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EMS Medical Director

Chief, Emergency Medical Services

I. INTENT:

To define roles and responsibilities for Sacramento County Emergency Medical Services Agency (SCEMS) approved Emergency Medical Technician - Paramedic (EMT- P) Training Programs.


II. AUTHORITY:

- A. Health and Safety Code, Division 2.5, Ch. 4, Art. 1, §1797.208 and §1797.213(b).
- B. California Code of Regulations, Title 22, Division 9, Ch. 4, Art. 3.

III. POLICY:

A. Application

1. The applicant's legal place of business and primary training site shall be within the geographical jurisdiction of Sacramento County.
2. The applicant shall submit the completed SCEMS EMT-P Training Program Application and supporting documents at least sixty (60) days prior to the date of the first activity.
3. It shall be the responsibility of the EMT-P Training Program to submit the SCEMS EMT-P Training Program Application for renewal at least sixty (60) days in advance before expiration in order to maintain continuous approval.
4. EMT-P Training Program approval is non-transferable.
5. All EMT-P Training Program requirements must be met and maintained for renewal.
6. EMT-P Training Programs will be offered **only** by approved training programs. Eligibility for program approval shall be limited to:
 - a. Accredited universities and colleges including junior and community colleges, school districts, and private post-secondary schools.


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- b. Medical training units of the Armed Forces including the Coast Guard of the United States.
- c. Licensed general acute care hospitals, which meet the following criteria:
 - 1) Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of California Code of Regulations (CCR), Title 22, Division 5.
 - 2) Provide continuing education to other health care professionals.
 - 3) Are accredited by the Joint Commission on the Accreditation of Health Care Organizations.
- d. Agencies of government.

B. EMT-P Training Program Requirements

Approved EMT-P Training Programs shall ensure:

- 1. That the course content, at a minimum, meets the required EMT-P Training Program course content identified in CCR, Title 22, Division 9, and the SCEMS EMT-P scope of practice;
- 2. That the total training program shall consist of not less than 1090 hours. These training hours will be divided into:
 - a. A minimum of 450 hours of didactic instruction and skills laboratory. The approved training program shall assure that no more than six (6) students are assigned to one (1) instructor/teaching assistant during skills/practice laboratory.
 - b. That hospital clinical training shall consist of no less than 160 hours and the field internship shall consist of no less than 480 hours. The student shall have a minimum of forty (40) Advanced Life Support (ALS) contacts during the field internship. An ALS patient contact shall be defined as the student performance of one or more ALS skills, except cardiac monitoring and basic Cardiopulmonary Resuscitation (CPR), on a patient. For a minimum of twenty (20) contacts, the student shall be required to provide the full continuum of ALS care.

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- c. The approved EMT-P Training Program shall provide for and monitor a supervised clinical experience at a hospital that is licensed as a general acute care facility and hold a permit to operate a basic or comprehensive emergency medical service.

- d. The minimum hours shall not include the following:
 - 1) Course material designed to teach or test exclusively Emergency Medical Technician – I (EMT-I) knowledge or skill including CPR.
 - 2) Examination for student eligibility.
 - 3) The teaching of any material not prescribed in the required EMT-P course content of the CCR, Title 22, Division 9.
 - 4) Examination for EMT-P licensure.


3. Provisions for supervised hospital clinical training including student evaluation criteria and standardized forms for evaluating EMT-P students; and monitoring of preceptors by training program.

4. That written agreement(s) exists between the EMT-P training program and a licensed general acute care hospital(s) that holds a permit to operate a basic or comprehensive emergency medical service for the purpose of providing supervised clinical experience.

5. That EMT-P clinical training hospital(s) shall provide clinical experience, supervised by clinical preceptor(s). The clinical preceptor may assign the student to another health professional for selected clinical experience. No more than two (2) students shall be assigned to one (1) preceptor or health professional during the supervised hospital clinical experience at any one time. Clinical experience shall be monitored by the training program staff and shall include direct patient care responsibilities designed to result in the competencies specified in the CCR, Title 22, Division 9. Clinical assignments shall include, but are not limited to: emergency, cardiac, surgical, obstetric and pediatric patients.

