


<b>Sierra – Sacramento Valley EMS Agency Program Policy</b>			
<b>Paramedic Training Program Approval/Requirements</b>			
	Effective: 04/01/2013	Next Review: As Needed	<b>1005</b>
	Approval: Troy M. Falck, MD – Medical Director		SIGNATURE ON FILE
	Approval: Victoria Pinette – Executive Director		SIGNATURE ON FILE

**PURPOSE:**

To establish the Paramedic and Critical Care Paramedic (CCP) training program approval process and ongoing requirements of an S-SV EMS approved Paramedic or CCP training program.

**AUTHORITY:**

- A. California Health and Safety Code, Division 2.5
- B. California Code of Regulations, Title 22, Division 9, Chapter 4

**POLICY:**

- A. S-SV EMS has the primary responsibility for approving and monitoring the performance of paramedic training programs to ensure their compliance with state law, regulations, guidelines and local policy.
- B. S-SV EMS approved paramedic training programs shall obtain/maintain accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), in order to operate.
  - 1. New paramedic training programs shall submit their application, fee, and self-study to CoAEMSP for accreditation within twelve (12) months of the startup of classes, and obtain CAAHEP accreditation no later than two (2) years from the date of application to CoAEMSP for accreditation in order to continue to operate.
  - 2. Paramedic training programs shall provide the following information to all applicants prior to their enrollment in the paramedic training program:
    - The date by which the paramedic training program must submit their application and self-study for initial accreditation or their application for accreditation renewal to CoAEMSP.
    - The date by which the paramedic training program must be initially accredited or have their accreditation renewed by CAAHEP.

3. Failure of the paramedic training program to submit their application and self-study or their accreditation renewal to CoAEMSP by the date specified will result in revocation of program approval by S-SV EMS, unless S-SV EMS has approved a plan for meeting compliance as provided in the 'Denial or Withdrawal of Paramedic Training Program Approval' section of this policy. When a paramedic training program approval is revoked under this provision, the paramedic training program course director must demonstrate to the satisfaction of S-SV EMS that the deficiency for which the program approval was revoked has been rectified before submitting a new application for paramedic training program approval.
  4. Failure of the paramedic training program to obtain/maintain CAAHEP accreditation by the required date will result in revocation training program approval by S-SV EMS, unless S-SV EMS has approved a plan for meeting compliance as provided in the 'Denial or Withdrawal of Paramedic Training Program Approval' section of this policy. When a paramedic training program approval has been revoked under this provision, the paramedic training program course director must demonstrate to the satisfaction of S-SV EMS that the deficiency for which the program approval was revoked has been rectified before submitting a new application for paramedic training program approval.
  5. Students graduating from a paramedic training program that fails to apply for/obtain/maintain CAAHEP accreditation by the dates required in this policy and applicable regulations are not eligible for California State licensure as a paramedic.
  6. Paramedic training programs shall submit to S-SV EMS all documents submitted to, and received from, CoAEMSP and CAAHEP for accreditation, including but not limited to, the initial application and self-study for accreditation and the documents required for maintaining accreditation.
  7. Paramedic training programs shall submit to the California EMS Authority the date their initial application was submitted to CoAEMSP and copies of documentation from CoAEMSP and/or CAAHEP verifying accreditation.
  8. S-SV EMS shall revoke approval, in accordance with the 'Denial or Withdrawal of Paramedic Training Program Approval' section of this policy, of any paramedic training program which fails to comply with these accreditation requirements.
- C. Paramedic training programs shall participate in the S-SV EMS Emergency Medical Services Quality Improvement Program (EMSQIP). In addition, an approved paramedic training program, which is conducting a paramedic training program outside the S-SV EMS jurisdiction, shall also agree to participate in the EMSQIP of the LEMSA which has jurisdiction where the training program is being conducted.

D. Eligibility for Paramedic training program approval shall be limited to the following institutions:

1. Accredited universities, colleges, including junior and community colleges, and private post-secondary schools as approved by the State of California, Department of Consumer Affairs, Bureau for Private Postsecondary Education.
2. Medical training units of a branch of the Armed Forces or Coast Guard of the United States.
3. Licensed general acute care hospitals which meet the following criteria:
  - Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of California Code of Regulations, Title 22, Division 5; and
  - Provide continuing education (CE) to other health care professionals; and
  - Are accredited by a Centers for Medicare and Medicaid Services approved deeming authority.
4. Agencies of government.

