OCEMS EMT ACCREDITATION - TRAINING PROGRAM REQUIREMENTS

I. AUTHORITY:

T-22: Section 100061. "Local accreditation" or "accreditation" or "accredited to practice" as used in this Chapter, means authorization by the local EMS agency to practice the optional skill(s) specified in Section 100064 within that jurisdiction. Such authorization assures that the EMT has been oriented to the local EMS system and trained in the optional skill(s) necessary to achieve the treatment standard of the jurisdiction.

II. APPLICATION:

This policy describes the application process and curriculum requirements for approving an OCEMS EMT Accreditation training program.

III. DEFINITIONS:

"**Approving Authority**" means Orange County Emergency Medical Services (OCEMS).

"**Emergency Medical Technician**" or "**EMT**" means a person who has successfully completed an approved EMT course which meets the requirements of OCEMS policy #510.00, has passed all required tests, and who has been certified by an EMT Certifying Authority.

NOTE: An individual currently certified in California as an EMT by another approved certifying entity is deemed to be certified as an EMT statewide.

IV. ELIGIBLE TRAINING PROGRAMS:

Orange County EMT Accreditation training may be offered only by approved Continuing Education (CE) providers or approved EMT training programs.

V. APPLICATION FOR PROGRAM APPROVAL:

Eligible training programs shall submit a written request for EMT Accreditation program approval to OCEMS. Information to be submitted shall include:

A. A statement verifying usage of the Orange County EMT Accreditation curriculum which includes learning objectives, skills protocols and treatment guidelines.

B. Session guides or lesson plans.

C. A course outline if different from the OCEMS Accreditation curriculum format.

D. Skills competency examinations as approved or provided by OCEMS.

E. A final written examination as approved or provided by OCEMS.

F. The name and qualifications of the program director, program clinical coordinator, and principal instructor(s).

G. The location at which the courses are to be offered and their proposed dates.

H. All documents provided in a binder with a table of contents listing the required information listed in A - G, with corresponding page numbers.

VI. COMPONENTS OF AN APPROVED PROGRAM:

An approved OCEMS EMT Accreditation training program shall consist of the following:

A. The approved EMT Accreditation .

B. Final written and skill competency examinations.

VII. REQUIRED COURSE HOURS:

The OCEMS EMT Accreditation course shall consist of not less than four (4) hours.

A. A minimum of three (3) hours of classroom and laboratory instruction; and

B. A minimum of one (1) hour for written and skills testing.

VIII. REQUIRED COURSE EQUIPMENT:

Each approved OCEMS EMT Accreditation training program provider shall have the following equipment and resources to ensure for complete skills testing:

A. Appropriate space to accommodate the number of students and is conducive to learning.

B. Appropriate quantity of teaching staff to accommodate timely skills testing.

C. Appropriate secured storage of student records for a minimum of four years.

D. Auto-injector trainers.

E. Glucometer with required supplies.

F. Airway manikin for endotracheal tube.

G. Intravenous solution bag(s) and tubing.

H. Metered-dose inhaler cartridge or trainer.

I. Standard body substance isolation (BSI) equipment or personal protective equipment (PPE).

J. Sharps Containers.

K. 12 -lead electrodes or equivalent / mock leads.

L. (optional) manikin for 12 lead placement (a student or volunteer may be used as appropriate

M. Additional equipment, supplies, or further resources may be required with advance notice at the discretion of OCEMS.

IX. PROGRAM STAFF REQUIREMENTS:

Each OCEMS EMT Accreditation training 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 by the provisions of this section.

A. Each OCEMS EMT Accreditation training program shall have an approved Program Director that 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. Duties of the Program Director shall include, but not be limited to:

1. Administrating the OCEMS EMT Accreditation training program.

2. Approving all written examinations and the final skills examination.

3. Signing all course completion records.

B. Each OCEMS EMT Accreditation training program shall have an approved program clinical coordinator who shall be either a Physician, Registered Nurse, Physician Assistant, or Paramedic currently licensed in California and who shall have two (2) years academic or clinical experience in emergency medicine or prehospital care in the last five (5) years. Duties of the program clinical coordinator shall include, but not be limited to:

1. Responsibility for the overall quality of medical content of the program.

2. Approval of the qualifications of the principal instructor(s) and teaching assistant(s).

C. Each OCEMS EMT Accreditation training program shall have a principal instructor(s) who may also be the program clinical coordinator or program director, who shall:

1. 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:

   a. State Fire Marshal Instructor 1A and 1B,

   b. National Fire Academy's Instructional Methodology,

   c. 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.

2. Be a Physician, Registered Nurse, Physician Assistant, or Paramedic currently licensed in California; or

3. Be an Advanced EMT (AEMT) or EMT who is certified in California.

4. Have a least two (2) years academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years.

5. 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 assigned.

6. Teach no less than fifty (50) percent of the didactic classroom hours of the topics assigned.

D. Each OCEMS EMT Accreditation 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.

X. DIDACTIC AND SKILLS TESTING:

All approved OCEMS EMT Accreditation training program shall assure that no more than five (5) students are assigned to one (1) principal instructor/teaching assistant during skills testing sessions.

A. Each candidate for OCEMS EMT accreditation shall pass the written accreditation test with a minimum score of 80%.

*Those candidates not meeting the 80% requirement may retake that exam. If a candidate does not pass the written accreditation exam after two unsuccessful attempts, the candidate shall be required to participate in a second OCEMS EMT Accreditation course.

B. Each candidate for OCEMS EMT accreditation shall successfully complete the skill test in the skills determined by the OCEMS medical director.

XI. APPROVAL PROCESS:

A. OCEMS shall notify the training program submitting its request for OCEMS EMT Accreditation program approval of receiving the request that:

1. The request has been received.

2. The request contains or does not contain the information requested.

3. What information, if any, is missing from the request.

B. Program approval or disapproval shall be made in writing by OCEMS within a reasonable period of time after receipt of all required documentation. This time period shall not exceed three (3) months.

C. OCEMS shall establish the effective date of program approval in writing upon satisfactory documentation of compliance with all program requirements.

D. 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.

XII. PERIODIC PROGRAM REVIEW AND REPORTING:

A. All program materials specified in this policy shall be subject to periodic review by the Approving Authority. Training programs must submit revised or updated information as changes are made.

B. All programs shall be subject to periodic on-site evaluation by OCEMS.

C. Any person or agency conducting a training program shall notify the OCEMS in writing, in advance when possible and in all cases within thirty (30) days of any change in program director or program clinical coordinator.

XIII. WITHDRAWAL OF PROGRAM APPROVAL:

Non-compliance with any criterion required for program approval, use of any unqualified teaching personnel, or non-compliance with any other applicable provision of this policy may result in suspension or revocation of program approval by OCEMS. An approved OCEMS Accreditation training program shall have no more than sixty (60) days from date of written notice to comply with this policy.

XIV. COURSE COMPLETION RECORD:

An approved OCEMS EMT Accreditation training program provider shall issue a course completion record to each person who has successfully completed the OCEMS EMT Accreditation course.

The course completion record shall contain the following:

A. The name of the individual.

B. The date of course completion.

C. Name of course completed "**OCEMS EMT Accreditation** "and the number of hours completed.

D. The signature of Program Director.

E. The name and location of training program issuing the record.

F. The following statement in bold print. **"This is not an EMT Certificate"**.