

SIERRA-SACRAMENTO VALLEY EMS AGENCY PROGRAM POLICY

REFERENCE NO. 1002

SUBJECT: EMT TRAINING PROGRAM REQUIREMENTS AND APPROVAL PROCESS

PURPOSE:

To provide a mechanism for the review of EMT Training Program applicants for compliance to state law, regulations and local policy.

The purpose of an EMT Training Program shall be to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during inter-facility transfer within an organized EMS system.

AUTHORITY:

California Health and Safety Code, Division 2.5, Sections 1797.80, 1797.170, 1797.173, 1797.175, 1797.177, 1797.182, 1797.191, 1797.193, 1797.213 and 1797.215.

California Code of Regulations, Title 22, Division 9, Chapter 2.

POLICY:

The Sierra-Sacramento Valley (S-SV) Emergency Medical Services Agency has the primary responsibility for approving and monitoring the performance of EMT Training Programs located within the S-SV region, to ensure their compliance with state law, regulations, guidelines and local policy.

I. ELIGIBILITY FOR PROGRAM APPROVAL

EMT training may be offered only by approved training programs. Eligibility for program approval shall be limited to:

- A. Accredited universities and colleges including junior and community colleges, school districts, and private post-secondary schools as approved by the State of California, Department of Consumer Affairs, Bureau of Private Postsecondary and Vocational Education.
- B. Medical training units of a branch of the Armed Forces including the Coast Guard of the United States.

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Approved:

SIGNATURE ON FILE

S-SV EMS Medical Director

SIGNATURE ON FILE

S-SV EMS Regional Executive Director

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- C. Licensed general acute care hospitals which meet the following criteria:
 - 1. Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of Division 5; and,
 - 2. Provide continuing education to other health care professionals.
- D. Agencies of government including public safety agencies.

II. EMT TRAINING PROGRAM REQUIREMENTS

- A. Procedure for Program Approval:
 - 1. An S-SV EMT Training Program Application may be obtained from the S-SV EMS Agency. Eligible agencies/institutions may submit the completed application to the S-SV EMS Agency.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
 - 2. The S-SV EMS Agency shall review and approve the following prior to approving an EMT training program:
 - a. A letter of intent to provide an EMT training program, signed by the agency/ institution administrator, i.e., fire chief, university/college department chairperson or authorized hospital administration designee.
 - b. A statement verifying usage of the United States Department of Transportation's EMT-Basic National Standard Curriculum, DOT HS 808 149, August 1994, which includes learning objectives, skills protocols, and treatment guidelines. The U.S. Department of Transportation's EMT-Basic National Standard Curriculum can be accessed through the U.S. Department of Transportation's website,
<http://www.nhtsa.gov/people/injury/ems/pub/emtbnscc.pdf>
 - c. A statement verifying CPR training equivalent to the American Heart Association's Guidelines 2005 for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level is a prerequisite for admission to an EMT basic course.
 - d. Samples of written and skills examinations used for periodic testing.
 - e. A final skills competency examination.
 - f. A final written examination.
 - g. The name and qualifications of the program director, program clinical coordinator, and principal instructor(s).

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- h. Provisions for clinical experience, as defined in Section C ‘Clinical Experience for EMT’ of this policy.
- i. Provisions for course completion by challenge, including a challenge examination (if different from final examination).
- j. Provisions for a twenty-four (24) hour refresher course including subsections a-h above, and/or continuing education courses including subsections a-c above, required for recertification.
- k. A statement verifying usage of the United States Department of Transportation’s EMT-Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1997. The U.S. Department of Transportation’s EMT-Basic Refresher National Standard Curriculum can be accessed through the U.S. Department of Transportation’s website, <http://www.nhtsa.gov/people/injury/ems/pub/basicref.pdf>.
- l. The location at which the courses are to be offered and their proposed dates.
- m. Table of contents listing the required information listed in this subsection, with corresponding page numbers.

