I. AUTHORITY:

Health and Safety Code, Division 2.5, Sections 1797.170, 1797.171, 1797.172, 1797.174, and 1797.175. California Code of Regulations, Title 22 Sections 100390-100395.

II. APPLICATION:

This policy describes the process and criteria for application for Orange County Emergency Medical Services (OCEMS) initial approval and renewal as an EMS Continuing Education (CE) Provider. (Application attached.)

III. DEFINITIONS:

Emergency Medical Services (EMS) Continuing Education Provider means an individual or organization approved by OCEMS to conduct continuing education courses, classes, activities or experiences for earned CE hours to EMS personnel for the purposes of maintaining certification/licensure or re-establishing lapsed certification or licensure.

IV. EMS CE PROVIDER APPLICATION PROCESS:

Any individual or organization (public or private) intending to provide CE for prehospital providers shall apply to OCEMS for EMS CE provider approval by submitting a completed application at least sixty (60) days prior to the date of the first education activity.

A. The application packet shall include:

1. Name and address of the applicant;

2. Name of the program director, program clinical director, and contact person, if other than the program director or clinical director;

3. The type of entity or organization requesting approval;

4. The resumes of the program director and the clinical director. OCEMS shall, within fourteen working days of receipt of a request for approval, notify the applicant that the request has been received, and shall specify what information, if any, is missing.

V. EMS CE PROVIDER APPROVAL PERIOD:

OCEMS shall give initial approval to qualified CE providers for up to four (4) years. When OCEMS approves a CE provider, the CE provider is approved to conduct CE courses statewide.

VI. EMS CE PROVIDER RESPONSIBILITIES:

A. Ensure continuing education for EMS personnel falls within the topics contained in the National Standard Curricula for training EMS personnel and that the content of all CE is relevant, enhances the practice of prehospital emergency medical care, and is related to the knowledge base or technical skills required for the practice of emergency medical care.

B. Ensure all approved CE contains a written and/or skills competency based evaluation related to course, class, or activity objectives.

C. Maintain for four (4) years records which contain the following:

1. Records on each course including course title, course objectives, course outlines, sample course tests, or other methods of evaluation, and instructor.

2. Summaries of test results, course evaluations, or other methods of evaluation. The type of evaluation used may vary according to the instructor, content of program, number of participants, and methods of presentation.

3. A record of time, place, date each course is given, and the number of hours granted.

4. A curriculum vitae or resume for each instructor.

5. A roster signed by course participants. or in the case of media based/serial production courses, a roster of course participants, to include name and certification / license number of prehospital care personnel taking any approved course, class, or activity and a record of any course completion certificate(s) issued.

D. Notify OCEMS within thirty (30) calendar days of any change in name, address, telephone number, program director, clinical director or contact person.

E. Make all records available to OCEMS upon request. A CE provider shall be subject to scheduled or visits by OCEMS staff.

F. Permit OCEMS to observe Individual classes, courses or activities. Such observations may be performed on a scheduled or unscheduled basis.

VII. <u>CONTINUING EDUCATION DELIVERY FORMATS AND LIMITATIONS</u>:

A. A CE Provider may offer CE hours for:

1. Classroom didactic and/or skills laboratory where direct interaction with instructor is possible.

2. Organized field care audits of patient care records.

3. Courses offered by accredited universities and colleges, including junior and community colleges.

4. Structured clinical experience, with instructional objectives to review or expand the clinical expertise of the individual.

5. Media based and/or serial productions (e.g. films, videos, audiotape programs, magazine articles offered for CE credit, home study, computer simulations or interactive computer modules). CE for precepting can only be given for actual time spent precepting students or EMS personnel and must be issued by the EMS training program, EMS service provider, hospital or alternate base station that has an agreement or contract with the hospital clinical preceptor or with the preceptor's employer.

6. Precepting EMS students or EMS personnel as a hospital clinical preceptor, as assigned by an EMS training program, an EMS service provider, a hospital or alternate base station must be a CE provider. CE for precepting can only be given for actual time spent precepting students or EMS personnel and must be issued by the EMS training program, EMS service provider, hospital or alternate base station that has an agreement or contract with the hospital clinical preceptor or with the preceptor's employer.

7. Precepting EMS students or EMS personnel as a field preceptor, as assigned by an EMS training program or an approved EMS service provider. CE for precepting can only be given for actual time spent precepting students or EMS personnel and must be issued by the EMS training program or EMS service provider that has an agreement or contract with the field preceptor or with the preceptor's employer.

8. When guided by the EMS service provider's Quality Improvement Program (QIP), an EMS service provider may issue CEHs for skills competency demonstrations to address any deficiencies identified by the service provider's QIP provided that it is an approved CE Provider. Skills competency demonstration shall be conducted in accordance with the respective National Standard Curriculum skills outline or in accordance with the policies and procedure of the OCEMS medical director.

VIII. TRAINING PROGRAM STAFF CRITERIA:

Each CE provider shall provide for the functions for administrative direction, medical quality coordination, and actual program instruction through the designation of a program director, a clinical director, and instructors. Nothing precludes the same individual from being responsible for more than one of these functions.

