

## Sierra – Sacramento Valley EMS Agency Program Policy

### AEMT Training Program Approval/Requirements

	Effective: 12/01/2012	Next Review: As Needed	<b>1003</b>
Approval: Troy M. Falck, MD – Medical Director			SIGNATURE ON FILE
Approval: John Poland – Executive Director			SIGNATURE ON FILE

#### **PURPOSE:**

To establish the Advanced Emergency Medical Technician (AEMT) training program approval process and ongoing requirements of an S-SV EMS approved AEMT training program.

#### **AUTHORITY:**

- A. California Health and Safety Code, Division 2.5, § 1797.107, 1797.171, and 1797.173.
- B. California Code of Regulations, Title 22, Division 9, Chapter 3.

#### **POLICY:**

- A. S-SV EMS has the primary responsibility for approving and monitoring the performance of AEMT Training Programs located within the S-SV EMS region, to ensure their compliance with state law, regulations, guidelines and local policy.
- B. AEMT training may be offered only by approved training programs. Eligibility for program approval shall be limited to the following institutions:
  1. Accredited universities and 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. Agencies of government.
  4. 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 Division 5; and,
    - Provide continuing education to other health care professionals.

**C. AEMT Training Program Requirements:****1. AEMT Training Program Teaching Staff:**

- Each 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 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. 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.
- Each program shall have an approved course director who shall be a Physician, Registered Nurse, Physician Assistant 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.
- 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.
- 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.
- 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 Title 22 regulations, S-SV EMS Agency policies and other related laws.
  - Sign all course completion records.
- Each program shall have a principal instructor(s) who may also be the program medical director or course director, who shall:
  - Be a Physician, Registered Nurse, or a Physician Assistant currently licensed in the State of California; or,
  - Be a Paramedic or an AEMT currently licensed or certified in California.

- Have two (2) years academic or clinical experience in emergency medicine within the last five (5) years.
- Be approved by the course director in coordination with the program medical director as qualified to teach those sections of the course to which he/she is assigned.
- 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 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.
- 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.
- Each program shall have a field preceptor(s) who shall:
  - Be a Physician, Registered Nurse, or Physician Assistant currently licensed in the State of California; or
  - Be a Paramedic or an AEMT currently licensed or certified in the State of California; and
  - Have two (2) years academic or clinical experience in emergency medicine within the last five (5) years.
  - Be approved by the course director in coordination with the program medical director to provide training and evaluation of an AEMT trainee during field internship with an authorized service provider.
  - Be under the supervision of a principal instructor, the course director and/or program medical director.
- Each program shall have a hospital clinical preceptor(s) who shall:
  - Be a Physician, Registered Nurse, or Physician Assistant who is currently licensed in the State of California.
  - Have two (2) years academic or clinical experience in emergency medicine within the last five (5) years.
  - 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.

2. Didactic and Skills Laboratory:

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

3. Hospital Clinical Training:

- An approved AEMT 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 S-SV EMS.
- 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.
- AEMT 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 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.
- The AEMT 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.

4. Field Internship:

- An approved AEMT training program shall provide for and monitor a field internship with a designated AEMT or paramedic service provider(s) approved by the training program medical director.
- The AEMT training program shall enter into a written agreement with an AEMT 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 AEMT competencies specified in this policy.

- The field internship shall be medically supervised and monitored in accordance with S-SV EMS policies.
- No more than one (1) AEMT trainee shall be assigned to an AEMT or paramedic response vehicle during the field internship.
- The AEMT training program shall establish evaluation criteria to be used by field preceptors to evaluate trainees.

#### D. Procedure for AEMT Training Program Approval:

1. Eligible organizations may submit a completed S-SV EMS AEMT Training Program application to S-SV EMS. A completed application shall consist of the following:

- A statement verifying that the course content is equivalent to the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009).
- A course outline.
- 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 standardized forms for evaluating AEMT trainees.
- Provisions for supervised field internship, including standardized forms for evaluating AEMT trainees.
- The location at which the course(s) are to be offered and their proposed dates.
- Provisions for course completion by challenge, including a challenge examination (if different from the final examination).
- Samples of written and skills examinations used for periodic testing.
- A final skills competency examination.
- A final written examination.
- Evidence that the program provides adequate facilities, equipment, examination security, student record keeping, clinical training and field internship training.

