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EMS Medical Director

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Chief, Emergency Medical Services

**I. INTENT:**

To define roles and responsibilities for Sacramento County Emergency Medical Services Agency (SCEMS) approved EMT- I training programs.

**II. AUTHORITY:**


A. Health and Safety Code, Division 2.5, Ch. 4, Art. 1, §1797.208.

B. California Code of Regulations, Title 22, Division 9, Ch. 2, Art. 3.

**III. POLICY:**

**A. Application:**

1. The applicant shall submit the completed SCEMS EMT-I Training Program Application and supporting documents at least sixty (60) days prior to the date of the first activity.
2. It shall be the responsibility of the EMT-I Training Program to submit the SCEMS EMT-I Training Program Application for renewal at least sixty (60) days in advance before expiration in order to maintain continuous approval.
3. EMT-I Training Program approval is non-transferable.
4. All EMT-I Training Program requirements must be met and maintained for renewal.
5. EMT-I training programs may 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.
  - b. Medical training units of a branch of the Armed Forces including the Coast Guard of the United States.


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- c. Licensed general acute care hospitals that meet the following criteria:
  - 1) Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of Division 5 (Title 22); and
  - 2) Provide continuing education to other health care professionals.
- d. Agencies of government including public safety agencies.
- e. Local EMS agencies.

**B. EMT-I Training Program Requirements:**

Approved EMT-I Training Program shall ensure:

1. That the course content, at a minimum, meets the required EMT-I training program course content identified in CCR, Title 22, Division 9;
2. A minimum of ten (10) hours of supervised clinical experience is included in the basic training program, which includes five (5) patient contacts wherein a patient assessment and other EMT-I skills are performed;
3. A minimum of one hundred twenty (120) hours of classroom and laboratory instruction;
4. Periodic and a final written and skills competency examinations;
5. That a challenge provision and/or examination is provided;
6. That a refresher course is included, for the basic program (programs may be approved that offer only refresher courses).
7. That the SCEMS EMT-I Student Roster is forwarded to SCEMS within fifteen (15) days of course completion. The SCEMS EMT-I Student Roster shall include the name and address of each person that receives a course completion record along with the date of course completion, type of course completed (EMT-I basic or refresher) and whether the student passed the final skills examination.
8. 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).

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9. All records are available to SCEMS upon request. All approved EMT-I training programs are subject to scheduled or unscheduled site visits by SCEMS staff.
10. Individual classes/courses are open for scheduled or unscheduled visits by SCEMS staff and/or the local EMS agency in whose jurisdiction the course is given.

**C. Training Program Staff Requirements:**

Each approved EMT-I training program shall provide for the functions of administrative direction, medical quality coordination and actual program instruction through the designation of a program director, a clinical coordinator and instructors. 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 Director:**


Each EMT-I 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 hours in teaching methodology. The courses include but are not limited to the following examples:

- a. California State Fire Marshall Fire Instructor 1A and 1B.
- b. National Fire Academy's Instructional Methodology.
- c. Training programs that meet the United States Department of Transportation/National Highway Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course.

**Duties of the Program Director**

The duties of the program director, in coordination with the program clinical coordinator, shall include but not be limited to:

- a. Administering the EMT-I training program and ensuring adherence to State regulations and established SCEMS policies;
- b. Approving course content;

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- c. Approving all written examinations and the final skills examination;
- d. Coordinating all clinical and field activities related to the course;
- e. Approving the principal instructor(s) and teaching assistants;
- f. Signing all course completion records.
- g. Assuring that all aspects of the EMT-I training program are in compliance with this chapter and other related laws.

**2. Clinical Director:**

Each approved EMT-I training program shall have an approved Clinical Coordinator who is currently licensed in California and is in good standing as a Physician, Registered Nurse, Physicians Assistant, or a paramedic currently licensed in California, and who shall have two (2) years of academic or clinical experience in emergency medicine or prehospital care within the last five (5) years.

**Duties of the Clinical Director**


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

- a. Responsibility for the overall quality of medical content of the program;
- b. Approval of the qualifications of the principal instructor(s) and teaching assistant(s);

**3. Principal Instructor:**

Each training program shall have a principal instructor(s), who may also be the program clinical coordinator or the 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 hours in teaching methodology. The courses include but are not limited to the following examples:

- a. California State Fire Marshall Fire Instructor 1A and 1B.
- b. National Fire Academy's Instructional Methodology.

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c. Training programs that meet the United States Department of Transportation/National Highway Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course. And who shall:

- (1) Be a physician, registered nurse, physicians assistant or paramedic currently licensed in California; or
- (2) Be an EMT-II or EMT-I who is currently certified in California;
- (3) Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years;
- (4) Be approved by the program director in coordination with the program clinical coordinator as qualified to teach the topics to which s/he is assigned. After January 1, 2006, all principal instructors from approved EMT-I Training Programs shall meet these minimum qualifications.


#### 4. Teaching Assistants:

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.

#### D. Record Keeping:


Each approved EMT-I 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-I training programs shall issue a tamper resistant course completion record to each person who successfully completes an EMT-I basic, EMT-I refresher or EMT-I challenge course. 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. Type of EMT-I course completed (basic, refresher, challenge) and the number of hours completed;
  - e. Signature of program director, or course instructor;
  - f. The name and location of the training program issuing the record.
  - g. The following statements, **MUST** be printed on the course completion record:
    - 1) In bold print, "**This is not an EMT-I certificate**";
    - 2) "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."
    - 3) "This course has been approved by the Sacramento County Emergency Medical Services Agency."

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**F. Advertisement:**

Information disseminated by approved EMT-I training programs publicizing EMT-I 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 local EMS agency 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.

**G. 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 training 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.

**H. Site Inspections:**

Approved EMT-I 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.