

SIERRA-SACRAMENTO VALLEY EMS AGENCY PROGRAM POLICY

REFERENCE NO. 1003

SUBJECT: ADVANCED EMT (AEMT) TRAINING PROGRAM REQUIREMENTS AND APPROVAL PROCESS

PURPOSE:

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

The purpose of an Advanced EMT Training Program shall be to prepare eligible EMTs to render prehospital limited advanced life support (LALS) 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 1797.107, 1797.171, and 1797.173.

California Code of Regulations, Title 22, Division 9, Chapter 3.

POLICY:

The Sierra-Sacramento Valley (S-SV) Emergency Medical Services Agency has the primary responsibility for approving and monitoring the performance of Advanced 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

Advanced 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 for Private Postsecondary Education.
- B. Medical training units of a branch of the Armed Forces or Coast Guard of the United States.

Effective Date: 07/01/2010
Next Review Date: 06/2013
Approved:

Date last Reviewed / Revised: 06/10
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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.

II. ADVANCED EMT TRAINING PROGRAM REQUIREMENTS

- A. Procedure for Program Approval:
 - 1. An S-SV EMS Advanced 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 Advanced EMT training program:
 - a. A letter of intent to provide an Advanced 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 that the course content is equivalent to the Advanced EMT Model Curriculum (EMSA #133, June 2008).
 - c. A course outline.
 - d. Performance objectives for each skill.
 - e. The name and qualifications of the training program course director, program medical director, and principal instructors.
 - f. Provisions for supervised hospital clinical training, including standardized forms for evaluating Advanced EMT trainees.
 - g. Provisions for supervised field internship, including standardized forms for evaluating Advanced EMT trainees.
 - h. The location at which the course(s) are to be offered and their proposed dates.
 - i. Provisions for course completion by challenge, including a challenge examination (if different from the final examination).

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- j. Samples of written and skills examinations used for periodic testing.
- k. A final skills competency examination.
- l. A final written examination.
- m. Evidence that the program provides adequate facilities, equipment, examination security, student record keeping, clinical training and field internship training.

B. Student Eligibility:

To be eligible to enter an Advanced EMT training program, an individual shall meet the following requirements:

- 1. Possess a high school diploma or general education equivalent; and
- 2. Possess a current EMT certificate in the State of California; and
- 3. Possess a current Basic Life Support (CPR) card according to the American Heart Association 2005 Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the healthcare provider level.

C. Required Course Hours:

- 1. The Advanced EMT training program shall consist of not less than eighty-eight (88) hours. These training hours shall be divided into:
 - a. A minimum of forty-eight (48) hours of didactic instruction and skills laboratory;
 - b. The hospital clinical training shall consist of no less than sixteen (16) hours and field internship shall consist of no less than twenty-four (24) hours.
- 2. The trainee shall have a minimum of ten (10) ALS patient contacts, as defined, during the combined hospital clinical training and field internship. An ALS patient contact shall be defined as the student performance, by the trainee, of one or more of the following skills on a patient:
 - a. Administration of intravenous fluids and/or medications specified in S-SV EMS 'Advanced EMT Scope of Practice' Policy, Reference No. 802.
 - b. Perilaryngeal airway adjunct insertion.

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- c. Insertion of intravenous lines to administer isotonic balanced salt solution on patients, and
- d. Defibrillation of a patient in ventricular fibrillation.

The ten (10) ALS patient contacts shall be distributed among these skills. Each ALS patient contact by an Advanced EMT student shall be documented in writing on a standard form and shall be signed by the training program medical director as verification of the fact that the ALS contact met the criteria set forth in this section.

3. The trainee shall demonstrate competency, as specified in the Advanced EMT Model Curriculum (EMSA #133, June 2008) in the following skills:
 - a. Intravenous access.
 - b. Perilaryngeal airway adjunct.
 - c. Medication administration by the following routes:
 - Inhaled route.
 - Intramuscular route.
 - Intravenous route.
 - Sublingual route.
 - Subcutaneous route.
 - Oral route.
4. During the field internship, the student shall demonstrate competency as the team leader while on-scene delivering patient care at least five (5) times.
5. Competency and success in the skills listed in subsections 2 and 3 of this section shall be evaluated and documented on student evaluation forms included in the Advanced EMT Model Curriculum (EMSA #133, June 2008) by either the clinical or field preceptor.
6. The minimum hours shall not include the following:
 - a. Course material designed to teach or test exclusively EMT knowledge or skills including CPR.
 - b. Examination for student eligibility.
 - c. The teaching of any material not prescribed in this policy.
 - d. Examination for Advanced EMT certification.