A. Program Director

1. Each CE provider shall have an approved program director who is qualified by education and experience in methods, materials and evaluation of instruction. Program director qualifications shall be documented by at least forty hours in teaching methodology. Courses that meet the required instruction in teaching methodology include, but are not limited to, the following:

   a. California State Fire Marshal(CSFM) "Fire Instructor 1A and 1B" or

   b. National Fire Academy's, (NF) "Fire Service Instructional Methodology" course or equivalent; or

   c. Training programs that meet the U.S. Department of Transportation/National Highway Safety Administration 2002 Guidelines for Educating EMS Instructors, such as the EMS Educator Course of the National Association of EMS Educators.

2. Individuals with experience may be provisionally approved for up to two years by OCEMS pending completion of the specified requirements. Individuals with experience in areas where training resources are limited and who do not meet the above CE program director requirements may be approved upon review of experience and demonstration of capabilities.

3. Duties of the program director shall include, but are not be limited to:

   a. Administering the CE program and ensuring adherence to state regulations and guidelines and established local policies.

   b. Approving course, class, or activity content including instructional objectives and assigning course hours of any CE program, which they sponsor.

   c. Approving all methods of evaluation.

   d. Coordinating all clinical and field activities approved for CE credit.

   e. Approving the instructor(s).

f. Signing all course completion records and maintaining those records in a manner consistent with these guidelines. (The responsibility for signing course completion records may be delegated to the course, class or activity instructor.)

B. Clinical Director

1. Each CE provider shall have an approved clinical director who is currently licensed as a physician, registered nurse, physician assistant, or paramedic.

2. The clinical director shall have two years of academic, administrative, or clinical experience in emergency medicine or prehospital care within the last five (5) years.

3. Duties of the clinical director shall include, but are not be limited to, monitoring all clinical and field activities approved for CE credit, approving the instructor(s), and monitoring the overall quality of the prehospital content of the program.

C. Instructor

1. Each CE provider instructor shall be approved by the program director and clinical director as qualified to teach the topics assigned and as currently licensed or certified in their area of expertise, if appropriate; or

a. Has evidence of specialized training which may include, but is not limited to, a certificate of training or an advanced degree in a given subject area; or

b. Has at least one (1) year of experience within the last two (2) years in the specialized area in which he/she is teaching; or

c. Is knowledgeable, skillful, and current in the subject matter of the course, class or activity.

IX. CONTINUING EDUCATION HOURS:

The CE provider will provide approved CE hours on the following basis:

A. One (1) continuing education hour (CEH) is awarded for every fifty (50) minutes of approved content. Courses or activities less than one (1) CEH in duration will not be approved.

C. For courses greater than one (1) CEH, credit may be granted in no less than half-hour increments.

D. Each hour of structured clinical experience shall be accepted as one (1) CEH.

E. One academic quarter unit shall equal ten (10) CEHs.

F. One academic semester unit shall equal fifteen (15) CEHs.

X. PROOF OF COURSE COMPLETION:

A. CE Providers shall issue to the course participant a tamper resistant document or certificate of proof of successful completion of a course within (30) calendar days of the course completion.

B. The CE certificate or documentation of successful completion must contain the following information:

1. Name of participant and certification/license number.

2. Course title.

3. CE provider name and address.

4. Date(s) of course, class, or activity.

5. Signature of program director or course instructor. A digitally reproduced signature of the program director or class instructor is acceptable for media based/serial production CE courses.

6. The following statements with the appropriate information filled in:

   a. "This course has been approved for (number) hours of continuing education by an approved California EMS CE Provider and was (check one) "___instructor-based ___Non-instructor based".

   b. "This documentation must be retained for a period of four (4) years."

   c. "California CE Provider # _____30_____-_____."
   (Orange County #)

XI. CE ANNOUNCEMENTS/ADVERTISEMENTS:

A. Information disseminated by CE providers to publicize CE must include, at a minimum, the following:

1. Provider's policy on refunds in cases of non-attendance by the registrant or cancellation by provider, if applicable.

2. A clear and concise description of the course content, objectives, and the intended target audience (e.g., paramedic, EMT-I, first responder, or all).

3. Provider name, as officially on file with OCEMS.

4. Specification of the number of CE hours to be granted.

B. OCEMS may request the copies of the advertisement to be sent to them.

C. When two or more CE providers co-sponsor a course, class, or activity, only one approved CE provider number may be used. This provider shall assume the responsibility for meeting all applicable CE requirements.

D. An approved CE provider may sponsor an organization or individual that wishes to provide a single course, class or activity. The approved CE provider shall be responsible for ensuring the course, class, or activity meets all requirements and shall serve as the CE provider of record, The approved CE provider shall review the request to ensure that the course, class, or activity complies with the minimum requirements.

XII. CE PROVIDER APPROVING AUTHORITY:

A. Courses and/or CE providers approved by the Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) or approved by EMS offices of other states are approved for use in California and need no further approval.

B. Courses in physical, social, behavioral sciences offered by accredited colleges and universities are approved for CE and need no further approval.

C. OCEMS shall be the agency responsible for approving EMS Continuing Education Providers whose headquarters are located within the geographical jurisdiction of OCEMS.

D. The EMS Authority shall be the agency responsible for approving CE providers for statewide public safety agencies and CE providers whose headquarters are located out-of-state if not approved according to A or B of this section.