B. Didactic and Skills/laboratory:

- 1. An approved EMT training program shall assure that no more than ten (10) students are assigned to one (1) principal instructor/teaching assistant during skills practice/laboratory sessions.
- 2. An approved EMT training program shall assure that adequate equipment and supplies are available for instruction and for student practice of skills listed The United States Department of Transportation EMT-Basic National Standard Curriculum, DOT HS 808 149, August 1994.

C. Clinical Experience for EMT:

Each approved EMT training program shall have written agreement(s) with one or more general acute care hospital(s) and/or operational ambulance provider(s) or rescue vehicle provider(s) for the clinical portion of the EMT training course.

- 1. The written agreement shall specify the roles and responsibilities of the training program and the clinical provider(s) for supplying the supervised clinical experience for the EMT students(s).
- 2. Supervision for the clinical experience shall be provided by an individual who meets the qualifications of a principal instructor or teaching assistant.

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3. No more than three (3) students shall be assigned to one (1) qualified supervisor during the supervised clinical experience.

D. Program Approval Process:

1. The S-SV EMS Agency shall notify the training program applicant within seven (7) working days of receiving the application that;
 - a. The request has been received,
 - b. The request contains or does not contain the information as requested above and,
 - c. What information, if any, is missing from the request
2. Program approval or disapproval shall be made in writing by the S-SV EMS Agency to the applicant within a reasonable period of time after receipt of all required documentation. This time period shall not exceed three (3) months.
3. Prior to implementation of an EMT training program (upon approval of the information/ documentation of the submitted application) a mandatory orientation to S-SV EMT training program policies, record keeping procedures and curriculum requirements shall be completed by the agency/institution administrator, training program course director, clinical coordinator and principal instructor(s). It is highly recommended that any other appropriate administrative staff that will be involved and/or have responsibilities associated with the training program also attend the S-SV orientation.
4. The S-SV EMS Agency shall establish the effective date of the program, in writing, upon the satisfactory documentation of compliance with all program requirements.
5. Program approval shall be for four (4) years following the effective date of program approval. The EMT training program approval may be renewed every four (4) years subject to the procedure for program approval specified in this policy.
6. Approved EMT training programs shall also receive approval as a CE provider effective the same date as the EMT training program approval. The CE program expiration date shall be the same expiration date as the EMT training program. The CE provider shall comply with all of the requirements contained in Policy reference No.1001 Continuing Education Provider Requirements and Approval Process.

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E. Teaching staff:

Each EMT program shall provide for the functions of administrative direction, medical quality coordination, and actual program instruction. Nothing in this section precludes the same individual from being responsible for more than one of the following functions if so qualified:

1. Program Director:

a. Qualifications:

Each EMT training program shall have an approved program director who shall be qualified by education and experience in methods, materials, and evaluation of instruction which shall be documented by at least forty hours in teaching methodology. The courses include but are not limited to the following examples:

- State Fire Marshal Instructor 1A and 1B
- National Fire Academy's Instructional Methodology,
- Training programs that meet the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course.

b. Duties of The Program Director:

Duties of the program director, in coordination with the program clinical coordinator, shall include but not be limited to:

- Administering the training program.
- Approving course content.
- Approving all written examinations and the final skills examination.
- Coordinating all clinical and field activities related to the course.
- Approving the principal instructor(s) and teaching assistants.
- Signing all course completion records.
- Assuring that all aspects of the EMT training program are in compliance with state laws, regulations and local EMS Agency policy.

2. Clinical Coordinator:

a. Qualifications:

Each training program shall have an approved program clinical coordinator who shall be either a Physician, Registered Nurse, Physician Assistant or a Paramedic, currently licensed in California, and who shall

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have two (2) years of academic or clinical experience in emergency medicine or prehospital care in the last five (5) years.

b. Duties of the Clinical Coordinator:

Duties of the program clinical coordinator shall include, but not be limited to:

- Responsibility for the overall quality of medical content of the program;
- Approval of the qualifications of the principal instructor(s) and teaching assistant(s).