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D. Required Course Content

1. The content of an Advanced EMT course shall include instruction adequate to result in the Advanced EMT trainee being proficient in the topics and skills contained in the Advanced EMT Model Curriculum, (EMSA #133, June 2008).
2. The S-SV EMS Agency shall administer the certifying written and skills examination.

E. Required Testing

Each component of an approved Advanced EMT training program shall include periodic examinations and final comprehensive competency-based examinations to test the knowledge and skills specified in this policy. Satisfactory performance in these written and skills examinations shall be demonstrated for successful completion of the course. Satisfactory performance shall be determined by pre-established standards, developed and/or approved by the S-SV EMS Agency.

F. Didactic and Skills Laboratory

An approved Advanced EMT training program shall insure that no more than six (6) trainees assigned to one (1) instructor/teaching assistant during the skills practice/laboratory sessions.

G. Hospital Clinical Training

1. An approved Advanced EMT training program shall provide for and monitor a supervised clinical experience at a hospital(s) which is licensed as a general acute care hospital. The clinical setting may be expanded to include areas commensurate with the skills experience needed. Such settings may include surgicenters, clinics, jails or any other areas deemed appropriate by the S-SV EMS Agency.
2. Training programs in nonhospital institutions shall enter into a written agreement(s) with a licensed general acute care hospital(s) which holds a permit to operate a Basic or Comprehensive Emergency Medical Service for the purpose of providing this supervised clinical experience as well as a clinical preceptor(s) to instruct and evaluate the student.
3. Advanced EMT clinical training hospital(s) shall provide clinical experience, supervised by a clinical preceptor(s) approved by the training program medical director. Hospitals providing clinical training and experience shall be approved by the program medical director, and shall provide for continuous assessment of student performance. No more than two (2) trainees will be assigned to one (1) preceptor during the supervised hospital clinical

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experience at any one time. The clinical preceptor may assign the trainee to another health professional for selected clinical experience. Clinical experience shall be monitored by the training program staff and shall include direct patient care responsibilities including the administration of additional drugs which are designed to result in the competencies specified in this policy. Clinical assignments shall include, but not be limited to: emergency, surgical, cardiac, obstetric, and pediatric patients.

4. The Advanced EMT training program shall establish criteria to be used by clinical preceptors to evaluate trainees. Verification of successful performance in the prehospital setting shall be required prior to course completion or certification.

H. Field Internship

1. An approved Advanced EMT training program shall provide for and monitor a field internship with a designated Advanced EMT or Paramedic service provider(s) approved by the training program medical director.
2. After obtaining the approval of the S-SV EMS Agency, the Advanced EMT training program shall enter into a written agreement with an Advanced EMT or Paramedic service provider(s) to provide for this field internship, as well as for a field preceptor(s) to directly supervise, instruct and evaluate students. The field internship shall include direct patient care responsibilities which, when combined with the other parts of the training program, shall result in the Advanced EMT competencies specified in this policy.
3. The field internship shall be medically supervised and monitored in accordance with the policies of the S-SV EMS Agency.
4. No more than one (1) Advanced EMT trainee shall be assigned to an Advanced EMT or Paramedic response vehicle during the field internship.
5. The Advanced EMT training program shall establish evaluation criteria to be used by field preceptors to evaluate trainees.

I. Teaching Staff:

1. Each program shall have an approved program medical director who shall:
 - a. Be a physician currently licensed in the State of California, who has two (2) years academic or clinical experience in emergency medicine in the last five (5) years, and who is qualified by education or experience in methods of instruction.

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- b. Duties of the program medical director shall include, but not be limited to:
 - Approval of all course content.
 - Approval of content of all written and skills examination.
 - Approval of provision for hospital clinical and field internship experiences.
 - Approval of principal instructor(s) qualifications.
2. Each program shall have an approved course director who shall:
 - a. Be a Physician, Registered Nurse, or Paramedic currently licensed in the State of California, or an individual who holds a baccalaureate degree or equivalent in a related health field or equivalent.
 - b. The course director shall have a minimum of one (1) year experience in an administrative or management level position and have a minimum two (2) years academic or clinical experience in prehospital care education within the last five (5) years.
 - c. The approved course director shall be qualified by education and experience in methods, materials, and evaluation of instruction which shall be documented by at least forty (40) 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.
 - d. Duties of the course director shall include, but not be limited to:
 - Administration of the training program.
 - In coordination with the program medical director, approve the principal instructor, teaching assistants, field preceptors, clinical and internship assignments, and coordinate the development of curriculum.
 - Ensure training program compliance with this Chapter and other related laws.
 - Sign all course completion records.
3. Each program shall have a principal instructor(s) who may also be the program medical director or course director, who shall:
 - a. Be a Physician, Registered Nurse, or a Physician Assistant currently licensed in the State of California; or,

