

Tennessee All-Hazards Incident Management Team

Trainee Evaluation Process and Requirements

Tennessee Incident Management Qualification System



Tennessee Incident Management Qualifications System Guide

State of Tennessee

National Incident Management System (NIMS)

Incident Command System (ICS)

All-Hazards Incident Management

Qualifications System Guide

February 23, 2022 Version 1.0

TIMQS Requirements – Coach/Evaluators

- Observation of task performance
- Performance assessment
- Providing feedback
- Performance evaluation
- Performance record
- Final Evaluation

TIMQS Standards

- Free from bias
- Proper complexity
- Multiple incidents, events, or exercises
- Critical and Management soundness

TIMQS P.41-43

Value Added for AHIMT

Consistent and documented evaluation provides:

- Consistency in evaluation processes across the state keeps free from bias
- A mechanism to communicate direct insights to team leadership
- A mechanism to communicate direct insights to the home agency
- Clarity in the evaluation process, for evaluators and trainees
- A mechanism to better document evaluation and store progress, beyond a written position task book
- A route to back-up all progress documentation

Program Coach/Evaluators

Coach/Evaluator

- a) The individual must be qualified in the position being coached or evaluated; or the individual must be qualified in a position that, within the ICS organizational structure, supervises the position being coached or evaluated
- b) It is recommended that the Coach/Evaluator have previously performed successfully as a fully qualified individual on two separate qualifying incidents or qualifying exercises prior to serving as a Coach/Evaluator

Final Evaluator

a) A final evaluator must be fully qualified in the same position for which the trainee is being evaluated, not just ICS-qualified in a position that would supervise the trainee.

Evaluation Documentation

The incident, event, or exercise must meet the requirement of:

- Is managed under the Incident Command System (ICS)
- Requires a written Incident Action Plan (IAP)
- Requires using the Planning P to plan for multiple operational periods
- Must meet specific task code requirements as outlined in TIMQS

Required Documentation:

- Incident Evaluation Record in the PTB with accompanying sign-offs.
- ICS-225 Incident Personnel Performance Rating
- Home Unit Letter
- Trainee Data Form
- Final Evaluators Verification (final evaluation only)

PTB Evaluation Record

Evaluation records must be documented in:

- The appropriate task evaluation record to include proper code, record #, and initials/date (record # - create a numerical order of which evaluation this is within the PTB, i.e., 001 (first evaluation, 002, 003...)
- The appropriate Evaluation Record Form (back of the PTB)

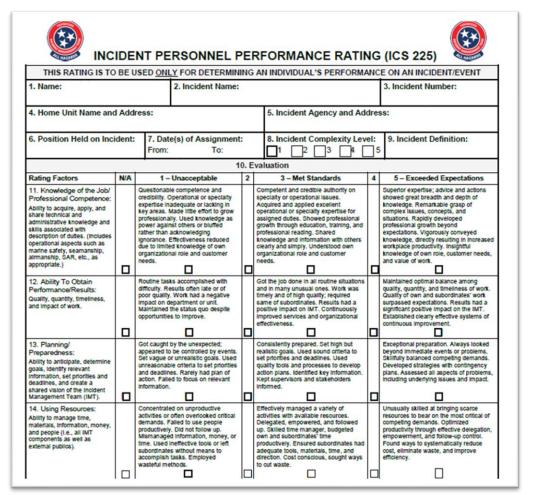
	TASK	C O D E	Evaluation Record Number	EVALUATOR: Initial & date upon completion of task
	avior: Demonstrate knowledge, understanding and ability to perfo ction that are subordinate to the unit.	rm the	positions in the	Operations
1.	Demonstrate the ability to perform the duties and skills of a			
	Division or Group Supervisor according to the most current	I1		
	version of the Position Task Book for this position.	12		
	 Implement assigned portions of the IAP. 	01		
	 Assign resources within the Division or Group. 			
	 Report on the progress or control of operations. 			
	 Report on status of resources within the Division or Group. 			

