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**POLICY MEMORANDUM 4100**

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**REVIEWED/APPROVED BY:**

**BRYN MUMMA, MD, MAS, EMS AGENCY MEDICAL DIRECTOR**

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**SUBJECT: APPROVAL FOR EMERGENCY MEDICAL TECHNICIAN (EMT)  
TRAINING PROGRAMS**

**AUTHORITY:**

California Health & Safety Code, Division 2.5, Chapter 3 Article 1, Section 1797.109, Chapter 3, Article 5, Section 1797.170, 1797.173; Chapter 4, Article 1, Section 1797.208, 1797.210, 1797.213, and 1797.220.

California Code of Regulations (CCR), Title 22, Division 9, Article 3, Sections 10065 - 10078.

**PURPOSE:**

To establish the requirements and process to approve an EMT Training Program(s) operating within Solano County.

**I. ELIGIBILITY TO BECOME AN EMT TRAINING PROGRAM:**

1. Eligibility for EMT Training program approval shall be limited to:
  - A. Accredited universities and colleges, including 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;
  - B. Medical training units of a branch of the Armed Forces, including the Coast Guard of the United States;

- C. Licensed general acute care hospitals which meet the following criteria:
    - i. Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of Title 22, CCR, Division 5; and
    - ii. Provide continuing education to other health care professionals; and
  - D. Agencies of government including public safety agencies and Solano County Emergency Medical Services (EMS) Agency.
2. A program shall not begin instruction until eligibility has been determined.

**II. REQUIRED DOCUMENTATION FOR EMT PROGRAM APPROVAL AND ONGOING ACCREDITATION:**

A qualified agency electing to implement an EMT training program in Solano County must comply with all requirements listed in the CCR and submit the following information to the Solano EMS Agency:

- A. Completed application with appropriate fees;
- B. A statement verifying adherence to the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009);
- C. A statement verifying the program's CPR training is equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level, as this is a prerequisite for admission to an EMT basic course;
- D. Samples of written and skills examinations used for periodic testing;
- E. A final skills competency examination;
- F. A final written examination;
- G. The name and qualifications of the program director, program clinical coordinator, and principal instructor(s);
- H. Documented provision for clinical experience:
  - 1. EMT training program shall have written agreement(s) with one or more general acute care hospital(s), and/or operational ambulance provider(s), or rescue vehicle provider(s) for the clinical portion of the EMT training course;
  - 2. The written agreement(s) shall specify the roles and responsibilities of the training program and the clinical provider(s) for supplying the supervised clinical experience for the EMT student(s);
  - 3. Supervision for the clinical experience shall be provided by an individual who meets the qualifications of a principal instructor or teaching assistant;
  - 4. No more than three (3) students will be assigned to one (1) qualified supervisor during the supervised clinical experience;
- I. Documented provision for course completion by challenge process, including a challenge examination (if different from final examination);

- J. Documented provision for a 24 hour refresher course including items from letters B through G, which is required for recertification;
  - 1. A statement verifying adherence to the United States Department of Transportation's EMT-Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1996;
- K. The location at which the courses are to be offered and their proposed dates;
- L. EMT training programs shall assure that no more than ten (10) students are assigned to one (1) principal instructor/teaching assistant during skills practice/laboratory sessions and provide a plan to ensure compliance with the ratios;
- M. A Table of Contents listing the required information listed in this subdivision, with corresponding page numbers;
- N. Maintain annual accreditation with Solano County EMS Agency by:
  - 1. Completing the annual report to the Agency, as described in Section IX.
  - 2. Attend the quarterly Quality Improvement Meeting.
  - 3. Pay the annual accreditation fee.

### **III. REQUIRED COURSE HOURS**

- A. The EMT course shall consist of not less than 170 hours. The minimum hours shall not include the examinations for EMT certification. These training hours shall be divided into:
  - 1. A minimum of 146 hours of didactic instruction and skills laboratory; and
  - 2. A minimum of 24 hours of supervised clinical experience. The clinical experience shall include a minimum of ten (10) documented patient contacts wherein a patient assessment and other EMT skills are performed and evaluated.
    - a. High fidelity simulation, when available, may replace up to six (6) hours of supervised clinical experience and may replace up to three (3) documented patient contacts.

