

# APPENDIX H

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## COMMONWEALTH OF PENNSYLVANIA DEPARTMENT OF HEALTH EMERGENCY MEDICAL SERVICES OFFICE

DOH Use Only:

### PROTOTYPE CONTINUING EDUCATION BY ENDORSEMENT

PLEASE TYPE OR PRINT ALL INFORMATION

#### SECTION I - APPLICANT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ ☐ Check here if this a change of address  
County of Residence: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Certification No.: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Email: \_\_\_\_\_

Certification Level: ☐ First Responder ☐ EMT ☐ EMT-P ☐ PHRN Expiration Date: \_\_\_\_\_

#### SECTION II - COURSE INFORMATION

Course/Seminar/Conference Attended: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Sponsoring Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

#### SECTION III - PROGRAM INFORMATION

- Length of Course (in hours): \_\_\_\_\_ Actual class time excluding lunch and breaks: \_\_\_\_\_
- This course relates to the scope of practice as follows (you may check more than one box):
  - ☐ All hours are applicable to all levels (Check this box only if the entire program relates to BLS & ALS)
  - ☐ Hours apply as indicated below. (This includes all hours related to the National Standard Curricula as approved in Pennsylvania. This number should include the hours related to direct patient care, but it is not limited to the number of hours related to direct patient care.) BLS total hours: \_\_\_\_\_  
ALS total hours: \_\_\_\_\_
  - ☐ Some content is beyond the scope of practice or inconsistent with the scope of practice of PA pre-hospital practitioners. (Complete the information below. If you are unsure, list the questionable areas below for review by the Department of Health).

List the areas beyond the scope of practice (include questionable areas):	Time allocated to these issues:

(NOTE REGARDING #3 & #4: Program information related to legal aspects, communication, documentation, hazmat, operations, etc., is **not** considered direct patient care)

- Number of the total course hours that relate to direct patient care at the Basic Life Support level: \_\_\_\_\_
- Number of the total course hours that relate to direct patient care at the Advanced Life Support level: \_\_\_\_\_

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5. Intended Audience: ☐ FR ☐ EMT ☐ EMT-P ☐ PHRN

6. Subject of the course:

(Course titles do not always reflect the course content...give a BRIEF description of the course content.)

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✓ Category of course information (Check one):

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Airway & breathing      | <input type="checkbox"/> Legal                    | <input type="checkbox"/> Prevention                      |
| <input type="checkbox"/> Behavioral emergencies  | <input type="checkbox"/> Management of service    | <input type="checkbox"/> Rescue                          |
| <input type="checkbox"/> Bleeding/vascular       | <input type="checkbox"/> Mass casualty            | <input type="checkbox"/> Special considerations-see list |
| <input type="checkbox"/> Communications          | <input type="checkbox"/> Medical emergencies      | <input type="checkbox"/> Trauma emergencies              |
| <input type="checkbox"/> CPR                     | <input type="checkbox"/> Obstetrics/gynecological | <input type="checkbox"/> Well-being of provider          |
| <input type="checkbox"/> Documentation           | <input type="checkbox"/> Operations               | <input type="checkbox"/> Other: _____                    |
| <input type="checkbox"/> EMS System              | <input type="checkbox"/> Patient assessment       |  |
| <input type="checkbox"/> Ethics                  | <input type="checkbox"/> Pediatrics               |  |
| <input type="checkbox"/> Geriatrics              | <input type="checkbox"/> Pharmacology             |  |
| <input type="checkbox"/> Hazardous Materials/WMD | <input type="checkbox"/> Preparatory              |  |

7. Keywords:

(List single words separated by commas that relate to the subject of the course. This column will be used for computer searches. Example: Mass Casualty Incident...keywords could be mass, multiple, casualty, triage, ics, mci)

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### ***COURSE LESSON PLAN***

The following information must be attached:

This application includes:

- ☐ Course Title
- ☐ Course Objectives
- ☐ National Standard Curriculum Objectives referenced by curriculum(s) and objective number(s) to course objectives with time per objective specified.
- ☐ Content outline including time allotment
- ☐ Materials: Books, manuals, handouts, audio-visual equipment, medical equipment, supplies, etc. (if available)
- ☐ Evaluation mechanism(s) (if applicable)
- ☐ Successful completion criteria
- ☐ Certificate of successful completion

#### **ROUTING:**

**p** Regional EMS Council  
**p** Department of Health  
**a** Applicant

**CONTINUING EDUCATION BY ENDORSEMENT APPLICATION INSTRUCTIONS****SECTION I - APPLICANT INFORMATION**

Complete requested applicant identification information.

**SECTION II - COURSE INFORMATION SUMMARY**

Provide the required information identifying the program for which you are requesting continuing education credit.

**SECTION III - PROGRAM INFORMATION**

The Length of the Course is the scheduled time of the program in hours.

The Actual Class time is the time actually spent in the educational experience. Lunch and break time must be excluded from the course scheduled time.

This course relates to the scope of practice should be completed to indicate the practitioner level of the course for which you are requesting continuing education credit (check the appropriate box). Complete the number of hours to the nearest half-hour that relate to Basic Life Support (BLS) and Advanced Life Support (ALS). These hours should include all hours from your course that relate to the National Standard Curricula as approved by Pennsylvania, even if they are not direct patient care issues. If there are scope of practice issues....or even if you are unsure if they are issues....record them here. It will be reviewed at the Regional Council and the EMS Office.