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6. That written agreement(s) exist between the EMT-P Training Program and an EMT-P service provider(s) to provide for field internship, as well as for field preceptor(s) to directly supervise, instruct and evaluate the students. If the EMT-P service provider is to be located outside of Sacramento County, then the EMT-P Training Program shall notify SCEMS where the EMT-P service provider is located.
7. No more than one (1) EMT-P trainee shall be assigned to a response vehicle at any one time during the field internship.
8. Provisions for supervised field internship including student evaluation criteria and standardized forms for evaluating EMT-P students; and monitoring preceptors by training program.
9. That samples of written and skills examinations administered by the training program for periodic testing shall be submitted for review prior to program approval.
10. That samples of the final written examinations administered by the training program shall be submitted for review prior to program approval.
11. That SCEMS is notified within thirty (30) calendar days of any change in program name, address, telephone number, program director, clinical coordinator, and/or principal instructor(s).
12. All records are available to SCEMS upon request. All approved EMT-P training programs are subject to scheduled or unscheduled site visits by SCEMS staff.
13. Individual classes/courses are open for scheduled or unscheduled visits by SCEMS staff and/or the Local Emergency Medical Services Agency (LEMSA) in whose jurisdiction the course is given.

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C. Training Program Staff Requirements

Each approved EMT-P Training Program shall provide for the functions of administrative direction, medical quality coordination and actual program instruction through the designation of a program medical director, a course director, principal instructor(s), teaching assistants, if necessary, field preceptors and hospital clinical preceptors. Nothing in this section precludes the same individual from being responsible for more than one of the functions, as long as the minimum qualifications for each function are satisfied.


1. Program Medical Director:

Each approved EMT-P Training Program shall have an approved program medical director who shall be a Physician currently licensed in California, who has two (2) years experience in prehospital care in the last five (5) years, and who is qualified by education and experience in methods, materials and evaluation of instruction. Duties of the program medical director shall include, but not be limited to:

- a. Approval of all course content.
- b. Approval of content of all written and skills examinations administered by the training program, except the state skills examination.
- c. Approval of provision for hospital clinical and field internship experiences.
- d. Approval of principal instructor(s) qualifications.

2. Program Director:

Each approved EMT-P Training Program shall have an approved course director who shall be currently licensed in California as a Physician, Registered Nurse or EMT-P and who has a baccalaureate degree. Individuals who hold a baccalaureate degree in a related health field or in education may also be a course director. The course director shall have a minimum of one (1) year experience in an administrative or management level position and have a minimum two (2) years of academic, or clinical experience in prehospital care within the last five (5) years.

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3. Duties of the Clinical Director:

The duties of the clinical director shall include, but not be limited to:

- a. Administration of the training program.
- b. In coordination with the program medical director, approve the principal instructor(s), teaching assistants, field and hospital clinical preceptors, clinical and internship assignments and coordinate the development of the curriculum.
- c. Ensure training compliance with SCEMS policies and applicable regulations and laws.
- d. Sign all course completion records.


4. Instructor:

Each approved EMT-P Training Program shall have a principal instructor(s), who may also be the program medical director or course director if the relevant qualifications are met, who shall:

- a. Be a Physician, Registered Nurse or EMT-P currently licensed in the State of California;
- b. Have two (2) years experience in prehospital care within the last five (5) years.
- c. Have six (6) years experience in an allied health field or related technology and an associate degree or, two (2) years experience in an allied health field or related technology and a baccalaureate degree.
- d. Be responsible for areas including, but not limited to, curriculum development, course coordination and instruction.

5. Teaching Assistants:

Each training program may have a teaching assistant(s) who shall be qualified by training and experience to assist with teaching of the course. A teaching assistant shall be supervised by a principal instructor, the course director and/or the program medical director.

