EMERGENCY MEDICAL TECHNICIAN TRAINING PROGRAM CRITERIA

I. AUTHORITY:

Sections 1797.107; 1797.109, 1797.170, 1797.173 Health and Safety Code. Sections 100060, 100065 - 100078 Title 22 CCR, EMSA letter 8/13/2009 subj. Eligibility Criteria for EMT

II. APPLICATION:

This policy describes the application process and curriculum requirements for approving an Emergency Medical Technician (EMT) training program.

III. DEFINITIONS:

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

"**Emergency Medical Technician**" or "**EMT**" means a person who has successfully completed an EMT course which meets the requirements of this Policy, has passed all required tests, and who has been certified by an EMT certifying entity in California.

IV. TRAINING PROGRAM ELIGIBILITY CRITERIA :

EMT training may be offered in Orange County only by OCEMS approved training programs. Eligibility for program approval shall be limited to:

A. Accredited universities and colleges located in Orange County including junior and community colleges, school districts and private post-secondary schools as approved by the State of California, Department of Consumer Affairs, Bureau of Private Postsecondary and Vocation Education (BPPVE).

B. Private training programs accredited by the Commission on Accreditation of Allied Health Education Programs, the Western Association of Schools and Colleges, or the Accrediting Bureau of Health Education Schools.

C. Medical training units of a branch of the Armed Forces including the Coast Guard of the United States with headquarter sites in Orange County.

D. Licensed Orange County general acute care hospitals which meet the following criteria:

1. Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service and

2. Provide continuing education to other health care professionals.

F. Agencies of the government located in Orange County including public safety agencies.

G. The OCEMS

V. PROCEDURE FOR EMT TRAINING PROGRAM APPROVAL:

Eligible training programs shall submit a written request for EMT program approval to the OCEMS Medical Director. OCEMS will review and approve the following prior to approving an EMT training program. Information to be submitted with the request shall include:

A. A statement verifying usage of the United States Department of Transportation's (DOT) EMT-Basic National Standard Curriculum (NSC), DOT HS 808 149, August 1994 which includes learning objectives, skills protocols and treatment guidelines.

B. A statement verifying CPR training equivalent to the current American Heart Association's Guidelines for CPR at the Healthcare Provider level is a prerequisite for admission to an EMT course.

C. A course outline if different from the 1994 DOT NSC EMT-Basic format.

D. Samples of written and skills examinations used for periodic testing.

E. A final skills competency examination including the required skills for the OCEMS expanded scope of practice skills evaluation.

F. A final written examination.

G. The name, contact information, and resume detailing the qualifications of the program director, program clinical coordinator, and principal instructor(s).

H. Provisions for clinical experience as described in section VII of this Policy.

I. Provisions for course completion by challenge, including a challenge examination (if different from final examination).

J. Provisions for a twenty-four (24) hour refresher course.

K. A statement verifying usage of the DOT EMT-Basic Refresher NSC, DOT HS 808 624, September 1997.

L. The location at which the courses are to be offered and their proposed dates, frequency and cost to attend excluding books.

M. Applications for OCEMS approval shall include a table of contents listing the required information in this section, with corresponding page numbers.

VI. PROCEDURE 24 HOUR REFRESHER TRAINING PROGRAM APPROVAL:

Eligible training programs shall submit a written request for EMT program approval to the OCEMS Medical Director. OCEMS will review and approve the following prior to approving an EMT refresher training program. Information to be submitted with the request shall include:

A. A statement verifying usage of the United States Department of Transportation's (DOT) EMT-Basic Refresher NSC, DOT HS 808 624, September 1997.

B. A statement verifying usage of the OCEMS approved EMT Accreditation curriculum.

C. A course outline and written lesson plans.

D. A final skills competency examination including the required skills for the OCEMS expanded scope of practice course.

E. The name, contact information, and resume detailing the qualifications of the program director, program clinical coordinator, and principal instructor(s).

F. The location at which the courses are to be offered and their proposed dates, frequency and cost to attend excluding books.

G. Applications for OCEMS approval shall include a table of contents listing the required information in this section, with corresponding page numbers.

VII. TRAINING PROGRAM NOTIFICATION:

A. The OCEMS shall notify the training program submitting its request for training program approval within seven (7) working days of receiving the request that:

1. The request has been received,
2. The request contains or does not contain the information required of this Policy, and
3. What information, if any, is missing from the request.

