) to consider the use Skills Coaches. SFT staff will work with the Steering Committee to determine high priority curriculum for Phase 2. It is anticipated that Phase 2 will be brought to STEAC in January 2020.

Phase 3- will be the evaluation all other SFT curriculum, not identified as high priority, to consider the use of Skills Coaches. It is anticipated that Phase 3 will be brought to STEAC between April and July 2020.



Skills Coach Interim Procedures

Issued: December 2019

Procedure Changes

- Edition:** January 2019 edition of the State Fire Training Procedures Manual
Effective Date: January 1, 2020
Section Change: Various sections in Chapter 5 Instructors and Chapter 6: Instructors
Justification: The Fire Control 3, Fire Fighter 1 and 2, and CA-219 cadres all expressed a need for a skills coach position to be utilized for skills.

The new *Skills Coach* position is to assist the Registered Primary Instructor with the Psychomotor skills practice within a CFSTES or FSTEP course. This is a separate classification from *Registered Psychomotor Skills Evaluator*. The FSTEP or CFSTES course plan will indicate if a skills coach can be used for a course delivery. Additionally, the course plan will indicate the Student to Skills Coach ratio and/or the registered instructor/fire fighter instructor to skills coach ratio.

SFT Contact [Contact SFT Staff](#) assigned to the specific certification.

Note: *All new text appears in underline. All deleted text appears in ~~strikeout~~*

5.1: COURSE DELIVERY

5.1.4: COURSE MATERIALS

- A. SFT requires the Registered Instructor, in conjunction with the host agency, to use the following items when delivering an approved CFSTES course:

Table 5.1.4(A): CFSTES

SFT Provides	Instructor Provides
<ul style="list-style-type: none"> Completed CFSTES Courses Request for Course Scheduling form CFSTES Instructor Checklist (See 12.7) Course roster sheets SFT-approved course plan Student supplement(s) (if applicable) 	<ul style="list-style-type: none"> Syllabus Attendance sheet Lesson plans Test planning sheet Formative and written summative tests Evaluation of student competency Qualifications of assistant instructors, psychomotor skills evaluators <u>coaches</u>, or guest lecturers



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	<ul style="list-style-type: none"> • Written safety plan (appropriate to the course facilities and content)
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- B. SFT requires the Registered Instructor, in conjunction with the host agency, to use the following items when delivering an approved FSTEP course:

Table 5.1.4(B): CFSTES

SFT Provides	Instructor Provides
<ul style="list-style-type: none"> • Completed FSTEP Courses Request for Course Scheduling form • FSTEP Instructor Checklist (See 12.8.) • Course roster sheets • SFT-approved course plan • Student supplement(s) (if applicable) 	<ul style="list-style-type: none"> • Syllabus • Attendance sheet • Lesson plans • Formative and written summative tests • Evaluation of student competency • Qualifications of assistant instructors, psychomotor skills evaluators <u>coaches</u>, or guest lecturers • Written safety plan (appropriate to the course facilities and content)

- C. The Registered Instructor, in conjunction with the host agency, shall provide the facilities, tools, and equipment used in the delivery of FSTEP courses.

5.1.6: ADJUNCT OVERSIGHT

- A. The Registered Instructor, in conjunction with the host agency, shall:
1. Verify the qualifications of Assistant Instructors, ~~Psychomotor Skills evaluators~~ Coaches, and Guest Lecturers participating in the course
 2. Ensure the safety of all Assistant Instructors, ~~Psychomotor Skills evaluators~~ Coaches, and Guest Lecturers participating in the course

5.1.11: RECORD KEEPING

- A. For a CFSTES course, the Registered Instructor, in conjunction with the host agency, shall keep the following records for a minimum of four years:
1. Class attendance



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2. Student assignment records
 3. The course syllabus
 4. Written Summative tests and student scores
 5. Test-planning sheet(s)
 6. Evaluations of student competency
 7. Qualifications of Assistant Instructors, ~~Psychomotor Skills evaluators~~ Coaches, or Guest Lecturers
 8. A calendar of events identifying the topics taught by an Assistant Instructor or Guest Lecturer
 9. ~~A list of each psychomotor skill evaluated by anyone other than the Registered Instructor and who performed the evaluation~~
- B. For an FSTEP course, the Registered Instructor, in conjunction with the host agency, shall keep the following records for a minimum of four years:
1. Class attendance
 2. Student assignment records
 3. The course syllabus, if applicable
 4. Evaluations of student competency
 5. Qualifications of Assistant Instructors, ~~Psychomotor Skills evaluators~~ Coaches, or Guest Lecturers
 6. A calendar of events identifying the topics taught by an Assistant Instructor or Guest Lecturer
 7. ~~A list of each psychomotor skill evaluated by anyone other than the registered instructor and who performed the evaluation~~

6.1: INSTRUCTOR TYPES

6.1.1: PRIMARY INSTRUCTOR

- A. A Primary Instructor is registered by State Fire Training (SFT) to administer a course, teach 50% or more of a course, keep course records, administer periodic tests and psychomotor skills exams, and select and oversee any Assistant Instructors, ~~or~~ Guest Lecturers, or Skills Coach associated with a course. (See 6.2: Primary Instructor.)

6.1.6: SKILLS COACH

- A. A Skills Coach, under direct supervision of the Primary Instructor, may assist in the psychomotor portion of course delivery for courses they are qualified through education, training and experience.
1. Skills Coaches are limited to only psychomotor practice for skill's mastery.
 2. The Primary Instructor must be present when Skills Coaches are being utilized.



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6.2: PRIMARY INSTRUCTOR

6.2.7: RESPONSIBILITIES

6.2.7.4: Supervision

- A. The Registered Primary Instructor manages and oversees an Assistant Instructor's course participation.
 - 1. The Registered Primary Instructor does not have to be present but shall remain accessible when an Assistant Instructor is teaching.
- B. The Registered Primary Instructor directly supervises a Guest Lecturer's course participation.
 - 1. The Registered Primary Instructor attends and monitors any presentations given by a Guest Lecturer.
- C. The Registered Primary Instructor directly supervises a Skills Coach's course participation.
 - 1. The Registered Primary Instructor monitors any psychomotor training given by a Skills Coach.

6.8 SKILLS COACH

6.8.1: QUALIFICATIONS

- A. Has passed the SFT course, or a SFT approved equivalent, he or she is going to assist in the psychomotor portion of course delivery.

6.8.2 REGISTRATION

- A. State Fire Training (SFT) does not register Skills Coaches.
- B. The Registered Primary Instructor shall ensure that an individual meets the qualifications.
- C. Upon request, the Registered Primary Instructor shall provide SFT documentation verifying these qualifications. This documentation may include:
 - 1. Resume/statement of professional qualifications (i.e. SFT course completion diplomas or transcript)
 - 2. SFT course completion diplomas and/or training transcripts



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6.8.3 RESPONSIBILITIES

- A. Under supervision of the Registered Primary Instructor, a Skills Coach may:
1. Provide additional student supervision during skills sets and reps
 2. Maintain and enhance skill sets
 3. Provide assistance for the Registered Primary Instructor(s)
 4. Provide logistical support for course
 5. Provide improved opportunity for student success and mastery of skills