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- b. Be a Paramedic or an Advanced EMT and/or EMT-II currently licensed or certified in California.
 - c. Have two (2) years academic or clinical experience in emergency medicine within the last five (5) years.
 - d. Be approved by the course director in coordination with the program medical director as qualified to teach those sections of the course to which s/he is assigned.
 - e. Be responsible for areas including, but not limited to, curriculum development, course coordination, and instruction.
 - f. Be qualified by education and experience in methods, materials, and evaluation of instruction, which shall be documented by at least forty (40) 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.
4. Each program may have a teaching assistant'(s) who shall be an individual(s) qualified by training and experience to assist with the teaching of the course and shall be approved by the course director in coordination with the program medical director as qualified to assist in teaching the topics to which the assistant is to be assigned. A teaching assistant shall be directly supervised by a principal instructor, the course director, and/or the program medical director.
 5. Each program shall have a field preceptor(s) who shall:
 - a. Be a Physician, Registered Nurse, or Physician Assistant currently licensed in the State of California; or
 - b. Be a Paramedic or an Advanced EMT currently licensed or certified in the State of California; and
 - c. Have two (2) years academic or clinical experience in emergency medicine within the last five (5) years.
 - d. Be approved by the course director in coordination with the program medical director to provide training and evaluation of an Advanced EMT trainee during field internship with an authorized service provider.
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- e. Be under the supervision of a principal instructor, the course director and/or program medical director.
6. Each program shall have a hospital clinical preceptor(s) who shall:
 - a. Be a Physician, Registered Nurse, or Physician Assistant who is currently licensed in the State of California.
 - b. Have two (2) years academic or clinical experience in emergency medicine within the last five (5) years.
 - c. Be approved by the course director in coordination with the program medical director to provide evaluation of an Advanced EMT trainee during the clinical training.
- J. Approval Notification:
1. Program approval or disapproval shall be made in writing by the S-SV EMS Agency to the requesting training program within a reasonable period of time after receipt of all required documentation. This time period shall not exceed three (3) months.
 2. Prior to implementation of an Advanced 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, program medical director, program course director, 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.
 3. 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.
 4. 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.
- K. Application of Policy to Existing EMT II Training Programs:

All EMT-II training programs in operation prior to the effective date of this policy shall submit evidence of compliance with this policy to the S-SV EMS Agency within six (6) months after the effective date of this policy. EMT-II training

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programs that do not submit the information, as required by this section, shall not be approved as an Advanced EMT Training Program.

L. 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) calendar days of any change in course content, hours of instruction, course director, program medical director, principal instructor (s), course locations and proposed dates, provisions for hospital clinical experience, or field internship.
4. Prior to completion of any Advanced EMT course the Advanced EMT training program shall ensure that each student receives a currently approved S-SV EMS Agency application packet.
5. All new training program personnel shall be required to complete an S-SV EMT training program orientation, as listed in Section J Approval Notification, Item 2, above.

M. 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:

1. The S-SV EMS Agency shall notify the approved Advanced EMT training program course director in writing, by registered mail, of the provisions of this policy with which the Advanced EMT training program is not in compliance.
2. Within fifteen (15) working days of receipt of the notification of noncompliance, the approved Advanced 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

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- 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 Advanced 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 Advanced EMT training program, the S-SV EMS Agency shall notify the Authority and the approved Advanced 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 Advanced 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 Advanced EMT training program.

N. Course Completion Record:

1. An approved Advanced EMT training program shall issue a course completion record to each person who has successfully completed the Advanced EMT training program.
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 course completed (i.e., Advanced EMT) and the number of hours completed.
 - d. The following statement from an approved Advanced EMT training program: "The individual named on this record has successfully completed an approved Advanced EMT course", to indicate the appropriate type of course completed.
 - e. The name of the Advanced EMT Approving Authority (S-SV EMS Agency).
 - f. The signature of the course director.

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- g. The name and location of the training program issuing the record.
 - h. The following statement in bold print: “**THIS IS NOT AN ADVANCED EMT CERTIFICATE**”.
 - i. 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.