3. Principal Instructor(s):

a. Qualifications:

Each training program shall have a principal instructor(s), who may also be the program clinical coordinator or program director, who shall be qualified by education and experience in methods, materials, and evaluation or instruction, which shall be documented by at least forty hours in teaching methodology. The courses include but are not limited to the following examples:

- State Fire Marshal Instructor 1A and 1B
- National Fire Academy's Instructional Methodology,
- Training programs that meet the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course.

And who shall:

- Be a Physician, Registered Nurse or Physician Assistant, or Paramedic currently licensed in California or,
- Be an EMT or Advanced EMT who is currently certified in California.
- Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years.
- Be approved by the program director, in coordination with the program clinical coordinator, as qualified to teach the topics to which s/he is to be assigned.

All principal instructors from approved EMT Training Programs shall meet the minimum qualifications for forty hours of teaching methodology as specified under Primary Instructor qualifications.

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4. Teaching Assistants

a. Qualifications:

Each training program may have teaching assistant(s) who:

- Shall be qualified by training and experience to assist with teaching of the course and
- Shall be approved by the program director, in coordination with the program clinical coordinator, as qualified to assist in teaching the topics to which the assistant is to be assigned.
- A teaching assistant shall be supervised by a principal instructor, the program director and/or the program clinical coordinator.

F. Program Review and Reporting:

1. All program materials specified in this policy shall be subject to periodic review by the S-SV EMS Agency.
2. All programs shall be subject to periodic on-site evaluation by the S-SV EMS Agency.
3. Any person or agency conducting a training program shall notify the S-SV EMS Agency, in writing, in advance when possible, and in all cases within thirty (30) days of any change in program director, program clinical coordinator, principal instructor, change of address, phone number or contact person.
4. For the purposes of this policy, student records shall be kept for a period of not less than four (4) years.
5. Prior to completion of any EMT-Basic or Refresher course the EMT training program shall ensure that each student receives a currently approved S-SV EMS Agency application packet.
6. All new training program personnel shall be required to complete an S-SV EMT training program orientation, as listed in Section D Program Approval Process, Item 3, above.

G. Withdrawal of Program Approval:

Noncompliance with any criterion required for program approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision, may result in denial, probation, suspension or revocation of program approval by the S-SV EMS Agency. Notification of noncompliance and action to place on probation, suspend, or revoke shall be done as follows:

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1. The S-SV EMS Agency shall notify the approved EMT training program course director in writing, by registered mail, of the provisions of this policy with which the EMT training program is not in compliance.
2. Within fifteen (15) working days of receipt of the notification of noncompliance, the approved EMT training program shall submit in writing, by registered mail, to the S-SV EMS Agency one of the following:
 - a. Evidence of compliance with the provisions of this policy, or
 - b. A plan for meeting compliance with the provisions of this policy within sixty (60) calendar days from the day of receipt of the notification of noncompliance.
3. Within fifteen (15) working days of receipt of the response from the approved EMT training program, or within thirty (30) calendar days from the mailing date of the noncompliance notification if no response is received from the approved EMT training program, the S-SV EMS Agency shall notify the Authority and the approved EMT training program in writing, by registered mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, place on probation, suspend or revoke the EMT training program approval.
4. If the S-SV EMS Agency decides to suspend, revoke, or place an EMT training program on probation the notification specified in subsection 3 of this section shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting of the probation or suspension or the effective date of the revocation, which may not be less than sixty (60) calendar days from the date of the S-SV EMS Agency's letter of decision to the Authority and the EMT training program.

H. Components of an Approved Program.

An approved EMT training program shall consist of all of the following:

1. The EMT course, including clinical experience;
2. Periodic and final written and skill competency examination;
3. A challenge examination; and
4. A refresher course required for recertification and/or continuing education courses.

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The S-SV EMS Agency may approve a training program that offers only refresher course(s)

I. Required Course Hours and Content

1. EMT COURSE:

- a. The EMT course shall consist of not less than one hundred and twenty (120) hours. These training hours shall be divided into:
 - A minimum of one hundred and ten (110) hours of classroom didactic instruction and skills laboratory, and
 - A minimum of ten (10) hours of supervised clinical experience. The clinical experience shall include five (5) patient contacts, wherein a patient assessment and other EMT skills are preformed.
 - The minimum hours shall not include the examination for EMT certification.
 - The EMT course shall consist of The United States Department of Transportation EMT-Basic National Standard Curriculum, DOT HS 808 149, August 1994.

