



Office of Training
and Certification

New Jersey Division of Fire Safety

BASIC PRACTICAL SKILLS EXAMINATION REPORT

Skill sheet #
FO2-7

Certification title

Fire Officer 2
ADMINISTRATION
DEVELOP A PLAN TO ACCOMPLISH CHANGE IN
THE ORGANIZATION

Applicant Information

Candidate name

DFS ID #

Course #

Evaluation

Standard:
NFPA 1021, 2020 Edition
5.4.5 & 5.4.6

Task

Prepare a concise report for transmittal to a supervisor, given fire department record(s) and a specific request for details such as trends, variances, or other related topics. Develop a plan to accomplish change in the organization, given an agency's change of policies, procedures or practices, so that effective change is implemented in a positive manner.

Conditions and Outcome

Given fire department records and a specific request for details the candidate shall review and evaluate agency performance measure data and shall interpret the data and make a recommendation for improvement or implementation. candidate shall develop a plan to accomplish change in the organization. **The candidate will complete this task with a minimum of 8 items answered correctly.**

| Number | Task Steps | First Test | | Retest #1 | | Retest #2 | |
|--|--|------------|------|-----------|------|-----------|------|
| | | Pass | Fail | Pass | Fail | Pass | Fail |
| 1 | Obtain applicable performance measure data | | | | | | |
| 2 | Review and evaluate data | | | | | | |
| 3 | Identify possible trends | | | | | | |
| 4 | Conduct trend analysis and identify causal factors | | | | | | |
| 5 | Identify strengths and weaknesses in the data | | | | | | |
| 6 | Determine if further data is required | | | | | | |
| 7 | Make improvement/implementation recommendations in writing | | | | | | |
| 8 | Develop a plan to accomplish the change in the organization based on recommendations | | | | | | |
| 9 | Develop a plan so that the change is implemented in a positive manner. | | | | | | |
| 10 | Show the ability to clearly communicate orally and in writing | | | | | | |
| Final Test Result for Entire Task | | | | | | | |

Continued on next page

DEVELOP A PLAN TO ACCOMPLISH CHANGE IN THE ORGANIZATION

| Evaluator signature & comments, Test #1 | | Evaluator signature & comments, Retest #1 | | Evaluator signature & comments, Retest #2 | |
|--|------|--|------|--|------|
| | | | | | |
| Evaluator signature | Date | Evaluator signature | Date | Evaluator signature | Date |
| Candidate signature & acknowledgement, Test #1 | | Candidate signature & acknowledgement, Retest #1 | | Candidate signature & acknowledgement, Retest #2 | |
| By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments | | By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments | | By my signature below I acknowledge I have read and understood the evaluation results and evaluator comments | |
| Candidate signature | Date | Candidate signature | Date | Candidate signature | Date |

Form DFS-SS-1 04/2021

Approved by NJ SME Committee 06/15/2021.