

MONITOR/LEAD EVALUATOR RESPONSIBILITIES



Purpose

This set of responsibilities is provided to make the National Professional Qualifications System evaluation process easier, to decrease the possibility of problems for firefighter candidates and monitors/lead evaluators and to ensure that each evaluation is conducted in a fair and consistent manner regardless of where it is given or irrespective of which monitor/lead evaluator is serving during an evaluation.

The Georgia Firefighter Standards and Training Council (GFSTC) will evaluate personnel for National Professional Qualification (NPQ) certification by: (1) a written examination and (2) a performance evaluation.

The following list of responsibilities that pertain to performance evaluations.

Monitors/Lead Evaluators are responsible for the following:

- Ensure that the evaluators used have completed the evaluator course.
- Ensure evaluators hold the level of certification for which they are evaluating.
- Monitors/Lead Evaluators shall be thoroughly familiar with the evaluation materials and procedures, in order to answer questions that evaluators will encounter.
- Monitors/Lead Evaluators shall be at the test site prior to the time of the evaluation to ensure that they have all the materials that will be needed for the evaluation.
- Monitors/Lead Evaluators shall converse with candidates at any time during the course of the exam and shall serve as the spokesman for the evaluation team.
- Any questions or comments by a candidate shall be directed to the test monitor/Lead Evaluator.
- Monitors/Lead Evaluators shall ensure that the candidate station worksheets are completed properly by evaluators.
- Each Monitor/Lead Evaluator shall closely observe the evaluators performance.
- Each Monitor/Lead Evaluator should ensure that concise notes of actions during the performance of the objective in the comments section provided on the candidate station worksheet is filled out properly by the evaluator.
- Monitor/Lead Evaluators shall ensure that Evaluators do not wear shorts, tank tops, flip flops, etc. Department "T" shirts with short sleeves, sweatshirts, jeans, or department uniforms are allowed during skills evaluations.
- Monitor/Lead Evaluators shall ensure that the candidates read and understand the policies and procedures during performance evaluations and have signed their Candidate Station Worksheets.
- Monitor/Lead Evaluators shall ensure that the Evaluator Responsibilities worksheet is read, explained, and signed by the evaluators before the performance evaluation begins.
- Monitors/Lead Evaluators shall ensure that all forms are properly filled out and signed by all parties involved.

Personal Protective Equipment during Skills Examination

The skill sheets used by each evaluator will require "NO PPE, FULL PPE, or APPROPRIATE PPE". The following equipment will be used during skills examinations:

If the skill sheet **doesn't identify PPE** that must be worn, then the following should be worn as a minimum by each candidate:

- Head (Helmet)
- Feet (Boots, Bunker Pants Hooked and Fastened Correctly, Suspenders worn properly.)

If the skill sheet requires **"FULL PPE"** the following must be worn by each candidate:

- Protective trousers, suspenders, and boots with no skin exposed. All fasteners, snaps and buckles, etc. shall be fastened.
- Protective hood
- Protective coat with no skin exposed. All fasteners, snaps, buckles etc shall be fastened.
- Shoulder straps and waist strap on SCBA shall be fastened and adjusted.
- Face-piece worn, straps tightened, and regulator attached to face-piece (unless otherwise instructed).
- Hood over the face-piece with no skin exposed.
- Helmet with adjusted chin strap.
- Approved firefighting gloves.

If the skill sheet requires **"APPROPRIATE PPE"** the following must be worn by each candidate:

- Head (helmet)
- Feet (Boots, Bunker Pants Hooked and Fastened Correctly, Suspenders worn properly.)
- Hands (Gloves)

Monitors/Lead Evaluators shall maintain control of all test materials provided during the performance evaluation. Also, monitors/lead evaluators are responsible for ensuring that evaluators maintain control of the test material provided to them during the examination.

Safety is paramount during skill evaluation.

By signing below, I affirm that I understand the Monitor/Lead Evaluator Responsibilities set by GFSTC for skill evaluations.

I further affirm that I understand each item as explained and have no questions concerning these responsibilities.

Print Monitor/Lead Evaluator Name	Signature	Date