Competency: Assume position responsibilities

Description: Successfully assume role of Planning Section Chief and initiate position activities at the appropriate time according to the following behaviors.

Evaluator's Name: Incident Position/Assignment Evaluator's Agency/Organization: Evaluator's Office Title: Agency/Organization Address: Phone and Email: Evaluator's Relevant Certification and Qualification Sys Name and Location of Exercise/Event/Incident Kind: Exercise/Event/Incident Type (hazmat, tornado, flood, scale exercise, etc.) and Complexity (Type 1, 2, 3, etc.):	TRAINEE POSITION Information Structural fire, search and rescue, tabletop exercise, full Position: (number of personnel being supervised, number
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of resources by type and kind) Duration: (inclusive dates in Trainee status and number	Position: (number of personnel being supervised, number
Recommendation: The tasks initialed and dated by me	of operational periods in Trainee status)
Trainee. The individual has successfully performed all tacertification. Not all tasks were evaluated on this assignmen the evaluation. The individual attempted but was not able to sadditional guidance is required. The individual is deficient in the performance of the individual individual individual is deficient in the performance of the individual individua	commend the following for further development of this asks for the position and should be considered for at and an additional assignment is needed to complete successfully complete certain tasks (comments below) or of tasks for the position and needs further training in ditional assignment(s) as a Trainee (comments below).
Evaluator's Signature: Evaluator's Initials:	Date:

ICS 225



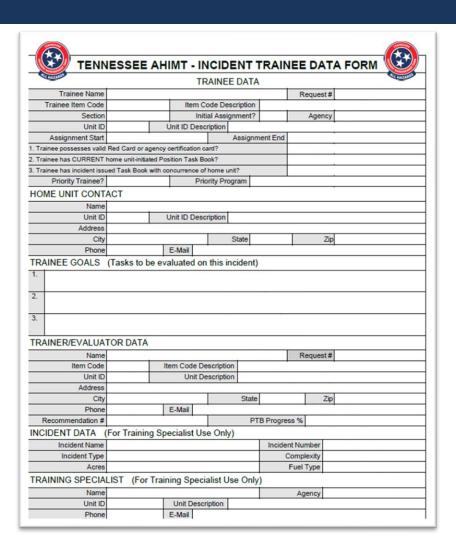
ICS 225 – Incident Personnel Performance Rating

- Provides insights to evaluation beyond task completion
- Provides a metric to evaluate personnel on over-arching performance
- Builds confidence in the evaluation process
- Provides evaluators with a more defined metric to evaluate personnel

Trainee Data Form

Incident Trainee Data Form

- Collects detailed and specific assignment information
- Documents Trainee goals and expectations
- Provides more specific and detailed
 Evaluator information pertinent to home unit and assignment
- Provides a data enhancement that supports ease of review for the Credentialing and Qualifications Committee
- Better supports the Trainee in their efforts to ensure proper evaluation and evaluator qualification



Home Unit Letter





	То	Date				
Trainee N	lame					
Trainee Pos	sition					
Incident N	lame	Incident Number				
Incident 1	Туре	Acres				
Fuel	Туре	Complexity				
1. Ti	ndation for this trainee is: trainee has successfully performed all tasks in the PTB for the position. The Final Evaluator has npleted the Final Evaluator's Verification section and recommended the trainee be considered for ency certification.					
a	agency certification.					
a	he tasks have been performed in a satisfactory all tasks (or all uncompleted tasks) to be perfo assignment is needed to complete the evaluation	asks have been performed in a satisfactory manner. However, opportunities were not available for sks (or all uncompleted tasks) to be performed and evaluated on this assignment. Additional Inment is needed to complete the evaluation.				
	The trainee did not complete certain tasks in to guidance, or experience is recommended.	trainee did not complete certain tasks in the PTB in a satisfactory manner and additional training, ince, or experience is recommended.				
	The individual is severely deficient in the performation and in the performation of the performance of the performance is recommended.					
marks:						
			,			
Iditional train	ning or trainee experience is indicated, efforts s	should be made by the hom	e unit to provide additional			