2. EMT Refresher course shall consist of at least twenty-four (24) hours of classroom and laboratory instruction, not including recertification testing; and

- a. Instruction shall be completed at anytime throughout the current certification period.
- b. Shall be offered by EMT training programs not less than once a year
- c. Include a review of the topics and skills contained in The United States Department of Transportation EMT-Basic National Standard Curriculum, DOT HS 808 149, August 1994 in addition to discussions of new developments in basic life support; and
- d. Include both a written and skills competency examination to test the knowledge of topics and skills prescribed in The United States Department of Transportation EMT-Basic National Standard Curriculum, DOT HS 808 149, August 1994
- e. EMT training programs may present the twenty-four (24) hour refresher course in a modular format.

J. Required Testing:

1. Each component of an approved program shall include periodic and final competency-based examination to test the knowledge and skills specified in

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The United States Department of Transportation EMT-Basic National Standard Curriculum, DOT HS 808 149, August 1994. Satisfactory performance in the written and skills examinations shall be demonstrated for successful completion of the course.

2. The competency-based final skills examination requires individual demonstration of competence of skills in the following topics:
 - a. Patient examination, trauma patient
 - b. Patient examination, medical patient
 - c. Airway emergencies;
 - d. Breathing emergencies;
 - e. Automated external defibrillation;
 - f. Circulation emergencies;
 - g. Neurological emergencies;
 - h. Soft tissue injury;
 - i. Musculoskeletal injury; and
 - j. Obstetrical emergencies.
- K. Course Completion Record:
 1. An approved EMT training program provider shall issue a tamper resistant Course Completion Record to each person who has successfully completed the EMT Course, refresher course or challenge examination.
 2. The Course Completion Record shall contain the following:
 - a. The name of the individual.
 - b. The date of the Course Completion.
 - c. Type of EMT course completed (i.e., EMT, refresher or challenge) and the number of hours completed.
 - d. The EMT approving authority (S-SV EMS Agency).
 - e. The signature of the program director.

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- f. The name and location of the training program issuing the record.
 - g. The following statement in bold print: “**THIS IS NOT AN EMT CERTIFICATE**”.
 - h. The following statement: “This course completion record is valid to apply for certification for a maximum of two (2) years from the course completion date and shall be recognized statewide.”
3. The name and address of each person receiving a course completion record and the date of course completion shall be reported, in writing, to the Sierra-Sacramento Valley (S-SV) EMS Agency within fifteen (15) days of course completion.
- L. Course Completion by Challenge Examination:
1. An individual may obtain an EMT Course Completion Record from an approved EMT training program by successfully passing a course challenge examination if s/he meets one of the following eligibility requirements:
 - a. The person is a currently licensed in the United States as a Physician, Physician Assistant, Registered Nurse, Vocational Nurse or Licensed Practical Nurse.
 - b. The person provides documented evidence of having successfully completed an emergency medical services training program of the Armed Forces within the preceding two (2) years which meets the United States Department of Transportation EMT-Basic National Standard Curriculum, DOT HS 808 149, September 1997. Upon review of the documentation, the S-SV EMS Agency may also allow an individual to challenge if the individual was active in the last two (2) years in a prehospital emergency medical classification of the Armed Services which does not have formal recertification requirements. These individuals may be required to take a refresher course or complete CE courses as a condition of certification.
 2. The course challenge examination shall consist of a competency-based written and skills examination to test the knowledge of the topics and skills as prescribed by Title 22, Chapter 2.
 3. An EMT training program shall offer an EMT challenge examination no less than once each time the EMT course is given.
 4. An eligible person shall be permitted to take the EMT course challenge examination only one (1) time. An individual who fails to achieve a passing score on the EMT course challenge examination shall successfully complete an EMT course to receive an EMT course completion record.