

SAN JOAQUIN COUNTY
EMERGENCY MEDICAL SERVICES AGENCY

TITLE: **SJCEMSA Course Instruction Authorization**

EMS Policy No. **2910**

PURPOSE:

The purpose of this policy is to provide a process for approved San Joaquin County EMS Agency EMS CE Providers to request authorization to offer and conduct training courses that are specific to the San Joaquin County EMS System.

AUTHORITY:

Health and Safety Code, Division 2.5, Section 1797.220 & 1798 et seq.; California Code of Regulation, Title 22, Division 9, Chapter 4 and Chapter 11

DEFINITIONS:

- A. “Advanced Life Support (ALS)” means special services designed to provide definitive prehospital emergency medical care, including, but not limited to, cardiopulmonary resuscitation, cardiac monitoring, cardiac defibrillation, advanced airway management, intravenous therapy, administration of specified drugs and other medicinal preparations, and other specified techniques and procedures administered by authorized personnel under the direct supervision of a base hospital as part of a local EMS system at the scene of an emergency, during transport to an acute care hospital, during inter-facility transfer, and while in the emergency department of an acute care hospital until responsibility is assumed by the emergency or other medical staff of that hospital.
- B. “Basic Life Support (BLS)” means emergency first aid and cardiopulmonary resuscitation procedures, which, as a minimum, include recognizing respiratory, and cardiac arrest and starting the proper application of cardiopulmonary resuscitation to maintain life without invasive techniques until the patient may be transported or until advanced life support is available.
- C. “Continuing Education (CE)” means a course, class, activity or experience designed to be educational in nature, with learning objectives and performance evaluations for the purpose of providing EMS personnel with reinforcement of basic EMS training as well as knowledge to enhance individual and system proficiency in the practice of pre-hospital emergency medical care.
- D. “EMS CE Provider” means an individual or organization approved to conduct continuing education courses, classes, activities or experiences and issue earned continuing education hours to EMS personnel for the purpose of maintaining certification/licensure or reestablishing lapsed certification or licensure.
- E. “EMS Service Provider” means an organization employing certified EMT, AEMT or licensed paramedic personnel for the delivery of emergency medical care to

Effective: July 1, 2022

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Medical Director

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the sick and injured at the scene of an emergency, during transport or interfacility transfer.

- F. "SJCEMSA" means the San Joaquin County Emergency Medical Services (EMS) Agency.

POLICY:

- I. Request for SJCEMSA authorization of course instruction:
- A. Approved SJCEMSA EMS CE Providers may submit a request to instruct the following SJCEMSA specific training courses:
 1. Emergency Medical Responder Training.
 2. Paramedic Preceptor Training.
 3. Paramedic Accreditation Officer Training.
 - B. Each request for the training courses listed in Section I. A. shall:
 1. Be submitted to the SJCEMSA no less than sixty (60) days prior to the scheduled first day of the proposed training;
 2. Specify which training courses are being requested;
 3. Specify all dates for each course(s);
 4. Include all proposed course advertisements.
 - C. SJCEMSA will review the request for authorization to instruct documents and shall approve or deny within two (2) weeks of the request being received. SJCEMSA may request additional information and documentation at any phase of the process.
 - D. SJCEMSA training course instruction requests shall be denied for any of the following:
 1. All required documentation was not submitted to support the course training standards.
 2. The EMS CE providers' approval has lapsed.
- II. Course Specific Requirements:
- A. Emergency Medical Responders (EMR) Training request shall include the following:
 1. The location(s) at which the course is to be offered and all of the proposed dates;
 2. If the course will be open to all San Joaquin County EMS System Providers or not;
 3. Documentation that the instructor(s) meet the requirements of an EMS instructor by:
 - a. State Fire Marshal Instructor 1A and 1B, or;
 - b. National Fire Academy's Instructional Methodology, or;
 - c. Training programs that meet the United States Department

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of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course