2. Program approval or disapproval shall be made in writing by S-SV EMS 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.

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

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3. Program approval or disapproval shall be made in writing by S-SV EMS 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.

**E. AEMT Training Program Review and Reporting:**

1. All program materials specified in this policy shall be subject to periodic review by S-SV EMS representatives.
2. All programs shall be subject to periodic on-site evaluation by the S-SV EMS representatives.
3. Any person or agency conducting a training program shall notify S-SV EMS, 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.

**F. Denial or Withdrawal of AEMT 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, may result in denial, probation, suspension or revocation of program approval by S-SV EMS.
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 AEMT training program course director in writing, by certified mail, of the provisions of this policy with which the AEMT training program is not in compliance.
  - Within 15 working days of receipt of the notification of noncompliance, the approved AEMT training program shall submit in writing, 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 day of receipt of the notification of noncompliance.
  - Within 15 working days of receipt of the response from the approved AEMT training program, or within 30 calendar days from the mailing date of the noncompliance notification if no response is received from the approved AEMT training program, S-SV EMS shall notify the Authority and the approved AEMT 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 AEMT training program approval.

- If S-SV EMS decides to suspend or revoke the AEMT training program approval or place the AEMT training program on probation 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 calendar days from the date of S-SV EMS's letter of decision to the Authority and the AEMT training program.

**G. AEMT Student Eligibility:**

To be eligible to enter an AEMT 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 healthcare provider level CPR) card.

**H. AEMT Training Program Required Course Hours:**

1. The AEMT training program shall consist of not less than one-hundred and sixty (160) hours. These training hours shall be divided into:
  - A minimum of eighty (80) hours of didactic instruction and skills laboratory;
  - The hospital clinical training shall consist of no less than forty (40) hours and field internship shall consist of no less than forty (40) hours.
2. The trainee shall have a minimum of 15 ALS patient contacts during the field internship. An ALS patient contact shall be defined as the student performance, on a patient, of one or more of the skills listed in the S-SV EMS Advanced EMT Scope of Practice Policy (802).
  - Each ALS patient contact 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 in all skills listed in the S-SV EMS Advanced EMT Scope of Practice Policy (802).
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 this section shall be evaluated and documented by the field preceptor.

6. The minimum hours shall not include the following:

- Course material designed to teach or test EMT knowledge/skills including CPR.
- Examination for student eligibility or AEMT certification.
- The teaching of any material not prescribed in this policy.

I. AEMT Training Program Required Course Content

The AEMT course content shall meet the objectives contained in the U.S. DOT National EMS Education Standards (DOT HS 811 077A, January 2009) to result in the AEMT being competent in the AEMT basic scope of practice listed in the S-SV EMS Advanced EMT Scope of Practice Policy (802).

J. AEMT Training Program Required Testing:

An approved AEMT training program shall include periodic examinations and final comprehensive competency-based examinations to test the knowledge and skills specified in this policy. Successful performance in the clinical and field setting shall be required prior to course completion.

K. AEMT Training Program Course Completion Record:

1. An approved AEMT training program shall issue a course completion record to each person who has successfully completed the AEMT training program. The course completion record shall contain the following:

- The name of the individual.
- The date of the course completion.
- The type of course completed (AEMT) and the number of hours completed.
- The following statement: "The individual named on this record has successfully completed an approved Advanced EMT course".
- The name of the 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 AN ADVANCED EMT CERTIFICATE"**.
- 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."

2. The name and address of each person receiving a course completion record and the date on which the record was issued shall be reported in writing to S-SV EMS within fifteen 15 days of course completion.