

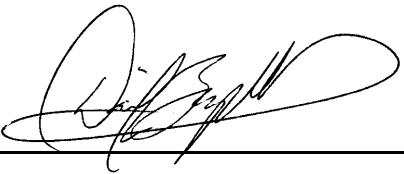
EL DORADO COUNTY EMS AGENCY TRAINING PROGRAMS

Effective: July 1, 2019

Reviewed: N/A

Revised: N/A

Scope: EMR Personnel



EMS Agency Medical Director

EMR TRAINING PROGRAM APPROVAL /REQUIREMENTS

PURPOSE:

To establish the Emergency Medical Responder (EMR) training program approval process and ongoing requirements of an El Dorado County approved EMR training program.

AUTHORITY:

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

POLICY:

- A. El Dorado County EMS Agency has the primary responsibility for approving and monitoring EMR training programs located within the El Dorado county EMS region to ensure their compliance with state law, regulations, local policy, and national standards/guidelines.
- B. Eligible individuals /organizations (not including state wide public safety agencies) intending to conduct an EMR training course in El Dorado County EMS region shall obtain El Dorado EMS Agency approval prior to beginning instruction.
- C. The following shall be met in order to be eligible for El Dorado County EMR training program approval:
 1. Course content shall meet or exceed the EMR Training Standards and Instructional Guidelines established by the United States National Highway Traffic Safety Administration (NHTSA).
 2. Each Training program shall have an approved principle instructor who meets the following training requirements:
 - Currently certified or licensed in California, at a minimum, as an EMT.
 - Have at least one (1) year of EMS experience, at minimum, as an EMT.
 - Qualified by education and experience methods, materials and evaluation of instruction, which shall be documented by at least 40 hours in teaching methodology. Following, but not limited to , are examples of courses that meet the required instruction in teaching methodology:
 - California State Fire Marshal (CSFM) "Fire Instructor 1A and 1B"; or
 - National Fire Academy (NFA) "Fire Service Instructional Methodology" course; or
 - A training program that meets the U.S. DOT/NHTSA 2002 Guidelines for Educating EMS Instructors, such as the EMS Educator Course of the National Association of EMS Educators.
 - Individuals with equivalent experience may be provisionally approved for up to two (2) years by El Dorado EMS Agency pending completion of the above specified requirements. Individuals with equivalent training resources are limited and who do not meet the above principle instructor

requirements may be approved upon review of experience and demonstration of capabilities.

3. In addition to the approved principle instructor, each training program may also utilize teaching assistants who meet the following minimum requirements:
 - Currently certified or licensed in California, at a minimum, as an EMR.
 - Have at least one (1) year of EMS experience, at a minimum, as an EMR.
 - Have any combination of knowledge, skills and experience in teaching the course subject matter.
 4. El Dorado County EMS Agency shall be notified , in writing, within thirty (30) calendar days of any change in name, address or telephone number of training program staff.
 5. Classroom space, including any breakout skills rooms will be adequate in size and number for the amount of students being instructed.
 6. The training program shall ensure there will be at least one (1) principle instructor or teaching assistant for each 10 students during skills practice/laboratory sessions.
 7. Each principle instructor or teaching assistant shall have access to all training equipment.
 8. The training program will utilize a final written and skills examination approved by El Dorado County EMS Agency.
 9. The training program will provide the following documents, approved by El Dorado EMS Agency, to candidates who successfully complete the EMR Training course:
 - EMR Course Completion Certificate.
 - El Dorado County EMS Agency EMR Certification Application Instructions.
 10. The following course records shall be maintained for a minimum of four (4) years and be made available to inspection by El Dorado County EMS Agency representatives upon request:
 - Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, methods of evaluation, and record of participant performance.
 - Record of times, places, and dates each course is given.
 - A roster of all students who participated in the EMR training course including information regarding whether the candidates passed or failed and any of the remediation that was provided.
 11. Individual classes or activities shall be open for scheduled or unscheduled visits by El Dorado EMS Agency representatives.
- D. Eligible individuals/organizations interested in obtaining program approval shall submit a completed EMR Training Program Provider Application to El Dorado County EMS Agency. A completed initial/renewal application shall include the following:

1. A statement verifying that the program meets or exceeds the NHTSA Educational Standards and Instructional Guidelines which can be located at <http://www.ems.gov/pdf/811077a.pdf> & <http://www.ems.gov/pdf/811077b.pdf>
 2. Samples of written and skills examinations used for student testing, including the proposed final written exam and skills examination.
 3. The name and qualifications (resume) of the proposed Principle Instructor and any proposed Teaching Assistants.
 4. The location at which the courses are to be offered and their proposed dates.
 5. A statement verifying that the appropriate equipment and adequate classroom space is available for the classes to be taught.
 6. The applicable initial or renewal program approval fee.
- E. El Dorado County EMS Agency shall notify the applicant within seven (7) working days of receiving the request that the request has been received and shall specify what information, if any, is missing.
- F. El Dorado County EMS Agency shall provide written notification of program approval or disapproval within thirty (30) calendar days of receipt of the application.
- G. Program approval shall be granted for a four (4) year period.
- H. The training program shall submit an application for renewal to El Dorado EMS Agency at least sixty (60) calendar days before the expiration date of their EMR training program approval in order to maintain continuous approval.
- I. All EMR training program requirements as specified in this policy shall be met and maintained for program renewal.
- J. EMR Training Program Provider Disapproval:
1. Noncompliance with any criteria required for EMR 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 EMR training program approval.
 2. Notification of noncompliance and action to place on probation, suspend, or revoke shall be carried out as follows:
 - El Dorado EMS Agency shall notify the approved EMR training program principle instructor in writing, by certified mail or in person, of the provision of this policy with which the EMR training program provider is not in compliance.
 - Within fifteen (15) calendar days of receipt of the notification of noncompliance, the approved EMR training program shall submit in writing, by certified mail or in person, to El Dorado County EMS Agency, one of the following:
 - Evidence of compliance with the provision of this policy, or

- A plan for meeting compliance with the provisions of this policy within sixty (60) calendar days from the date of receipt of the notification of noncompliance.
- Within fifteen (15) calendar days of receipt of the response from the EMR training program, or within thirty (30) calendar days from the mailing date the noncompliance notification if no response is received from the EMR training program, El Dorado County EMS Agency shall notify the EMR training program in writing, by certified mail or in person, of decision to accept the evidence of compliance, or place on probation, suspend or revoke the EMR training program approval.
- If El Dorado County EMS Agency decides to place on probation, suspend or revoke EMR training program approval, the notification shall include the beginning and end dates of the probation or suspension and the terms and conditions for lifting of the probation or suspension or effective date of revocation, which may not be less than sixty (60) calendar days from the date of El Dorado County EMS Agency's letter of decision to the EMR training program.
- Nothing in this policy shall preclude the initial applicant, or previously approved EMR training program, from appealing, to the El Dorado County EMS Agency JPA Board, a decision by El Dorado County EMS Agency staff to deny approval or take action against an EMR training program.