

EMERGENCY MEDICAL TECHNICIAN (EMT) TRAINING PROGRAM APPROVAL

PURPOSE:

To establish criteria for the approval of Emergency Medical Technician (EMT) training programs.

AUTHORITY:

- A. Title 22, California Code of Regulations, Division 9, Chapter 2, Article 3.
- B. California Health and Safety Code, Division 2.5, Chapter 4, Article 1.

DEFINITIONS:

- A. Emergency Medical Technician (EMT) training program: A program of education designed to prepare individuals to render prehospital basic life support within an organized EMS system.
- B. Emergency Medical Services Authority (EMS Authority): The California agency responsible for establishing requirements and criteria for EMT training programs.
- C. Emergency Medical Services Agency (EMS Agency): The agency having primary responsibility for administration of emergency medical services in San Luis Obispo County. The EMS Agency is the EMT training program approving authority as delegated by the EMS Authority.

POLICY:

- A. All prospective EMT training programs shall apply to and receive approval from the EMS Agency prior to offering any EMT initial or refresher courses, including modular refresher courses or continuing education formats. A letter requesting program approval and the application fee shall be submitted to the EMS Agency at least ninety (90) days prior to the anticipated first day of class.
- B. Program approval is for four (4) years or the term specified in the current State of California regulations governing EMT program approval.

- C. The training program shall apply to the EMS Agency for reapproval every four years.
- D. Program approval or disapproval shall be made in writing by the EMS Agency to the training program within ninety (90) days after receipt of all required documentation.
- E. All programs and program materials shall be subject to on-site evaluations by the EMS Agency and/or the State EMS Authority.
- F. Program review shall occur once at a minimum prior to reapproval. Program review shall be subject to cost recovery.
- G. Approved EMT training programs shall notify the EMS Agency of all course offerings at least thirty (30) days before the starting date of any course.
- H. Approved EMT training program staff must notify the EMS Agency, in writing, in advance when possible, and in all cases within thirty (30) days of any change in:
 - 1. course content
 - 2. hours of instruction
 - 3. program director
 - 4. program clinical coordinator
 - 5. principal instructor(s)
 - 6. teaching assistant(s)

All personnel change notices must include the name and qualifications of the replacement personnel.

- I. Training programs shall supply the EMS Agency with a roster of all students who successfully complete any EMT initial, refresher, continuing education training program, or challenge process within fourteen (14) calendar days of course completion.
- J. The program director shall ensure that the program maintains compliance with applicable EMS Agency policies, sections of Title 22, California Code of Regulations, Division 9, Chapter 2, and training program policies.
- K. The program director must notify the EMS Agency of compliance when changes occur in either state regulations or local policies. Notification shall occur within thirty (30) days of the effective date of the regulations.
- L. The EMS Agency may suspend or revoke program approval based on documented non-compliance with any required criteria, including but not limited to the utilization of unqualified teaching personnel.
- M. The EMS Agency shall notify the program director, in writing, of any deficiency. The notice shall include an opportunity to comply within a specified length of time.

N. Failure to correct deficiencies and/or to otherwise respond to the EMS Agency notice shall be considered cause for the EMS Agency to:

1. Place the program on a probationary status with conditions for improvement, or
2. Deny, withdraw or suspend program approval.

PROCEDURE:

A. An institution wishing to obtain approval or reapproval of an EMT training program shall submit a written request to the EMS Agency and pay the appropriate fee. The institution shall provide all required information by the EMS Agency, including:

1. A statement verifying usage of the State EMT curriculum which includes learning objectives, skills protocols and treatment guidelines based on the United States Department of Transportation National Highway Traffic Safety Administration EMT-Basic: National Standard Curriculum.
2. A copy of session guidelines or lesson plans.
3. A copy of the course outline for each program offered.
4. A copy of performance/behavioral objectives for each skill.
5. Samples of written and skills examinations used for periodic testing.
6. Details of a final skills competency examination.
7. A copy of the final written examination.
8. The name and qualifications of the program director, program clinical coordinator, principal instructor(s) and teaching assistant(s).
9. Provisions for clinical experience training for EMT students, including performance objectives and written agreements with clinical sites.
10. Provisions for course completion by challenge, including a challenge examination, if different from the final examination.
11. Provisions for refresher courses and refresher examinations.
12. The location where courses are to be offered and their proposed dates.
13. A copy of the course completion certificate.

14. The procedure for informing students of state regulations, the EMS Agency's policies and certification process for all categories of students.

B. Program Review

1. EMS Agency staff shall review required information and documentation for completeness.
2. A program review committee shall be established by the EMS Agency. This committee will be comprised of EMS Agency staff and representatives from at least three local EMS providers.
3. The program review committee will schedule an on-site visit with the program director to review facilities, documentation, and teaching materials.
4. A program review form shall be completed by the committee indicating the program's compliance with EMS Agency policies; Title 22, California Code of Regulations, Division 9, Chapter 2; and training program policies.
5. A copy of the program review form shall be provided to the program director with any noted deficiencies giving adequate time for corrections to be made.
6. The committee will conduct a site re-visit to confirm that deficiencies have been corrected. The site re-visit can be conducted solely by EMS Agency staff at the discretion of the review committee.
7. Once the program review process has been completed, the committee will forward its recommendations to the EMS Agency.