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6. Field Preceptors:

Each program shall have field preceptor(s) who shall:

- a. Be a Physician, Registered Nurse or EMT-P currently licensed in the State of California.
- b. Have two (2) years experience in prehospital care within the last five (5) years.
- c. Be under the supervision of the principal instructor, the course director and/or the program medical director.

7. Clinical Preceptors:


Each program shall have clinical preceptor(s) who shall:

- a. Be a Physician, Registered nurse or EMT-P currently licensed in the State of California.
- b. Have two (2) years experience in prehospital care within the last five (5) years.
- c. Be under the supervision of the principal instructor, the clinical director and/or the program medical director.

D. Record Keeping

Each approved EMT-P Training Program shall maintain for four (4) years:

1. Records on each course offered, including but not limited to, course title, course objectives, course outlines, qualification of instructors, dates of instruction, location, participation sign-in rosters, and course completion records issued.
2. Summaries of test results, course evaluations, or other methods of evaluation. The type of evaluation used may vary according to the instructor, content or program, number of participants and method of presentation.


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E. Certificates and Documents as Proof of Completion

1. Approved EMT-P Training Programs shall issue a tamper resistant course completion record to each person who successfully completes the EMT-P training program. The course completion record shall be issued within ten (10) calendar days of the completion of the class.
2. The course completion record **must** contain the following information:
 - a. Name of individual;
 - b. Date of course completion;
 - c. Training program name and address;
 - d. A list of optional procedures included in the course;
 - e. Signature of course director;
 - f. The following statements, **MUST** be printed on the course completion record:
 - 1) In bold print, "**This is not an EMT-P license**";
 - 2) "The individual named on this record has successfully completed an approved EMT-P training program."
 - 3) "This course has been approved by the Sacramento County Emergency Medical Services Agency."

F. Program Approval

1. Program approval or disapproval shall be made in writing by SCEMS to the requesting training program after receipt of all required documentation. This time period shall not exceed three (3) months.
2. SCEMS shall establish the effective date of program approval in writing upon the satisfactory documentation of compliance with all program requirements.
3. Program approval shall be for four (4) years following the effective date of approval and may be renewed every four (4) years subject to the procedure for program approval specified in this policy.
4. Program approval is dependent upon satisfying the California Code of Regulations requirements for EMT-P Training Program accreditation including:
 - a. Submittal of a self study to the Committee of Accreditation of Educational Programs for the Emergency Medical Services Professions

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(CoAEMSP) and SCEMS within 12 months of the start up of classes.

- b. Receiving Commission on Accreditation of Allied Health Education Programs (CAAHEP) accreditation no later than two years from the date of application to CoAEMSP.
- c. Maintaining CAAHEP accreditation while functioning as an approved EMT-P Training Program.

G. Advertisement

Information disseminated by approved EMT-P training programs publicizing EMT-P courses must include, at a minimum, the following:

1. A copy of all advertisements disseminated to the public shall be sent to SCEMS and the LEMSA in whose jurisdiction the course is presented prior to the beginning of the course/class;
2. Provider's policy on refunds in case of non-attendance by the registrant or cancellation by provider, if applicable;
3. Provider name, as officially on file with the approving agency.


H. Withdrawal of Program Approval

Noncompliance with any of the criterion required for program approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of this policy and / or the relevant sections of CCR Title 22, Division 9, may result in suspension or revocation of program approval by SCEMS. An approved EMT-P Training Program shall have no more than sixty (60) days from date of written notice to comply with this policy.

I. Site Inspections

Approved EMT-P Training Programs shall be subject to periodic site inspections by SCEMS staff. Inspections may include, but are not limited to:

1. Inspections of individual student records.
2. Attendance in classroom or laboratory sessions
3. Attendance in testing sessions.

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J. Satellite Training Programs

Approved SCEMS EMT-P Training Programs with satellite EMT-P Training Programs outside the jurisdiction of Sacramento County shall:

1. Apply all provisions of this policy to satellite training programs.
2. Agree to participate in the emergency medical services system Quality Improvement Program (QIP) of the LEMSA which has jurisdiction where the satellite EMT-P Training Program is being conducted.