

	<b>COUNTY OF SACRAMENTO</b> EMERGENCY MEDICAL SERVICES AGENCY	<b>Document #</b>	4510.12
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	<b>Emergency Medical Technician Training Program</b>	<b>Effective:</b>	07/01/17
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 EMS Medical Director

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 EMS Administrator

**Purpose:**

- A. To define roles and responsibilities for Sacramento County Emergency Medical Services Agency (SCEMSA) approved Emergency Medical Technician (EMT) Training Programs.

**Authority:**

- A. California Health and Safety Code, Division 2.5
- B. California Code of Regulations, Title 22, Division 9
- C. Sacramento County Board of Supervisors, Resolution #2013-0478

**Protocol:**

**A. Application:**

1. The applicant’s legal place of business and primary training site shall be within the geographical jurisdiction of Sacramento County.
2. The applicant shall submit the completed SCEMSA EMT Training Program Application and supporting documents at least sixty (60) days prior to the date of the first activity.
3. It shall be the responsibility of the EMT Training Program to submit the SCEMSA EMT Training Program Application for renewal at least sixty (60) days in advance before expiration in order to maintain continuous approval.
4. EMT Training Program approval is non-transferable.
5. All EMT Training Program requirements must be met and maintained for renewal.
6. EMT Training Programs may be offered only by approved training programs.  
 Eligibility for program approval shall be limited to:
  - a. Accredited universities and colleges including junior and community colleges, school districts, and private post-secondary schools.
  - 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 that meet the following criteria:
    - 1) Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of Division 5 (Title 22); and
    - 2) Provide continuing education to other health care professionals.
  - d. Agencies of government including public safety agencies.
  - e. Local Emergency Medical Services Agency (LEMSA).

## **B. EMT Training Program Requirements:**

SCEMSA approved EMT Training Programs must keep payment of EMT Training Program fee current to maintain EMT Training Program approval.

Approved EMT Training Programs shall ensure:

1. That the course content, at a minimum, meets the required EMT Training Program course content identified in California Code of Regulations (CCR), Title 22, Division 9; **Chapter 2.**
2. **The EMT course shall consist of not less than one hundred seventy (170) hours. These training hours shall be divided into:**
  - a. A minimum of one hundred **forty-six (146)** ~~thirty-six (136)~~ hours of classroom and **skills** laboratory instruction
  - b. A minimum of twenty-four (24) hours of supervised clinical experience is included in the basic training program, which includes ten (10) patient contacts wherein a patient assessment and other EMT skills are performed
  - c. **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.**
3. **The minimum hours shall not include the examinations for EMT certification.**
4. Periodic and a final written and skills competency examinations;
5. That a challenge provision and/or examination is provided for those that meet the requirements of CCR, Title 22, Div. 9 Ch. 2.
6. That a refresher course is included, for the basic program (programs may be approved that offer only refresher courses).
7. That the SCEMSA EMT Student Roster is forwarded to SCEMSA within fifteen (15) days of course completion. The SCEMSA EMT Student Roster shall include the name and address of each person that receives a course completion record along with the date of course completion, type of course completed (EMT or refresher) and whether the student passed the final skills examination.
8. That SCEMSA is notified within thirty (30) calendar days of any change in program name, address, telephone number, program director, clinical coordinator, primary contact, and/or principal instructor(s).
9. All records are available to SCEMSA upon request. All approved EMT Training Programs are subject to scheduled or unscheduled site visits by SCEMSA staff.
10. Individual classes/courses are open for scheduled or unscheduled visits by SCEMSA staff and/or the LEMSA in whose jurisdiction the course is given.

## **C. Training Program Staff Requirements:**

Each approved EMT Training Program shall provide for the functions of administrative direction, medical quality coordination and actual program instruction through the designation of a program director, a clinical coordinator and instructors. Nothing in this section precludes the same individual from being responsible for more than one of the functions, as long as the minimum qualifications for each function are satisfied.

1. **Program Director:**  
Each EMT Training Program shall have an approved program director that shall be qualified by education and experience in methods, materials and evaluation of instruction which shall be documented by at least forty hours in teaching

methodology **instruction in areas related to methods, materials, and evaluation of instruction**. ~~The courses include but are not limited to the following examples:~~

- ~~a. California State Fire Marshall Fire Instructor 1A and 1B.~~
- ~~b. National Fire Academy's Instructional Methodology.~~
- ~~c. Training programs that meet the United States Department of Transportation/National Highway Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course.~~

Duties of the Program Director:

The duties of the program director, in coordination with the program clinical coordinator, shall include but not be limited to:

- a. Administering the EMT Training Program and ensuring adherence to State regulations and established SCEMSA policies;
- 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 chapter and other related laws.

