

APPROVED: Signature On File In EMS Office
Executive Director

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Medical Director

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PARAMEDIC TRAINING COURSE APPROVAL

I. **AUTHORITY**

Division 2.5 of the California Health and Safety Code, Section 1797.208.
California Code Of Regulations, Title 22, Division 9, Chapter 4, Sections 100037. and 100153.

II. **DEFINITIONS**

- A. "Approved Paramedic Training Program or "Paramedic Course" means a course of instruction in Pre Hospital Advanced Life Support which has met the requirements of this policy.
- B. "Agency" means the Mountain-Valley Emergency Medical Services Agency.
- C. "Paramedic Approving Authority" means an agency or person authorized by Title 22 to approve an Emergency Medical Technician Paramedic training program.
- D. "Eligible Training Agencies" means:
1. Accredited universities and colleges including junior and community colleges, school districts, and private post-secondary schools as approved by the State of California Department of Consumer Affairs, Bureau of Private Postsecondary and Vocational Education;
 2. Medical training units of a branch of the Armed Forces including the Coast Guard of the United States;
 3. Licensed general acute care hospitals which meet the following criteria:
 - a. Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of Division 5; and
 - b. Provide continuing education to other health care professionals; and
 - c. Are accredited by the Joint Commission on the Accreditation of Healthcare Organizations or the Healthcare Facilities Accreditation Program of the American Osteopathic Association
 4. Agencies of government.

- E. "Accrediting Authority" means the Commission on Accreditation of Allied Health Education Programs (CAAHEP) working in conjunction with the Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (COAEMSP)

III. PURPOSE

The purpose of this policy is to establish a process by which eligible training agencies, desiring to conduct a Paramedic Training Program, may apply for course approval and meet the established criteria for courses identified in this policy.

IV. POLICY

- A. Eligible training agencies intending to conduct a Paramedic Training Program shall secure program approval from the Agency. Applications for approval must be submitted to the Agency a minimum of ninety (90) days prior to the anticipated beginning date of instruction.
- B. Eligible training agencies shall submit written documentation to the Accrediting Authority, prior to submitting an application to the Agency, to ensure that they meet the Accrediting Authorities requirements for program sponsorship. Written verification of compliance with program sponsorship requirements and a timeline for submission of an accreditation application to the Accrediting Authority must be submitted with the application to the Agency.
- C. No Paramedic Training Program shall begin instruction until that program has received written approval from the Agency.
- D. Program Approval shall be granted for a four-year period. Non-compliance with any provision or criteria required for program approval may result in withdrawal, suspension, or revocation of program approval.
- E. 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 training program shall insure that there will be at least one principal instructor or teaching assistant for each 6 students during skills practice/laboratory sessions.
 - 2. There shall be at least 20 square feet of floor space available per student.
 - 3. Each principal instructor or teaching assistant shall have access to all equipment appropriate for the skills being taught during each skills practice or testing session.
- F. All classes shall be subject to auditing and/or monitoring by Agency staff.
- G. All licensed personnel involved in instruction shall be in good standing with their licensing agency. Good standing implies that no negative action to the license has been taken, by the appropriate authority, to the extent that it included revocation or suspension during the past four (4) years.

H. Principal Instructor Requirements

1. Currently licensed in California as a physician, registered nurse, physician assistant, or paramedic
2. Have at least two (2) years of experience in advanced life support pre hospital care and be knowledgeable in the course content of the U.S. Department of Transportation Emergency Medical Technician-Paramedic National Standard Curriculum HS808 862, March 1999
3. Have six (6) years experience in an allied health field or related technology and an associate's degree, or two (2) years experience in an allied health field or related technology and a baccalaureate degree
4. Document completion of a minimum of forty hours teaching methodology course. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology:
 - a. State Fire Marshal Instructor 1A and 1B
 - b. National Fire Academy's Instructional Methodology Course
 - c. Training program that meets the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors.

I. Program Director Requirements

1. Be licensed as a physician, registered nurse who has a baccalaureate degree, paramedic who has a baccalaureate degree, or shall be an individual who holds a baccalaureate degree in a related health field or in education
2. Qualified by education and experience in methods, materials, and evaluation of instruction
3. Have a minimum of one (1) year experience in an administrative or management level position
4. Have a minimum of three (3) years academic or clinical experience in pre hospital care education within the last five (5) years
5. Document completion of a minimum of forty hours teaching methodology course. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology:
 - a. State Fire Marshal Instructor 1A and 1B
 - b. National Fire Academy's Instructional Methodology Course
 - c. Training program that meets the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors.

J. Teaching Assistant Requirements:

1. Document any combination of knowledge, skills and experience in teaching the course subject matter.
2. Be approved by the program director in conjunction with the clinical coordinator as qualified to teach the topics assigned.

K. Program Medical Director Requirements:

1. Currently licensed in the State of California as a physician
2. Have at least two (2) years of experience in pre hospital care in the last five (5) years
3. Qualified by education or experience in methods of instruction

L. Field Preceptor Requirements:

1. Currently licensed as a paramedic in the State of California
2. Have worked, in the field, as a licensed paramedic for the last two years
3. Be approved by the program director, principal instructor, or program medical director
4. Have completed an approved field preceptor training program

V. PROCEDURE

- A. Eligible Training Agencies wishing program approval shall contact the Agency to secure a Paramedic Program Approval Packet.
- B. A completed packet, including the following items, shall be submitted to the Agency.
 1. A statement verifying usage of the United States Department of Transportation Emergency Medical Technician - Paramedic National Standard Curriculum, HS 808 862, March 1999
 2. An outline of course objectives
 3. Performance objectives for each skill
 4. The name and qualifications of the training program course director, program medical director, and principal instructors
 5. Provisions for supervised hospital clinical training including student evaluation criteria and standardized forms for evaluating paramedic students; and monitoring of preceptors by the training program.
 6. Written agreements between the paramedic training program and a hospital(s) and other clinical setting(s), if applicable, for student placement for clinical education and training.

7. Written agreements between the paramedic training program and a paramedic service provider(s) to provide for field internship, as well as for a field preceptor(s) to directly supervise, instruct, and evaluate the students.
 8. Provisions for supervised field internship including student evaluation criteria and standardized forms for evaluating paramedic students; and monitoring of preceptors by the training program.
 9. Samples of written and skills examinations used for periodic testing.
 10. The location at which the courses are to be offered and their proposed dates.
 11. A final written exam to be administered by the training program.
 12. A statement verifying equipment availability and adequate classroom size for the classes to be taught.
 13. Provision for notification of students of paramedic training program accreditation status in compliance with Title 22, Section 100148(d)
 14. Provision for compliance with QI requirements of Title 22, Section 100148(h)
 15. Table of contents listing the information specified above.
 16. Pay the appropriate application fee.
- C. The Agency shall notify the training program within thirty (30) days of receiving the request that the request has been received and shall specify what information if any is missing.
- D. Written notification by Agency of program approval or disapproval shall be made to the applicant within 90 days from receipt of the application.