4. Proof the instructor holds a current certification as a California EMT or licensure as a California Paramedic;
5. The complete course outline including:
 - a. Course shall be a minimum of forty-eight (48) hours;
 - b. Brief overview;
 - c. Instructional objectives;
 - d. Comprehensive topical outline;
 - e. Method of evaluation and a record of participant performance;
 - f. Samples of written and skills examinations used for periodic testing;
 - g. A copy of the final examination for course completion.
6. Title, author, publisher and copyright date of the book being used for the course;
7. A statement verifying that each student will be provided with a copy of the SJCEMSA BLS policies;
8. A draft copy of your course completion certificate;
9. The Emergency Medical Responder (EMR) Training program curriculum shall be based on the United States Department of Transportation (DOT) National Highway Traffic Safety Administration, **National EMS Education Standards 2021**. You can access this reference through the website address:
https://www.ems.gov/pdf/EMS_Education%20Standards_2021_FN_L.pdf.

- B. Paramedic Preceptor Training request shall include the following:
1. The location(s) at which the course is to be offered and all of the proposed dates;
 2. Attestation that the course will be offered to all SJCEMSA approved ALS transport providers.
 3. Documentation that the instructor(s) meet the requirements of an EMS instructor by:
 - a. State Fire Marshal Instructor 1A and 1B, or;
 - b. National Fire Academy's Instructional Methodology, or;
 - c. Training programs that meet the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS

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- Instructors such as the National Association of EMS Educators Course
4. Proof the instructor holds a current paramedic accreditation issued by SJCEMSA and is affiliated with an approved SJCEMSA ALS transport provider;
 5. The following course material:
 - a. Method of evaluation and a record of participant performance;
 - b. A copy of the final examination for course completion;
 - c. A course prerequisite that the participant meets the qualification for paramedic preceptor authorization in accordance with SJCEMSA Policy No. 2570, Paramedic Preceptor Authorization
 6. The course curriculum and outline will be provided by the SJCEMSA and shall include the paramedic preceptor training requirements found in California Code of Regulations, Title 22, Division 9, Chapter 4, Article 3, Section 100150 as follows:
 - a. Conduct a daily field evaluation of students/accreditation candidates;
 - b. Conduct cumulative and final field evaluations of all students;
 - c. Rate students/accreditation candidates for evaluation using written field criteria;
 - d. Identify ALS contacts and requirements for graduation/accreditation;
 - e. Identify the importance of documenting student performance;
 - f. Review the field preceptor requirements contained in the regulations;
 - g. Assess student/accreditation candidate behaviors using cognitive, psychomotor, and affective domains;
 - h. Create a positive and supportive learning environment;
 - i. Measure students/accreditation candidates against the standards of entry level paramedics;
 - j. Identify appropriate student progress;
 - k. Counsel the student who is not progressing;
 - l. Identify paramedic training program support services available to the student and the preceptor;
 - m. Provide guidance and procedures to address student injuries or exposure to illness, communicable disease, or hazardous material.

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- C. Paramedic Accreditation Officer Training request shall include the following:
1. The location(s) at which the course is to be offered and all of the proposed dates;
 2. Attestation that the course will be offered to all SJCEMSA approved ALS providers.
 3. Documentation that the instructor(s) meet the requirements of an EMS instructor by:
 - a. State Fire Marshal Instructor 1A and 1B, or;
 - b. National Fire Academy's Instructional Methodology, or;
 - c. Training programs that meet the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course
 4. Proof the instructor holds a current paramedic accreditation issued by SJCEMSA and is affiliated with an approved SJCEMSA ALS provider;
 5. The following course material:
 - a. Method of evaluation and a record of participant performance;
 - b. A copy of the final examination for course completion;
 - c. A course prerequisite that the participant meets the qualification for paramedic preceptor authorization in accordance with SJCEMSA Policy No. 2580, Paramedic Accreditation Officer Authorization
 6. The course curriculum and outline will be provided by SJCEMSA and shall include the following:
 - a. Evaluation tools used by SJCEMSA (SJCEMSA Form 2540A and SJCEMSA Form 2540B);
 - b. Rating criteria for pre-accreditation field evaluation;
 - c. Identify ALS contacts and requirements;
 - d. Identify the importance of documenting performance;
 - e. Assess behaviors using cognitive, psychomotor, and affective domains;
 - f. Create a positive and supportive learning environment;
 - g. Measure pre-accreditation candidates against the standards of entry level paramedics.