2. Clinical Coordinator:

Each approved EMT Training Program shall have an approved Clinical Coordinator who is currently licensed in California and is in good standing as a Physician, Registered Nurse, Physician's Assistant, or a Paramedic currently licensed in California, and who shall have two (2) years of academic or clinical experience in emergency medicine or prehospital care within the last five (5) years.

Duties of the Clinical Coordinator:

The duties of the clinical coordinator shall include, but not limited to:

- a. Responsibility for the overall quality of medical content of the program;
- b. Approval of the qualifications of the principal instructor(s) and teaching assistant(s).

3. Principal Instructor:

Each training program shall have a principal instructor(s), who may also be the program clinical coordinator or the program director, who shall be qualified by education and experience in methods, materials and evaluation of instruction which shall be documented by at least forty hours in teaching methodology **instruction in areas related to methods, materials, and evaluation of instruction and shall meet the following qualifications**.~~The courses include but are not limited to the following examples:~~

- ~~a. California State Fire Marshall Fire Instructor 1A and 1B.~~
- ~~b. National Fire Academy's Instructional Methodology.~~
- ~~c. Training programs that meet the United States Department of Transportation/National Highway Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course.~~ And who shall:

- 1) Be a Physician, Registered Nurse, Physician's Assistant or Paramedic currently licensed in California; or
  - 2) Be an **Advanced EMT or EMT** who is currently certified in California;
  - 3) Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years;
  - 4) Be approved by the program director in coordination with the program clinical coordinator as qualified to teach the topics to which s/he is assigned. After January 1, 2006, all principal instructors from approved EMT Training Programs shall meet these minimum qualifications.
4. Teaching Assistants:  
Each training program may have teaching assistant(s) who shall be qualified by training and experience to assist with teaching of the course and shall be approved by the program director in coordination with the program clinical coordinator as qualified to assist in teaching the topics to which the assistant is to be assigned. A teaching assistant shall be supervised by a principal instructor, the program director and/or the program clinical coordinator.

#### **D. Record Keeping:**

Each approved EMT Training Program shall maintain for four (4) years:

1. Records on each course offered, including but not limited to, course title, course objectives, course outlines, qualification of instructors, dates of instruction, location, participation sign-in rosters, and course completion records issued.
2. Summaries of test results, course evaluations or other methods of evaluation. The type of evaluation used may vary according to the instructor, content or program, number of participants and method of presentation.

#### **E. Certificates and Documents as Proof of Completion:**

1. Approved EMT Training Programs shall issue a tamper resistant course completion record to each person who successfully completes an EMT, EMT Refresher or EMT Challenge course. The course completion record shall be issued within ten (10) calendar days of the completion of the class.
2. The course completion record must contain the following information:
  - a. Name of individual;
  - b. Date of course completion;
  - c. Training program name and address;
  - d. Type of EMT course completed (refresher or challenge) and the number of hours completed;
  - e. Signature of program director, or course instructor;
  - f. The name and location of the training program issuing the record.
  - g. The following statements **MUST** be printed on the course completion record:
    - 1) In bold print, "This is not an EMT certificate";
    - 2) "This course completion record is valid to apply for certification for a maximum of two (2) years from the course completion date and shall be recognized statewide."
    - 3) "This course has been approved by the Sacramento County Emergency Medical Services Agency."

#### **F. Advertisement:**

Information disseminated by approved EMT Training Programs publicizing EMT courses must include, at a minimum, the following:

1. A copy of all advertisements disseminated to the public shall be sent to SCEMSA and the LEMSA in whose jurisdiction the course is presented prior to the beginning of the course/class;
2. Provider's policy on refunds in case of non-attendance by the registrant or cancellation by provider, if applicable;
3. Provider name, as officially on file with the approving agency.

#### **G. Program Approval:**

1. Program approval or disapproval shall be made in writing by SCEMSA to the requesting training program after receipt of all required documentation. This time period shall not exceed three (3) months.
2. SCEMSA shall establish the effective date of training program approval in writing upon the satisfactory documentation of compliance with all program requirements.
3. Program approval shall be **valid for four (4) years ending on the last day of the month in which it was approved.** ~~following the effective date of approval and may be renewed every four (4) years subject to the procedure for program approval specified in this policy.~~

#### **H. Site Inspections:**

Approved EMT Training Programs shall be subject to periodic site inspections by SCEMSA staff. Inspections may include, but are not limited to:

1. Inspections of individual student records;
2. Attendance in classroom or laboratory sessions;
3. Attendance in testing sessions.