E. Paramedic Training Program Requirements:

1. Paramedic Training Program Teaching Staff:
  - Each training program shall have an approved program medical director who shall be a physician currently licensed in the State of California, who has two (2) years experience in prehospital care in the last five (5) years, and who is qualified by education or experience in methods of instruction. Duties of the medical director shall include, but not be limited to:
    - Review and approve educational content of the program curriculum, including training objectives for the clinical and field instruction, to certify its ongoing appropriateness and medical accuracy.
    - Review and approve the quality of medical instruction, supervision, and evaluation of the students in all areas of the program.
    - Approval of provision for hospital clinical and field internship experiences.
    - Approval of principal instructor(s).
  - Each program shall have an approved course director who shall be licensed in California as a physician, a registered nurse who has a baccalaureate degree or a paramedic who has a baccalaureate degree, or shall be an individual who holds a baccalaureate degree in a related health field or in education.
    - The course director shall be qualified by education and experience in methods, materials, and evaluation of instruction, and shall have a minimum of one (1) year experience in an administrative or management level position and have a minimum three (3) years academic or clinical

- experience in prehospital care education within the last five (5) years. Duties of the course director shall include, but not be limited to:
- Administration, organization and supervision of the educational program.
  - In coordination with the program medical director, approve the principal instructor, teaching assistants, field and hospital clinical preceptors, clinical and internship assignments, and coordinate the development of curriculum, including instructional objectives, and approve all methods of evaluation.
  - Ensure training program compliance with this policy and other related laws/regulations.
  - Sign all course completion records.
  - Ensure that the preceptor(s) are trained according to the curriculum specified in this policy.
- Each training program shall have a principal instructor(s), who may also be the program medical director or course director if the qualifications for those positions are met, who shall:
    - Be a physician, registered nurse, physician assistant, or paramedic, licensed in the State of California.
    - Be knowledgeable in the course content of the United States Department of Transportation (U.S. DOT) National Emergency Medical Services Education Standards (DOT HS 811 077A, January 2009); and
    - Have six years (6) experience in an allied health field and an associate degree or two (2) years experience in an allied health field and a baccalaureate degree.
    - Be responsible for areas including, but not limited to, curriculum development, course coordination, and instruction.
    - Be qualified by education and experience in methods, materials, and evaluation of instruction, which shall be documented by at least 40 hours in teaching methodology. The courses include, but are not limited to the following examples:
      - California State Fire Marshal (CSFM) “Training Instructor 1A, 1B, and 1C”.
      - National Fire Academy (NFA) “Fire Service Instructional Methodology” course.
      - A course that meets 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’ EMS Educator Course.
  - Each CCP training program shall have a principal instructor(s) who shall be licensed in California as a physician and knowledgeable in the subject matter, a registered nurse knowledgeable in the subject matter, or a paramedic with current CCP certification or Flight Paramedic (FP) certification from the Board for Critical Care Transport Certification (BCCTPC). The CCP principal

instructor(s) shall be qualified by education or experience in methods of instruction.

- Each training program may have a teaching assistant(s) who shall be an individual(s) qualified by training and experience to assist with teaching of the course. A teaching assistant shall be supervised by a principal instructor, the course director and/or the program medical director.
- Each paramedic training program shall have a field preceptor(s) who shall:
  - Be a licensed paramedic; and
  - Be working in the field as a licensed paramedic for the last two (2) years; and
  - Be under the supervision of a principal instructor, the course director and/or the program medical director; and
  - Have completed field preceptor training approved by S-SV EMS and/or comply with the field preceptor guidelines approved by S-SV EMS. Training shall include a curriculum that will result in the preceptor being competent to evaluate the paramedic student during the field internship phase of the training program, and how to do the following in cooperation with the paramedic training program:
    - Conduct a daily field evaluation of students.
    - Conduct cumulative and final field evaluations of all students.
    - Rate students for evaluation using written field criteria.
    - Identify ALS contacts and requirements for graduation.
    - Identify the importance of documenting student performance.
    - Review field preceptor requirements contained in this policy.
    - Assess student behaviors using cognitive, psychomotor, and affective domains.
    - Create a positive and supportive learning environment.
    - Measure students against the standard of entry level paramedics.
    - Identify appropriate student progress.
    - Counsel the student who is not progressing.
    - Identify training program support services available to the student and the preceptor.
    - Provide guidance and applicable procedures for dealing with an injured student or student who has had an exposure to illness, communicable disease or hazardous material.
- Each training program shall have a hospital clinical preceptor(s) who shall:
  - Be a physician, registered nurse or physician assistant currently licensed in the State of California.
  - Have worked in emergency medical care for the last two (2) years.
  - Be under the supervision of a principal instructor, the course director, and/or the program medical director.
  - Receive instruction in evaluating paramedic students in the clinical setting. Means of instruction may include, but need not be limited to, educational brochures, orientation, training programs, or training videos, and shall

include how to do the following in cooperation with the paramedic training program:

- Evaluate a student's ability to safely administer medications and perform assessments.
- Document a student's performance.
- Review clinical preceptor requirements contained in this policy.
- Assess student behaviors using cognitive, psychomotor, and affective domains.
- Create a positive and supportive learning environment.
- Identify appropriate student progress.
- Counsel the student who is not progressing.
- Provide guidance and applicable procedures for dealing with an injured student or student who has had an exposure to illness, communicable disease or hazardous material.

**F. Didactic and Skills Laboratory:**

A paramedic training program and/or CCP training program shall assure that no more than six (6) students are assigned to one instructor/teaching assistant during skills practice/laboratory.

**G. Hospital Clinical Education and Training for Paramedic:**

1. A paramedic training program shall provide for and monitor a supervised clinical experience at a hospital(s), licensed as a general acute care hospital and holds a permit to operate a basic or comprehensive emergency medical service. 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 S-SV EMS. The maximum number of hours in the expanded clinical setting shall not exceed 40 hours of the total clinical hours specified in the 'Paramedic Training Program Required Course Hours' section of this policy.
2. Hospital clinical training, for an approved CCP training program, shall consist of no less than 94 hours in the following areas:
  - Labor & Delivery (8 hours),
  - Neonatal Intensive Care (16 hours),
  - Pediatric Intensive Care (16 hours),
  - Adult Cardiac Care (16 hours),
  - Adult Intensive Care (24 hours),
  - Adult Respiratory Care (6 hours), and
  - Emergency/Trauma Care (8 hours).

3. An approved paramedic training program and/or CCP training program shall not enroll any more students than the training program can commit to providing a clinical internship to begin no later than 30 days after a student's completion of the didactic and skills instruction portion of the training program. The paramedic/CCP training program course director and a student may mutually agree to a later date for the clinical internship to begin in the event of special circumstances (e.g., student/preceptor illness/injury, student's military duty, etc.).
4. Training programs, both paramedic and CCP, in nonhospital institutions shall enter into a written agreement(s) with a licensed general acute care hospital(s) that holds a permit to operate a basic or comprehensive emergency medical service for the purpose of providing this supervised clinical experience.
5. Paramedic clinical training hospital(s) and other expanded settings shall provide clinical experience, supervised by a clinical preceptor(s). The clinical preceptor may assign the student to another health professional for selected clinical experience. No more than two (2) students shall be assigned to one preceptor or health professional during the supervised clinical experience at any one time. Clinical experience shall be monitored by the training program staff and shall include direct patient care responsibilities, which may include the administration of any additional medications, approved by the S-SV EMS Medical Director and the director of the California EMS Authority, to result in competency. Clinical assignments shall include, but are not to be limited to, emergency, cardiac, surgical, obstetric, and pediatric patients.

#### H. Field Internship Education and Training for Paramedic:

1. A field internship shall provide emergency medical care experience supervised at all times by an authorized field preceptor to result in the paramedic student being competent to provide the medical procedures, techniques, and medications specified in California Code of Regulations (Title 22, Division 9, Chapter 4, § 100146) in the prehospital emergency setting within an organized EMS system.
2. An approved paramedic training program shall enter into a written agreement with a paramedic service provider(s) to provide for field internship, as well as for a field preceptor(s) to directly supervise, instruct, and evaluate the students. The assignment of a student to a field preceptor shall be a collaborative effort between the training program and the provider agency. If the paramedic service provider is located outside the S-SV EMS jurisdiction, the training program shall:
  - In collaboration with the LEMSA in which the field internship will occur, ensure that the student has been oriented to that LEMSA, including local policies and procedures and treatment protocols.
  - Contact the LEMSA where the paramedic service provider is located and report to that LEMSA the name of the paramedic intern in their jurisdiction, the name

of the EMS provider, and the name of the preceptor. The paramedic intern shall be under the medical control of the medical director of the LEMSA in which the internship occurs.