### **IV. REQUIRED COURSE CONTENT**

- A. The content of an EMT course shall meet the objectives contained in the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009), incorporated herein by reference, to result in the EMT being competent in the EMT basic scope of practice specified in the California Code of Regulations (CCR) Title 22, Division 9, Chapter 2, Section 100063.
- B. Training in the use of hemostatic dressings shall result in the EMT being competent in the use of the dressing. Included in the training shall be the following topics and skills:
  - 1. Review of basic methods of bleeding control to include but not be limited to direct pressure, pressure bandages, tourniquets, and approved hemostatic dressings;

2. Review treatment of open chest wall injuries;
  3. Types of hemostatic dressings;
  4. Importance of maintaining normal body temperature.
- C. Training in the administration of naloxone as stated in Solano County EMS Policy 4700, EMT & Law Enforcement Initial Training Guidelines: Naloxone.
- D. Training in the administration of an epinephrine auto injector as stated in Solano County EMS Policy 4701, EMT & Law Enforcement Initial Training Guidelines: Epinephrine Auto Injector.
- E. Training in the use of finger stick blood glucose testing as stated in Solano County EMS Policy 4702, EMT Initial Training Guidelines: Finger Stick Blood Glucose Testing.
- F. In addition to the above, the content of the training course shall include a minimum of four (4) hours of Tactical Casualty Care (TCC) principles applied to violent circumstances with the topics and skills as stated in CCR Title 22, Division 9, Chapter 2, Article 3, Section 100075(f).

## V. TEACHING STAFF

All certified, authorized, or licensed personnel involved in the instruction of EMT students shall be in good standing with their certifying, authorizing, or licensing agency. Good standing implies that no negative action to the certificate, authorization, or license, has been taken by the granting authority. The roles may be filled by the same individual as long as they are qualified to do so.

- A. Each EMT training program shall have a qualified and approved Program Director.
  1. The qualifications of a Program Director include but are not limited to:
    - a. Document completion of a minimum of 40 hours teaching methodology course, examples include but are not limited to:
      - i. State Fire Marshal Instructor Course 1A and 1B
      - ii. National Fire Academy's Instructional Methodology Course
      - iii. Training program that meets the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors
  2. The duties of the Program Director, in coordination with the program clinical coordinator, shall include, but not be limited to:
    - a. Administering the training program;
    - b. Approving course content;
    - 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 training program are in compliance with this Policy and other related laws.
- B. Each EMT training program shall have a qualified and approved Program Clinical Coordinator.
  1. The qualifications of a Program Clinical Coordinator include but are limited to:
    - a. Currently licensed in California as a physician, registered nurse, physician assistant, or paramedic;
    - b. Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or pre-hospital care in the last five (5) years.
  2. The duties of the Program Clinical Coordinator shall include but are not limited to, the quality of the program's medical content.
- C. Each EMT training program shall have a qualified and approved Principal Instructor
  1. The qualifications of a Principal Instructor include, but are not limited to:
    - a. Currently licensed in California as a physician, registered nurse, physician assistant, paramedic, Advanced EMT, or EMT;
    - b. Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or pre-hospital care in the last five (5) years;
    - c. Be approved by the Program Director in conjunction with the Clinical Coordinator as qualified to instruct the topics assigned; and
    - d. Documented completion of a minimum of a 40 - hour teaching methodology course, as describe in Section A. 1. A., above.
  2. The duties of the Primary Instructor shall include, but are not limited to, the instruction of EMT students.
- D. Each EMT training program shall have a qualified and approved Teaching Assistant(s)
  1. The qualifications of a Teaching Assistant(s) include, but are not limited to:
    - a. Currently certified or licensed in the State of California, at a minimum, as an EMT;
    - b. Have at least one (1) year of experience;
    - c. Be approved by the Program Director in conjunction with the Clinical Coordinator and Principal Instructor as qualified to instruct the topics assigned.
  2. The duties of a Teaching Assistant(s) shall include, but are not limited to, assisting the Principal Instructor with the instruction of EMT students.

