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EMERGENCY MEDICAL SERVICES POLICIES and PROCEDURES

PREHOSPITAL MANDATORY TRAINING

I. Purpose: To define the requirements for mandatory training and ongoing educational requirements for EMS personnel in Santa Barbara County.

II. Authority: Health and Safety Code, Division 2.5, Sections [1797.204](#), [1797.220](#) and [1798](#). California Code of Regulations, Title 22, Division 9, Sections [100166](#), [100167](#), [100174](#) & [100175](#).

III. Definitions:

A. *EMS Personnel:* All EMT, EMT-Optional Scope, Paramedic and Registered Nurses (RN) caring for prehospital or interfacility transfer patients as part of the Santa Barbara County EMS system.

IV. Policy:

- A. EMS Personnel, as outlined in this policy, have mandatory training and educational requirements.
- B. All training development is intended to be a collaborative process between all system participants.
- C. Learning modules will be uploaded into the SBCEMSA-approved online training platform.
- D. Clinical training elements will be determined by the SBCEMSA Medical Director (or designee), utilizing information from:
 - 1. EMS System Needs
 - 2. Quality Improvement Measures
 - 3. Policy/Protocol Updates
- E. Mandatory Training
 - 1. *EMS Update – Annual Skills Competency*
 - a. Registered Nurse
 - i. None
 - b. Paramedic
 - i. EMS Updates will occur annually during the month of March, unless otherwise stated by SBCEMSA.
 - c. EMT-OS
 - i. EMS Updates will occur annually during the month of October, unless otherwise stated by SBCEMSA.
 - d. EMT
 - i. None
 - 2. *Quarterly Training*
 - a. Registered Nurse
 - i. None
 - b. Paramedic
 - i. Trainings will be assigned on the following schedule:
 - ii. January 1 (Assignment Due March 31)
 - (a) This quarterly assignment will be prioritized for Field Treatment Protocol (Policy 533) changes/updates should there be any during this review period.
 - iii. April 1 (Assignment Due June 30)

APPROVAL:

SIGNATURE ON FILE
Nicholas Clay, EMS Agency Director

SIGNATURE ON FILE
Daniel Shepherd, MD, EMS Agency Medical Director

SANTA BARBARA COUNTY EMERGENCY MEDICAL SERVICES AGENCY

PREHOSPITAL MANDATORY TRAINING

- iv. July 1 (Assignment Due September 30)
- v. October 1 (Assignment Due December 31)
- c. EMT-OS
 - i. Providers may be assigned mandatory training as required by the SBCEMSA Medical Director.
- d. EMT
 - i. Providers may be assigned mandatory training as required by the SBCEMSA Medical Director.
- 3. *Medical Director Training*
 - a. Trainings may be assigned ad hoc for EMS Personnel as indicated by Level of Service, and as required by SBCEMSA Medical Director.

V. Procedure:**A. EMS Update – Annual Skills Competency**

- 1. Didactic portion will be made accessible through the SBCEMSA-approved online training platform.
- 2. Skills Competency sessions will be held in-person, or as stated by SBCEMSA.
- 3. EMS Personnel are responsible for bringing any materials required by SBCEMSA to their scheduled EMS Update session.
- 4. Training records are ultimately the responsibility of each individual provider, EMS personnel are encouraged to retain all course completion documents for their records.
- 5. SBCEMSA will provide eight (8) hours of continuing education for Paramedics, and six (6) hours of continuing education for EMT-OS, for successful completion of both didactic and skills competency components of EMS Update.

B. Quarterly Training

- 1. Didactic portion will be made accessible through the SBCEMSA-approved online training platform.
- 2. SBCEMSA will provide continuing education hours for EMS personnel assigned quarterly training and/or Medical Director Training.

C. Ad-Hoc Training

- 1. Didactic portion will be made accessible through the SBCEMSA-approved training platform.
- 2. SBCEMSA will provide continuing education hours for any SBCEMSA assigned training.

D. EMS Update Training Make-Up Session(s)

- 1. The EMT-OS or paramedic's employer is responsible for arranging and proctoring the make-up session.
 - a. All make-up sessions date, time, and roster shall be provided to SBCEMSA 2-weeks in advance of the session.
 - b. All completion records (e.g. Master Skills Check Off Form) must be provided to SBCEMSA within 2 weeks of completion.

E. Failure to Complete Mandatory Training Requirements

- 1. Each provider agency will perform audits on all mandatory assignments and training and submit to SBCEMSA.
 - a. Reporting Structure for "Incomplete Assignments"
 - i. A report must be submitted no later than 2-weeks after of the assignment due date.
 - ii. Exported Report must contain the following information:
 - (a) Agency (Site) Name
 - (b) EMS Personnel First
 - (c) EMS Personnel Last Name

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Daniel Shepherd, MD, EMS Agency Medical Director

SANTA BARBARA COUNTY EMERGENCY MEDICAL SERVICES AGENCY**PREHOSPITAL MANDATORY TRAINING**

- (d) SBCEMSA Assignment Name
- (e) Course Due Date
- (f) Number of Test Attempts (if applicable)
- (g) Test Score (if applicable)
- (h) Course Status
- b. EMS Personnel (not on injury, medical, or other type of leave) that have delinquent, incomplete, or missing assignments must complete the required assignment and remediation with their respective EMS coordinators no later than 1-month after the training deadline, unless otherwise agreed upon by SBCEMSA.
- 2. Failure to complete EMS Update may result in suspension of accreditation to practice in Santa Barbara County per SBCEMSA policy.

VI. References:

- A. [Policy 220 – EMT-OS Accreditation](#)
- B. [Policy 231 – Reverification of Paramedic Accreditation](#)

VII. Attachments

- A. None

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