The hours related to *direct patient care* education at the Basic Life Support (BLS) level and at the Advanced Life Support (ALS) level should be listed on the appropriate lines. Direct patient care is considered care (including assessment) of an individual who is believed to be sick, injured, wounded or otherwise incapacitated and helpless and in need of immediate medical attention. It includes assessment and care provided both physically and emotionally, but does not include items such as response planning, legal aspects, communications, documentation, hazardous materials, emergency vehicle operations (EVOC), or other operational issues.

The Intended Audience area must have all applicable boxes marked.

**Examples include:**

AHA ACLS courses - EMTs may not be recognized as AHA ACLS providers so this course is intended and credit given for EMT-P and PHRN providers.

American College of Surgeons PHTLS courses - First Responders may not be recognized as PHTLS providers.

The Subject of course should indicate the course content. Titles are sometimes not reflective of the subject matter. If the course or seminar covers multiple topics indicate the predominant theme of the program.

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The Category of Course information will be used for searching and finding courses pertaining to specific areas, it will help if we can categorize courses into definite groupings. Classify a course into the most appropriate category. The following is a list of subjects assigned to these categories.

<b>Category</b>	<b>Subjects that should be placed in the category</b>
Preparatory	Anatomy & physiology, pathophysiology, life span development, lifting & moving
EMS system	EMS system, medical direction, roles, responsibilities
Prevention	Injury prevention
Well-being of provider	Safety, CISM, BSI, infection control
Ethics	Ethics
Legal	Laws affecting EMS, liability issues
Patient assessment	Scene size-up, assessment findings, field impression, history & physical examination
Airway & breathing	Airway, ventilation, oxygen
CPR	CPR
Medical emergencies	Respiratory diseases, cardiac problems, cardiac arrest (except CPR), ACLS, altered mental status, allergic reaction, poisoning, heat & cold emergencies, drowning, seizures, endocrine emergencies, gastrointestinal emergencies, renal emergencies
Pharmacology	Pharmacology, medication administration (not used as part of scenario or treatment in other categories)
Trauma emergencies	Head & spinal injuries, chest trauma, extremity injuries, soft tissue injuries, animal bites, burns, abuse & assault, musculoskeletal
Bleeding/Vascular	Bleeding, shock, venous access
Obstetrics/gynecological	Childbirth, gynecology
Behavioral Emergencies	Psychiatric
Special Considerations	Patient with special challenges, chronic care patient, DNR, hospice
Pediatrics	Neonatal care, pediatric illness & injury, pediatric abuse
Geriatrics	Geriatric illness & injury, geriatric abuse
Communications	Communications
Documentation	Documentation
Operations	Vehicle operations, crime scene
Rescue	Extrication
Mass Casualty	Triage, disaster response, incident command
Hazardous Materials/WMD	Hazardous materials, weapons of mass destruction
Management	Service management

The Keywords for Search should be a list of single words that relate to the subject of the course. These will be used to search the database. (Example: Mass Casualty Incident...keywords could be mass, multiple, casualty, triage)

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Course Objectives/Announcement - Attach information that identifies the objectives of the program attended. This can be the course announcement, brochure, advertisement, etc., that identifies the program's purpose.

Course Objectives - May be the same as the NSC objectives. In this instance, it is not necessary to list the objectives again. You may note, "Course Objectives - Same as NSC objectives." More commonly, course objectives will be related to, but different from, the NSC referenced objectives. The course objectives are typically the same for all students and are not designated to specific certification levels. For the ABC rigid splint course noted above, course objectives would be more specific than the NSC objectives related to splinting. One course objective would be related to NSC objectives for the three certification levels. The course objective, "Demonstrate the application of the ABC rigid splint," would relate to NSC objectives FR Lesson 10, EMT 5-3.11, and EMT-P 3-1.125 and would be listed as one course objective.

National Standard Curriculum (NSC) Objectives referenced by curriculum(s) and objective number(s) - Each NSC curriculum has numbered objectives. Those that apply to the course should be reference.

**Example:** A two-hour program designed to familiarize prehospital personnel with the new ABC rigid splint might include the following:

FR	Lesson 10 objectives
EMT	5-3.1, 5-3.2, 5-3.4 through 5-3.8, and 5-3.11
EMT-P	3-1.76 through 3-1.80, 3-1.82 and 3-1.125

There is variation in how the curriculum identifies objective numbers. Reference numbers only need to be provided to reduce paperwork exchange. This will facilitate accurate and timely assignment of hours.

Content outline including time allotment - Attach the program agenda or outline that adequately identifies the information that was taught in the course with the time allocated for each topic. This information may be included in the same document identified above or may be a separate lesson plan, student handout, etc.

Evaluation mechanism(s) and successful completion - Attach a copy of the test(s) administered if available. If not, attach your statement that indicates how you were evaluated. For example, "A written test was given and we were required to score an 80%."

Verification of successful completion - Attach a copy of your certificate of completion, transcript, program completion letter, etc.

## SECTION IV - ROUTING

This form should be forwarded to the regional EMS council in which the applicant registered

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