I.   AUTHORITY:

California Administrative Code Title 22, Division 9, Chapter 2, Section 100071.

II   APPLICATION:

This policy describes the monitoring process for OCEMS approved training programs.

III.   PROCEDURE:

The OCEMS may, for the purpose of periodic monitoring of compliance or investigating complaints, perform evaluations of OCEMS approved training programs.

A.   Scheduled Monitoring

1.   The OCEMS staff member shall contact the EMT-I training Program Director to arrange a time for monitoring the program and/or class presentations.

2.   When monitoring classroom lectures or student testing, the OCEMS staff shall invite the Program Director to be present during the monitoring process.

B.   Unscheduled Monitoring

1.   Upon arrival at the training program the OCEMS staff will attempt to contact the Program Director.

a.   If the Program Director is available, OCEMS staff will invite the Program Director to be present during the monitoring.

b.   If the Program Director is unavailable, the OCEMS staff member will introduce himself/herself to the instructor and proceed to monitor the class.

IV.   REPORTING:

Following completion of the monitoring, OCEMS shall submit to the Program Director a report within 14 days which will include the following:

A.   Training program name.

B.   Date and time monitoring was conducted.

C.   Name(s) of the OCEMS staff conducting the monitoring.

D.   Name of the instructor(s) monitored.

E.   Documentation identifying the criteria not being met by the training program.

F.   If deficiencies are found:

1.   Time frame for the program to respond and to comply with state regulations and OCEMS policies and procedures.

2.   A statement of consequences and appeal process OCEMS Policy and Procedure 645.00.

Approved:

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