3. The training program shall be responsible for ensuring that the field preceptor has the experience and training as specified in this policy.
  4. The paramedic training program shall not enroll any more students than the training program can commit to providing a field internship to begin no later than 90 days after a student's completion of the hospital clinical education and training portion of the training program. The training program director and a student may mutually agree to a later date for the field internship to begin in the event of special circumstances (e.g., student/preceptor illness/injury, student's military duty, etc.).
  5. For at least half of the ALS patient contacts specified in the 'Paramedic Training Program Required Course Hours' section of this policy, the paramedic student shall be required to provide the full continuum of care of the patient beginning with the initial contact with the patient upon arrival at the scene through release of the patient to a receiving hospital or medical care facility.
  6. All interns shall be continuously monitored by the training program, in collaboration with the assigned field preceptor, regardless of the location of the internship, as described in written agreements between the training program and the internship provider. The training program shall document a student's progress, based on the assigned field preceptor's input, and identify specific weaknesses of the student, if any, and/or problems encountered by, or with, the student. Documentation of the student's progress, including any identified weaknesses or problems, shall be provided to the student at least twice during the student's field internship.
  7. No more than one (1) trainee, of any level, shall be assigned to a response vehicle at any one time during the paramedic student's field internship.
- I. Procedure for Paramedic Training Program Approval:
1. Eligible organizations may submit a completed Paramedic Training Application to S-SV EMS. S-SV EMS may deem a training program approved that has been accredited by CAAHEP upon submission of proof of such accreditation, without requiring the paramedic training program to submit for review the information required this section.
  2. S-SV EMS shall receive and review the following prior to program approval:
    - For paramedic training programs, a statement verifying that the course content meets the requirements contained in the U.S. DOT National Education Standards (DOT HS 811 077A January 2009).



- For CCP programs, a statement verifying that the CCP training program course content meets the requirements contained in California Code of Regulations, Title 22, Division 9, Chapter 4, § 100160(b).
  - An outline of course objectives.
  - Performance objectives for each skill.
  - The name and qualifications of the training program course director, program medical director, and principal instructors.
  - Provisions for supervised hospital clinical training including student evaluation criteria and standardized forms for evaluating paramedic students; and monitoring of preceptors by the training program.
  - Provisions for supervised field internship (paramedic training programs only) including student evaluation criteria and standardized forms for evaluating paramedic students; and monitoring of preceptors by the training program.
  - The location at which the courses are to be offered and their proposed dates.
  - Written agreements between the paramedic training program and a hospital(s) and other clinical setting(s), if applicable, for student placement for clinical education and training.
  - Written contracts or agreements between the paramedic training program and a provider agencies for student placement for field internship training (paramedic training programs only).
  - Samples of written and skills examinations administered by the training program for periodic testing.
  - A final written examination administered by the training program.
  - Evidence that the training program provides adequate facilities, equipment, examination security, and student record keeping.
3. S-SV EMS shall submit to the California EMS Authority an outline of program objectives and eligibility on each training program being proposed for approval in order to allow the California EMS Authority to make the determination required by § 1797.173 of the California Health and Safety Code. Upon request by the California EMS Authority, any or all materials submitted by the training program shall be submitted to the California EMS Authority.

J. Paramedic Training Program Approval:

1. S-SV EMS shall, within thirty 30 working days of receiving a request for training program approval, notify the requesting training program that the request has been received, and shall specify what information, if any, is missing.
2. Paramedic training program approval or disapproval shall be made in writing by S-SV EMS to the requesting training program after receipt of all required documentation. This time period shall not exceed three (3) months.

3. S-SV EMS shall establish the effective date of program approval in writing upon satisfactory documentation of compliance with all program requirements.
4. Paramedic training program approval shall be for four (4) years following the effective date of approval and may be renewed every four (4) years subject to the procedure for program approval specified in this policy.

**K. Paramedic Training Program Review and Reporting:**

1. All program materials specified in this policy shall be subject to periodic review by S-SV EMS and may also be reviewed upon request by the EMS Authority.
2. All programs shall be subject to periodic on-site evaluation by S-SV EMS and may also be evaluated by the EMS Authority.
3. Any organization conducting a training program shall notify S-SV EMS, in writing, in advance when possible, and in all cases within 30 calendar days of any change in course objectives, hours of instruction, course director, program medical director, principal instructor, provisions for hospital clinical experience, or field internship.

