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

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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

TN | Department of Military | TEMA

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	CODE	Evaluation Record Number	EVALUATOR: Initial & date upon completion of task
Behavior: Demonstrate knowledge, understanding and ability to perform the positions in the Operations Function that are subordinate to the unit.			
1. Demonstrate the ability to perform the duties and skills of a Division or Group Supervisor according to the most current version of the Position Task Book for this position. • *Implement assigned portions of the IAP.* • *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.*	I1 I2 O1		

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.

Evaluation Record # 1

TRAINEE NAME	TRAINEE POSITION

Evaluator's Information

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 System:

Name and Location of Exercise/Event/Incident Kind:

Exercise/Event/Incident Type *(hazmat, tornado, flood, structural fire, search and rescue, tabletop exercise, full scale exercise, etc.) and Complexity (Type 1, 2, 3, etc.):*

Number and Type of Resources Pertinent to Trainee's Position: *(number of personnel being supervised, number of resources by type and kind)*

Duration: *(inclusive dates in Trainee status and number of operational periods in Trainee status)*

Recommendation: The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee.

_____ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual attempted but was not able to successfully complete certain tasks (comments below) or additional guidance is required.

_____ The individual is deficient in the performance of tasks for the position and needs further training in both required knowledge and skills prior to additional assignment(s) as a Trainee (comments below).

Recommendations/Comments *(Attach additional comment sheets as needed. Also see ICS-225: Incident Personnel Performance Rating):*

Evaluator's Signature: Date:

Evaluator's Initials:

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

TENNESSEE AHIMT - INCIDENT TRAINEE DATA FORM

Home Unit Letter

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?