EMERGECY MEDICAL RESPONDER TRAINING PROGRAM REQUIRMENTS & APPROVAL PROCESS

PURPOSE

To establish a process by which eligible training providers, desiring to conduct YEMSA approved Emergency Medical Responder (EMR) training courses, may apply for course approval and meet the established criteria for courses identified in this policy.

AUTHORITY

California Health and Safety Code, Division 2.5, Sections 1797.204, 1797.210 & 1797.212.

California Code of Regulations, Title 22, Division 9, Chapter 1.5, Section 100026.

POLICY:

The YEMSA has the primary responsibility for approving and monitoring the performance of EMR training programs located within the YEMSA, to ensure their compliance with state law, regulations, local policy and national standards/guidelines.

A. Eligible individuals, training agencies and institutions (other than statewide public safety agencies) intending to conduct an EMR Training Course shall secure program approval from the YEMSA.

B. Previously established First Responder Training Programs in the Yolo County region will have six (6) months from the effective date of this policy to obtain EMR program approval from the YEMSA.

C. Other than the exception listed above, no EMR course shall begin instruction until that program has received written approval from the YEMSA.

ELIGIBILITY FOR PROGRAM APPROVAL

In order to be approved as a YEMSA EMR training program provider, the provisions in this section shall be met.

A. YEMSA approved EMR training program provider shall ensure that:

1. Course content meets or exceeds the standards and instructional guidelines established by the United States National Highway Traffic Safety Administration.

2. Records shall be maintained for four years and shall contain the following:

a. Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance.

b. Record of times, places, and dates each course is given.

c. A roster of all students who participated in the EMR training course including information regarding whether the candidate passed or failed and any remediation that was provided.

B. YEMSA shall be notified within thirty calendar days of any change in name, address, telephone number, principal instructor or contact person.

C. All records shall be made available to the YEMSA upon request. An EMR training program provider shall be subject to scheduled site visits YEMSA personnel.

D. Individual classes or activities shall be open for scheduled or unscheduled visits by YEMSA personnel.

E. Each EMR training program provider shall provide for the functions of administrative direction, medical quality coordination and actual program instruction through the designation of a principle instructor and additional teaching assistants as necessary.

F. Each EMR training program provider shall have an approved Principle Instructor who meets the following minimum requirements:

1. Currently certified or licensed in the State of California, at a minimum, as an EMT.

2. Have at least one (1) year of EMS experience, at a minimum, as an EMT.

3. Qualified by education and experience in methods, materials and evaluation of instruction, which shall be documented by at least forty hours in teaching methodology. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology:

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

b. National Fire Academy (NFA) "Fire Service Instructional Methodology" course; or

c. A training program that meets the U. S. Department of Transportation / National Highway Traffic Safety Administration 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 years by the YEMSA pending completion of the above specified requirements. Individuals with equivalent experience who teach in geographic areas where 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.

G. In addition to the approved principle instructor, each EMR training program may also utilize teaching assistants as necessary who meet the following minimum requirements:

1. Currently certified or licensed in the State of California, at a minimum, as an EMR.

2. Have at least one (1) year of EMS experience, at a minimum, as an EMR.

3. Have any combination of knowledge, skills and experience in teaching the course subject matter.

H. YEMSA shall be notified, in writing, within thirty (30) days of any change in program instructional staff.

I. All Certified, Authorized, or Licensed personnel involved in instruction shall be in good standing with their certifying, authorizing, or licensing authority. Good standing implies that no negative action to the certification, authorization, or license has been taken by the appropriate authority to the extent that it included revocation or suspension during the past two (2) years.

J. Maximum class size shall be determined by the number of instructor's available, classroom space and amount of equipment available for skills teaching and testing.

1. An approved EMR training program provider shall ensure that there will be at least one principle instructor or teaching assistant for each 10 students during skills practice / laboratory sessions.

2. Classroom space, including any breakout skills rooms will be adequate in size and number for the amount of students being instructed.

3. Each principal instructor or teaching assistant shall have access to all equipment.

K. Each EMR training program provider will utilize a final written and skills examination approved by the YEMSA.

L. Each EMR training program will provide the following documents, approved by the YEMSA, to candidates who successfully complete the first responder training course:

1. EMR Course Completion Certificate.

2. YEMSA EMR Certification application packet.

APPLICATION FOR APPROVAL

A. Eligible training providers wishing program approval shall contact the YEMSA to request an EMR Training Program Provider Approval Packet.

B. A completed packet, including the following items, shall be submitted, to the YEMSA for approval:

1. Completed YEMSA EMR Training Program Provider Application.

2. A statement verifying that the program meets or exceeds the National Highway Traffic Safety Administration Educational Standards and Instructional Guidelines which can be located at: http://www.ems.gov/pdf/811077a.pdf / http://www.ems.gov/pdf/811077b.pdf

3. Samples of written and skills examinations used for student testing, including the proposed final written and skills examination.

4. The name and qualifications (resume) of the Principal Instructor and Teaching Assistants.

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

6. A statement verifying that appropriate equipment and adequate classroom space is available for the classes to be taught.

C. YEMSA shall notify the eligible training provider within seven (7) working days of receiving the request that the request has been received and shall specify what information, if any, is missing.

D. YEMSA shall provide written notification of program approval or disapproval within 30 days of receipt of the application.

E. Program approval shall be granted for a four year period.

EMR TRAINING PROGRAM PROVIDER DISAPPROVAL

A. Noncompliance with any criteria required for EMR training program provider 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 provider approval by the YEMSA.

B. Notification of noncompliance and action to place on probation, suspend or revoke shall be carried out as follows:

1. The YEMSA shall notify the approved EMR training program provider principal instructor in writing, by certified mail, of the provision of this Chapter with which the EMR training program provider is not in compliance.

2. Within fifteen days of receipt of the notification of noncompliance, the approved EMR training program provider shall submit in writing, by certified mail, to the YEMSA one of the following:

a. Evidence of compliance with the provisions of this policy, or

b. A plan for meeting compliance with the provisions of this policy within sixty days from the date of receipt of the notification of noncompliance.

3. Within fifteen days of receipt of the response from the approved EMR training program provider, or within thirty days from the mailing date of the noncompliance notification if no response is received from the approved EMR training program provider, the YEMSA shall notify the approved EMR training program provider in writing, by certified mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, or place on probation, suspend or revoke the EMR training program provider approval.

4. If the YEMSA decides to place on probation, suspend or revoke the EMR training program provider's approval, the notification 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 days from the date of YEMSA letter of decision to the EMR training program provider.

C. Nothing in this policy shall preclude the initial applicant, or previously approved EMR training program provider, from appealing a decision by YEMSA staff to deny approval or take action against an approved EMR training program provider to the YEMSA.

APPLICATION FOR RENEWAL

A. The EMR training program provider shall submit an application for renewal at least sixty calendar days before the expiration date of their EMR training program provider approval in order to maintain continuous approval.

B. All EMR training program provider requirements shall be met and maintained for renewal as specified in the section of this policy labeled 'Eligibility for Program Approval'.