**L. Denial or Withdrawal of Paramedic Training Program Approval:**

1. Noncompliance with any criteria required for program approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of this policy, may result in denial, probation, suspension or revocation of S-SV EMS program approval.
2. Notification of noncompliance and action to place on probation, suspend, or revoke shall be done as follows:
  - S-SV EMS shall notify the approved paramedic training program course director in writing, by certified mail, of the provisions of this policy with which the paramedic training program is not in compliance.
  - Within 15 days of receipt of the notification of noncompliance, the approved paramedic training program shall submit in writing, by certified mail, to S-SV EMS one (1) of the following:
    - Evidence of compliance with the provisions of this policy, or
    - A plan for meeting compliance with the provisions of this policy within 60 days from the day of receipt of the notification of noncompliance.
  - Within 15 days of receipt of the response from the approved paramedic training program, or within 30 days from the mailing date of the noncompliance notification if no response is received from the approved paramedic training program, S-SV EMS shall notify the EMS Authority and the approved paramedic training program in writing, by certified mail, of the decision to accept

the evidence of compliance, accept the plan for meeting compliance, place on probation, suspend or revoke the paramedic training program approval.

- If S-SV EMS decides to suspend or revoke the paramedic training program approval, the notification specified in 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 60 days from the date of S-SV EMS's letter of decision to the EMS Authority and the paramedic training program.

**M. Paramedic Student Eligibility:**

1. To be eligible to enter a paramedic training program, an individual shall meet the following requirements:
  - Possess a high school diploma or general education equivalent; and
  - Possess a current healthcare provider level CPR card.
  - Possess one of the following:
    - A current EMT certificate or NREMT-EMT registration; or
    - A current AEMT certificate in the State of California; or
    - Be currently registered as an EMT-Intermediate with the NREMT.
2. To be eligible to enter a CCP training program an individual shall be currently licensed, and accredited, in California as a paramedic with three (3) years of basic paramedic practice.

**N. Paramedic Training Program Required Course Hours:**

1. The total paramedic training program shall consist of not less than 1090 hours. These training hours shall be divided into:
  - A minimum 450 hours of didactic instruction and skills laboratories.
  - The hospital clinical training shall consist of no less than 160 hours.
  - The field internship shall consist of no less than 480 hours.
2. The student shall have a minimum of 40 ALS patient contacts during the field internship as specified in the 'Field Internship Education and Training for Paramedic' section of this policy. An ALS patient contact shall be defined as the student performance of one or more ALS skills, except cardiac monitoring and CPR, on a patient.
3. The minimum hours shall not include the following:
  - Course material designed to teach or test exclusively EMT knowledge or skills including CPR.

- 
- Examination for student eligibility.
  - The teaching of any material not prescribed in the 'Paramedic Training Program Required Course Content' subsection of this policy.
  - Examination for paramedic licensure.
4. The total CCP training program shall consist of not less than 202 hours. These training hours shall be divided into:
- A minimum of 108 hours of didactic and skills laboratories.
  - No less than 94 hours of hospital clinical training as prescribed in the 'Hospital Clinical Education and Training for Paramedic' section of this policy.
- O. Paramedic Training Program Required Course Content:
1. The content of a paramedic course shall meet the objectives contained in the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009), to result in the paramedic being competent in the paramedic basic scope of practice specified in California Code of Regulations (Title 22, Division 9, Chapter 4, § 100146(a)). The DOT HS 811 077A, can be accessed through the U.S. National Highway Traffic Safety Administration at the following website address: <http://www.ems.gov/education/nationalstandardandncs.html>.
  2. The content of the CCP course shall include all items specified in California Code of Regulations (Title 22, Division 9, Chapter 4, § 100160(b)).
- P. Paramedic Training Program Required Testing:
1. Paramedic and/or CCP training programs shall include periodic examinations and final comprehensive competency-based examinations to test the knowledge and skills specified in this policy and current regulations.
  2. Successful performance in the clinical and field setting shall be required prior to course completion.
- Q. Paramedic Training Program Course Completion Record:
1. Paramedic and/or CCP training programs shall issue a tamper resistant course completion record to each individual who has successfully completed the paramedic and/or CCP training program. The course completion record shall be issued no later than 10 working days from the date of the student's successful completion of the paramedic and/or CCP training program.
  2. The course completion record shall contain the following:
    - The name of the individual.
-

- The date of completion.
- The following statement:
  - "The individual named on this record has successfully completed an approved paramedic training program", or
  - "The individual named on this record has successfully completed an approved Critical Care Paramedic training program"
- The name of the paramedic and/or CCP training program approving authority (S-SV EMS).
- The signature of the course director.
- The name and location of the training program issuing the record.
- The following statement in bold print: **"This is not a paramedic license."**
- For paramedic training, a list of approved local optional scope of practice procedures and/or medications taught in the course.
- For CCP training, a list of procedures and medications specified in California Code of Regulations (Title 22, Division 9, Chapter 4, § 100146(c)(1)(S)(1-10)) taught in the course.