Home Unit Letter

- Provides a method to share progress with the employees' home agency/department
- Enhances a method to communicate
 Trainee progress
- Provides a method to note "between the lines" remarks on performance and overall quality
- Keeps the Regional Coordinating Committee aware of Trainee status and progress

Final Evaluators Verification

ALL-HAZARDS OPERATIONS SECTION CHIEF (OSC3-AH)

Trainee Name:
FINAL EVALUATOR'S VERIFICATION:
Evaluator; DO NOT complete this unless you are recommending the trainee for certification.
I verify all tasks have been performed and are documented with appropriate initials.
I also verify the trainee should be considered for certification in this position.
Evaluator's Signature
Date
Evaluator's Printed Name
Title
Duty Station
Phone Number
E-Mail

Final Evaluator's Verification

- This is the final recommendation for certification
- The final evaluator should thoroughly review all parts of the PTB – including all signatures and initials collected, to verify for completeness
- Always ask am I comfortable signing these qualifications?
- Always ask If I requested assistance on my incident, would I feel comfortable if this person showed up to operate in this position?

Evaluator Checklist

- Contact Trainee(s) prior to the incident/event/exercise, if possible
- Encourage Trainees to pre-fill portions of the Incident Trainee Data Form and Home Unit Letter (trainee portions) for expediting processes
- Does the Trainee have appropriate documentation of team affiliation?
- Has the Trainee been issued a Position Task Book through the TEMC Chairperson?
- Is the Trainee operating in a position that your qualification allows for you to facilitate evaluation?
- Final Evaluation ONLY: Are you qualified in the position that allows for you to facilitate a final evaluation?
- Always ask am I coaching or evaluating? We must differentiate between the two and if the person needs coaching, that should be the priority, and not evaluating tasks/behaviors.

Once Again...

- Always ask am I comfortable signing these qualifications?
- Always ask If I requested assistance on my incident, would I feel comfortable if this person showed up to operate in this position?

Evaluator Checklist Continued

- Check to see how many times the Trainee has been evaluated each evaluation should have its own Task Evaluation Record Number
- The appropriate task evaluation record to include proper code, record #, and initials/date (record # - create a numerical order of which evaluation this is within the PTB, i.e., 001 (first evaluation, 002, 003...)
- Work with the Trainee to identify specific tasks that were completed during the evaluation
- After the incident/event/exercise has concluded, meet with the Trainee to discuss the evaluation and specific tasks
- If you believe that the task was completed at a high level of performance, document this by noting the appropriate code and adding initials/date to the appropriate block
- Complete appropriate "Evaluation Record #" in the back of the PTB
- Discuss and complete the ICS-225, Home Unit Letter, Incident Trainee Data Form, and verify that your portion of the PTB has been complete to the best of your ability
- Trainees "Should" bring digital or paper forms to evaluations, but Evaluators should keep digital and paper copies to ensure the process is adequately provided for

Evaluator Checklist Continued

- The value in using a PTB as a mechanism to track task completion and behaviors, rests in the evaluation process. It is critical that our evaluators provide honest, transparent, and purposeful evaluation.
- You (the evaluator) are empowered to drive this process and facilitate decision-making on the abilities of and status of Trainees. Please do not take this lightly as future success will be predicated on our ability to cultivate and teach personnel the "right" way to do each job.
- Evaluator LEADERSHIP is critical to success be prepared to have difficult discussions and help Trainees work through the learning process. This is our opportunity to teach the next generation and show them the pathway to future success.
- Once all forms have been verified as complete, request copies of all documentation from the Trainee (including present copy of PTB – scanned is preferable). Send all packaged documentation to the appropriate Training Specialist (TNSP) or Regional Coordinating Committee.
- The TNSP or Regional Coordinating Committee will be responsible for Home Unit communication and data storage

End of Presentation

Questions, comments, concerns?