B. Program approval or disapproval shall be made in writing by the OCEMS within three (3) months.

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

D. Program approval may be given for up to four (4) years following the effective date of program approval and may be renewed by submitting an application subject to the procedure for program approval specified in this Policy.

E. Approved EMT training programs shall also receive approval as a CE provider effective the same date as the EMT training program approval. The CE program expiration date shall be the same expiration date as the EMT training program. The CE provider shall comply with all of the requirements contained in OCEMS Policy 530.00.

F. OCEMS shall notify the Authority concurrently with the training program of approval, renewal of approval, or disapproval of the training program, to include effective date. This notification is in addition to the name and address of training program, name of the program director, phone number of the contact person, frequency and cost for basic and refresher courses, student eligibility, and approval expiration date of program.

VIII. COMPONENTS OF AN APPROVED PROGRAM:

A. An approved EMT training program shall consist of the following:

1. The EMT course including clinical experience.
2. Periodic and a final written and skill competency examinations.
3. A challenge examination if different from the final examination.
4. A twenty-four hour (24) refresher course.

B. The OCEMS Medical Director may approve a training program that offers only twenty-four (24) hour refresher course(s). An approved refresher course shall consist of the following:

1. The DOT EMT-Basic Refresher NSC, DOT HS 808 624, September 1997
2. The OCEMS EMT Accreditation Curriculum
3. A skills competency examination required for EMT certification including the required skills for the OCEMS expanded scope of practice skills evaluation

IX. REQUIRED COURSE HOURS:

A. The EMT course shall consist of not less than one hundred twenty (120) hours. These training hours shall be divided into:

1. A minimum of one hundred ten (110) hours of didactic instruction and skills laboratory; and
2. A minimum of ten (10) hours of supervised clinical experience.

   The clinical experience shall include five (5) documented patient contacts wherein a patient assessment and other EMT skills are performed and evaluated.

B. The minimum hours shall not include the final examinations for EMT course completion.

X. REQUIRED COURSE CONTENT:

The minimum EMT course content required for OCEMS Medical Director approval shall consist of:

A. The United States Department of Transportation's EMT–Basic National Standard Curriculum, DOT HS 808 149, August 1994.

B. The OCEMS EMT Expanded Scope of practice curriculum including the required skills and written exam.

XI. REQUIRED TESTING:

A. Each component or section of an approved program shall included periodic and final competency based examinations to test the knowledge and skills.

B. The required OCEMS EMT Expanded Scope of Practice skills and written examination shall be included as part of the periodic competency exams.

C. Satisfactory performance shall be determined by pre-established standards, developed and/or approved by the OCEMS Medical Director.

XII. DIDACTIC AND SKILLS LABORATORY:

An OCEMS approved EMT training program shall assure that no more than ten (10) students are assigned to one (1) principal instructor/teaching assistant during skills practice laboratory sessions.

XIII. CLINICAL EXPERIENCE FOR EMT:

A. Each approved EMT training program shall have written agreement(s) with one or more general acute care hospital(s) and one or more OCEMS licensed ambulance provider(s) or OCEMS approved rescue vehicle provider(s) for the clinical portion of the EMT training course.

1. The written agreement(s) shall specify the roles and responsibilities of the training program and the clinical provider(s) for supplying the supervised clinical experience for the EMT student(s) Supervision for the clinical experience shall be provided by an individual who meets the qualifications of a principal instructor or teaching assistant.

2. No more than three (3) students will be assigned to one (1) qualified supervisor during the supervised clinical experience.

XIV. PROGRAM STAFF REQUIREMENTS:

Each EMT 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 EMT training program shall have an approved program director who 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:

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

2. National Fire Academy's Instructional Methodology.

3. 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.

B. Duties of the program director in coordination with the program clinical coordinator shall include but not be limited to:

1. Administrating the training program.

2. Approving course content.

3. Approving all written examinations and the final skills examinations.

4. Coordinating all clinical and field activities related to the course.
5. Approving the principal instructor(s) and teaching assistants.
6. Signing all course completion records.
7. Assuring that all aspects of the EMT training program are in compliance with this policy and the State rules and regulations.

C. Each training program shall have an approved program clinical coordinator who shall be currently licensed in California as either a Physician, Registered Nurse, Physician Assistant, or Paramedic 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).