## V. EMT TRAINING PROGRAM REVIEW AND REPORTING AND RECORDS

1. All programs material specified in this policy shall be subject to periodic review by the Solano County EMS Agency.
2. All program materials specified in this policy shall be subject to periodic on-site review by Solano County EMS Agency representatives.
3. Approved EMT Training Programs shall notify the Solano County EMS Agency in writing, in advance when possible, and in all cases within 30 days of any change in Program Director, Program Clinical Coordinator, Principal Instructor, change of address, phone number or program contact.
4. Student records shall be kept for a period of not less than four (4) years.
5. An approved EMT program shall report, in writing to the EMS Agency, within 15 days the names of students who have successfully completed the training program. An approved EMT program shall issue a tamper resistant course completion record to a student who successfully completes the training.
6. The course completion record shall contain the following information:
  - a. The name of the individual;
  - b. The date of course completion;
  - c. Type of course completed (i.e. EMT, EMT Refresher, EMT Challenge) and the number of hours in training;
  - d. The EMT approving authority, Solano County EMS Agency;
  - e. The signature of the program director;
  - f. The name and location of the training program;
  - g. The following statement in bold print: "**This is not an EMT certificate.**"
7. The course completion record is valid for two (2) years and is valid statewide.

## VI. WITHDRAWAL OF EMT TRAINING PROGRAM APPROVAL

Noncompliance with any criterion required for program approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of this policy may result in denial, probation, suspension, or revocation of program approval by the Solano County EMS Agency. Notification of noncompliance and action to place on probation, suspend, or revoke shall be done as follows:

1. Solano County EMS shall notify the approved EMT training program course director in writing of the provisions of this policy with which the EMT training program is not in compliance.
2. Within 15 working days of receipt of the notification of noncompliance, the approved EMT training program shall submit in writing to Solano County EMS Agency one of the following:
  - a) Evidence of compliance with the provisions of this policy; or

- b) A plan for meeting compliance with the provisions of this policy within 60 calendar days from the date of receipt of the notification of noncompliance.
3. Within 15 working days of receipt of the response from the approved EMT training program, or within 30 calendar days from the mailing date of the noncompliance notification, if no response is received from the approved EMT training program Solano County EMS shall notify the EMS Authority and the approved EMT training program in writing of the decision to accept the evidence of compliance, accept the plan for meeting compliance, place on probation, suspend, or revoke the EMT training program's approval.
4. If Solano County EMS Agency decides to suspend, revoke, or place an EMT training program on probation the notification specified in this section of the policy shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting of the probation or suspension, or the effective date of the revocation, which may not be less than 60 calendar days from the date of Solano County EMS Agency's letter of decision to the California EMS Authority and the EMT training program.

## VII. EMT PROGRAM NOTIFICATION

1. Solano County EMS shall notify the applicant within seven (7) days that:
  - a) The application packet has been received;
  - b) The application packet contains, or does not contain, the required information from Section III and any items missing from the packet.
2. Solano County EMS shall provide written approval or disapproval to the requesting applicant within a three month period of time after receipt of all the application material.
3. Solano County EMS shall establish an effective date of program approval upon satisfactory documentation of compliance with all program requirements.
4. Program approval shall be for four (4) years and may be renewed every four (4) years, contingent upon achieving and maintaining Solano County EMS Accreditation.
5. Approved EMT training programs shall also receive approval as a continuing education (CE) provider effective the same date as the EMT training program approval. The CE program expiration date shall be the same expiration date as the EMT training program. The CE provider shall comply with all the requirements contained in CCR, Title 22, Division 9, Chapter 11.
6. Solano County EMS shall notify the California EMS Authority concurrently with the training program of approval, renewal of approval, or disapproval of the training program, and include the effective date. This notification is in addition to the name and address of training program, name of the program director, phone number of the contact person, frequency and cost for both basic and refresher.

## VIII. QUALITY IMPROVEMENT

Solano County approved EMT Training Programs shall participate in the appropriate quarterly Quality Improvement committees meeting, pay the annual accreditation fee, and provide an annual report to Solano EMS. The report shall include, but not be limited to, the following:

1. The number of students enrolled in the EMT class for each class offered;
2. The number of students that drop out of EMT class for each class offered;
3. The number of students that successfully pass the EMT class;
4. The number of former students that successfully pass the National Registry of EMT exam on the initial attempt;
5. The number of former EMT students passing National Registry of EMT exam on subsequent attempts;
6. Any change to training personnel (e.g. Principal instructor(s), Program Clinical Coordinator, etc.);
7. Any new equipment purchased;
8. Any issue(s) that could affect the EMT training program e.g., changes in clinical contract(s), changes in enrollment fees, etc.;
9. Any other information the EMT Training Program should communicate to the EMT approving authority.

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