


Sierra – Sacramento Valley EMS Agency Program Policy

**PSFA Training Program Approval/Requirements**

	Effective: 05/01/2017	Next Review: As Needed	<b>1006</b>
	Approval: Troy M. Falck, MD – Medical Director		SIGNATURE ON FILE
	Approval: Victoria Pinette – Executive Director		SIGNATURE ON FILE

**PURPOSE:**

To establish the Public Safety First Aid (PSFA) training program approval process and ongoing requirements of an S-SV EMS approved PSFA training program

**AUTHORITY:**

- A. California Health and Safety Code, Division 2.5, § 1797.204, 1797.210 & 1797.212.
- B. California Code of Regulations, Title 22, Division 9, Chapter 1.5.

**POLICY:**

- A. S-SV EMS has the responsibility for approving and monitoring PSFA training programs conducted within the S-SV EMS region. No PSFA training program shall conduct PSFA training within the S-SV EMS jurisdictional region unless approved by S-SV EMS. This policy does not apply to PSFA training programs approved by the California EMS Authority.
- B. The following minimum requirements shall be met in order to be eligible for S-SV EMS PSFA training program approval:
  - 1. The initial course shall consist of at least 21 hours of first aid and CPR training.
  - 2. Course content shall meet or exceed the requirements contained in California Code of Regulations, Division 9, Chapter 1.5, § 100017.
  - 3. Each training program shall have an approved principle instructor who meets the following minimum requirements:
    - Preferred:
      - Certified or licensed in California, at a minimum, as an EMT.
      - Have at least one (1) year of EMS experience.
    - Individuals who do not meet the preferred requirements, may be approved as a principal instructor, at the sole discretion of S-SV EMS, upon review/verification of adequate experience/qualifications for teaching the PSFA course.

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- All principal instructors shall be qualified by education and experience in methods, materials and evaluation of instruction.
4. S-SV EMS shall be notified, within thirty (30) calendar days, of any change in name, address, or telephone number of the principal instructor.
  5. In addition to the principle instructor, each training program may also utilize teaching assistants who have adequate knowledge, skills and experience in teaching the course material.
  6. There shall be at least one (1) principle instructor or teaching assistant for each 10 students during skills practice/laboratory sessions
  7. All principal instructors and teaching assistants shall have access to all necessary training equipment required to ensure adequate instruction and competency.
  8. Classroom space, including any breakout skills rooms shall be adequate in size and number for the amount of students being instructed.
  9. Initial and retraining courses shall include a written and skills examination, approved by S-SV EMS, which tests the ability to assess and manage all of the conditions, content and skills listed in California Code of Regulations, Title 22, Division 9, Chapter 1.5, § 100017 and 100018.
    - A passing standard shall be established by the training program before administration of the examination, and shall be in compliance with the standard submitted to and approved by S-SV EMS.
  10. Each trainee who successfully completes an approved training course, and successfully passes the competency based written and skills exams, shall be given a certificate or written verification to that effect by the training program. The certificate or written verification of course completion shall include the following information:
    - Indication of initial or refresher training and the total number of training hours.
    - Date of issue.
    - Date of expiration, which shall be 2 years from the date of course completion.
  11. The following course records shall be maintained for a minimum of four (4) years, and be made available to S-SV EMS upon request:
    - Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance.
    - Record of times, places, and dates each course is given.
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- Names of instructors and teaching assistants for each course given.
  - A roster of all students who participated in the training course, including information regarding whether the candidate passed or failed and any remediation that was provided.
12. Individual classes or activities shall be open for scheduled or unscheduled visits by S-SV EMS personnel.
- C. Individuals/organizations interested in obtaining program approval shall submit a PSFA training program application packet to S-SV EMS which includes the following items:
1. A completed and signed PSFA Training Program Application.
  2. The name and qualifications (resume) of the proposed principal instructor(s).
  3. A statement verifying that the training program meets or exceeds the public safety first aid and CPR course content requirements listed in California Code of Regulations, Division 9, Chapter 1.5, § 100017.
  4. A detailed course outline.
  5. Final written examination and scoring standards.
  6. Skills competency testing criteria and scoring standards.
  7. A statement verifying that appropriate equipment and adequate classroom space is available for the classes to be taught.
  8. The program approval fee.
- D. S-SV EMS will notify the eligible training provider within 21 working days of receiving the request that the request has been received and shall specify what information, if any, is missing. Written notification of program approval or disapproval will be provided to the applicant within 30 calendar days of receipt of the application and all required documentation.
- E. Program approval will be granted for a four (4) year period.
- F. Approved training programs shall submit a renewal application at least 60 calendar days before the expiration date of their training program approval in order to maintain continuous approval. All training program requirements, as specified in this policy, shall be met and maintained for program renewal.
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**G. Withdrawal of Training Program Approval.**

1. Noncompliance with any criteria required for training 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 training program approval.
2. Notification of noncompliance and action to place on probation, suspend, or revoke shall be carried out as follows:
  - S-SV EMS will notify the approved training program principal instructor in writing, by certified mail or in person, of the provision of this policy with which the training program is not in compliance.
  - Within 15 working days of receipt of the notification of noncompliance, the approved training program shall submit in writing, by certified mail or in person, to S-SV EMS one 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 calendar days from the date of receipt of the notification of noncompliance.
  - Within 15 working days of receipt of the response from the approved training program, or within 30 calendar days from the mailing date of the noncompliance notification if no response is received from the approved training program, S-SV EMS will notify the California EMS Authority and the approved training program in writing, by certified mail or in person, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, or place on probation, suspend or revoke training program approval.
  - If S-SV EMS decides to suspend, revoke or place a training program on probation, the notification will 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 calendar days from the date S-SV EMS's letter of decision to the California EMS Authority and the training program.