D. Each 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.
   d. Demonstration of relevant teaching experience as determined by the OCEMS Medical Director.
2. Be a Physician, Registered Nurse, Physician Assistant, or Paramedic currently licensed in California; or,
3. Be an Advanced EMT 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,

E. Each 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.

XV. EMT PROGRAM REVIEW AND REPORTING:

A. All program materials specified in this policy shall be subject to periodic review by OCEMS.

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

C. All approved EMT training programs shall notify the OCEMS in writing, in advance when possible and in all cases within thirty (30) calendar days of any change in program director, program clinical coordinator, principal instructor, change in address, phone number, and contact person.

D. All OCEMS EMT training programs shall retain student records for a period of not less than four years.

E. All approved EMT programs shall submit the name and address of each person receiving a course completion record for each initial and refresher EMT course. The student information and date of course completion shall be reported in writing to the OCEMS within fifteen (15) working days of the EMT Training program course completion.

XVI. 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 chapter may result in denial, probation, suspension, or revocation of program approval by the OCEMS Medical Director. Notification of noncompliance and action to place on probation, suspend, or revoke shall be done as follows:

A. The OCEMS Medical Director shall notify the approved EMT training course program director in writing, by mail, of the provisions of this policy with which the EMT training program is not in compliance.

B. Within fifteen (15) working days of receipt of the notification of noncompliance, the approved EMT training program shall submit in writing, by registered mail, to the OCEMS Medical Director one of the following:

1. Evidence of compliance with the provisions of this Policy, or

2. A plan for meeting compliance with the provisions of this Chapter within sixty (60) calendar days from the day of receipt of the notification of noncompliance.

3. Within fifteen (15) working days of receipt of the response from the approved EMT training program, or within thirty (30) calendar days from the mailing date of the noncompliance notification if no response is received from the approved EMT training program, the OCEMS shall notify the Authority and the approved EMT training program in writing, by registered mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, place on probation, suspend or revoke the EMT training program approval.

4. If the OCEMS Medical Director decides to suspend, revoke, or place an EMT training program on probation the notification specified in subsection (A)(1) of 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 sixty (60) calendar days from the date of the OCEMS Medical Director's letter of decision to the Authority and the EMT training program.

5. Appeals of action against an approved EMT Training program shall be made under the provisions of OCEMS Policy # 645.00

XVII. EMT TRAINING PROGRAM COURSE COMPLETION CHALLENGE PROCESS:

A. An individual may obtain an EMT course completion record from an OCEMS approved EMT training program by successfully passing a course challenge examination if s/he meets one of the following eligibility requirements:

1. The person is currently licensed in the United States as Physicians, Registered Nurses, Physicians Assistants, Vocational Nurses, or Licensed Practical Nurse.

2. The person provides documented evidence of having successfully completing an emergency medical services training program of the Armed Forces within the preceding

two (2) years which meets the United States DOT EMT-Basic National Standard Curriculum, DOT HS 808 149, September 1997.

3. Upon review of documentation, the OCEMS Medical Director may also allow an individual to challenge if the individual was active in the last two (2) years in a prehospital emergency medical classification of the Armed Service, which does not have formal recertification requirements. These individuals may be required to take a refresher course or complete CE courses as a condition of certification.

B. The course challenge examination shall consist of a competency-based written and skills examination to test knowledge of the topics and skills of an entry level EMT.

C. An eligible person shall be permitted to take the EMT course challenge examination only one (1) time.

D. An individual who fails to achieve a passing score on the EMT course challenge examination shall successfully complete an initial EMT course to receive an EMT course completion record.

XVIII. EMT TRAINING PROGRAM COURSE COMPLETION RECORD:

A. An approved EMT training program provider shall issue a tamper resistant course completion record to each person who has successfully completed the EMT course, refresher course, or challenge examination.

B. The course completion record shall contain the following:

1. The name of the individual.
2. The date of course completion.
3. Type of EMT course completed (i.e. Initial EMT, EMT refresher, or course completion by challenge examination) and the number of hours completed.
4. The signature of program director.
5. The name and location of training program issuing the record.
6. The following statements in bold print

a. **"This is not an EMT Certificate"**.

b. **"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."**

c. **"This course has been approved by the OCEMS Medical Director and includes the OCEMS EMT Expanded Scope of practice curriculum for authorization of OCEMS EMT Accreditation".**

d. "**This document must be retained for a four year period"**