

	COUNTY OF SACRAMENTO EMERGENCY MEDICAL SERVICES AGENCY	Document #	4302.15
	<u>PROGRAM DOCUMENT:</u> Continuing Education Provider	Initial Date:	11/28/94
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Signature on File

Signature on File

 EMS Medical Director

 EMS Administrator

Purpose:

- A. To define roles and responsibilities for Continuing Education (CE) Providers.

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 Sacramento County Emergency Medical Services Agency (SCEMSA) CE Provider Application at least sixty (60) days prior to the date of the first activity.
3. It shall be the responsibility of the CE Provider to submit the SCEMSA CE Provider Application at least sixty (60) days in advance before expiration in order to maintain continuous approval.
4. CE Provider approval is non-transferable.
5. All CE Provider requirements must be met and maintained for renewal.

B. CE Provider Requirements:

SCEMSA approved CE Providers must keep payment of CE Provider fee current to maintain SCEMSA CE Provider approval.

Approved CE Providers shall ensure that:

1. The content of all CE is relevant, enhances the practice of prehospital emergency medical care and is related to the knowledge base or technical skills required for the practice of emergency medical care.
2. The following information shall be forwarded to SCEMSA for all CE activities and maintained by the CE Provider for a period of four (4) years:
 - a. Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance, if appropriate. One copy per type of course offered is sufficient.
 - b. Record of time, place, and date each course is given and the number and type of hours granted.
 - c. A curriculum vitae or resume for each instructor with certifications and license numbers attached.

- d. Name and certification number of prehospital care personnel taking any approved course and a record of any certificates issued thirty (30) days after the course is completed. This roster does not need to be forwarded to SCEMSA.
3. SCEMSA shall be notified within thirty (30) calendar days of any change in name, address, telephone number, program director or clinical director, or contact person.
4. All records are available to the approving agency upon request. A CE Provider is subject to scheduled or unscheduled site visits by SCEMSA.
5. Individual classes/courses are open for scheduled or unscheduled visits by SCEMSA and/or the Local Emergency Medical Services Agency (LEMSA) in whose jurisdiction the course is given.

C. Training Program Staff Requirements:

Each CE Provider shall provide for the functions of administrative direction, medical quality coordination and actual program instruction through the designation of a program director, a clinical director and instructors. Nothing in this section precludes the same individual from being responsible for more than one of the functions.

1. Program Director:

Each CE Provider shall have an approved program director that is qualified by education and experience in methods, materials and evaluation of instruction.

Program director qualifications shall be documented by one of the following:

- a. California State Fire Marshall "Fire Instructor 1A and 1B" or the National Fire Academy's "Fire Service Instructional Methodology" Course of equivalent; or
- b. Sixty (60) hours in "Techniques in Teaching" course or four (4) semester units of upper division credit in educational materials, methods and curriculum development or equivalent from a college or university.
- c. Completion of a Doctoral Degree in a field related to healthcare.

Individuals with experience may be provisionally approved for up to two years by the approving agency pending completion of the specified requirements. Individuals with experience in areas where training resources are limited and who do not meet the above Program Director requirements may be approved upon review of experience and demonstration of capabilities.

Duties of the Program Director

The duties of the program director shall include, but are not limited to:

- a. Administering the CE program and ensuring adherence to State regulations and established SCEMSA policies;
- b. Approving course content and assigning course hours and category of any CE program that they sponsor;
- c. Approving all methods of evaluation;
- d. Coordinating all clinical and field activities approved for CE credit;
- e. Approving the qualifications of the instructor(s);
- f. Signing all course completion records and maintaining those records in a manner consistent with this program document. The responsibility for signing course completion records may be delegated to the course instructor.

2. Clinical Director:

Each CE Provider shall have an approved clinical director who is currently licensed as a physician, registered nurse, physician assistant, or paramedic. In addition, the clinical director shall have had two (2) years of academic, administrative or clinical experience in emergency medicine or EMS care within the last five (5) years.

The duties of the clinical director shall include, but are not limited to, monitoring all clinical and field activities approved for CE credit, approving the instructor(s), and monitoring the overall quality of the prehospital content of the program.

3. Instructor:

Each CE Provider instructor shall be approved by the program director and clinical director as qualified to teach the topics assigned, and shall be currently licensed or certified in their area of expertise, if appropriate; or

- a. Have evidence of specialized training which may include, but not limited to, a certificate of training or an advanced degree in a given subject area; or,
- b. Have a least one (1) year of experience within the last two (2) years in the specialized area in which they are teaching; or,
- c. Be knowledgeable, skillful and current in the subject matter of the course or activity.

D. Continuing Education Hours:

The CE Provider will identify hours of approved continuing education on the following basis:

1. One continuing education hour (CEH) is awarded for every fifty (50) minutes of approved content.
2. Courses or activities less than one (1) CEH in duration will not be approved.
3. For courses greater than one CEH, credit may be granted in no less than half-hour increments.
4. Each hour of structured clinical experience shall be accepted as one (1) CEH.
5. One academic quarter unit shall equal ten (10) CEHs.
6. One academic semester unit shall equal fifteen (15) CEHs.

E. Record Keeping:

Each CE Provider shall maintain the following for four (4) years:

1. Records on each course offered, including but not limited to, course title, course objectives, course outlines, qualifications of instructors, dates of instruction, location, participation, sign-in rosters, and records of course completion 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.

F. Certificates and Documents as Proof of Completion:

1. Providers shall issue a tamper resistant document or certificate of successful completion of a course within thirty (30) calendar days of completion of the course, class or activity.
2. The certificate or document of successful completion must contain the following information:
 - a. Name of participant and certification/license number;
 - b. Course title;
 - c. CE Provider name and address;
 - d. Date(s) of course;
 - e. Signature of program director, or course instructor;
 - f. The following statements **MUST** be printed on the certificate of completion with the appropriate information filled in:
 - (1) "This document must be retained for a period of four (4) years"

- (2) "This course has been approved for (number) ____ hours of continuing education by an approved California EMS CE Provider and was (check one)____instructor-based, ____non-instructor based"
- (3) "California EMS CE Provider#____ - ____"

G. Advertisement:

A copy of all advertisements disseminated to the public shall be sent to the approving agency and the LEMSA in whose jurisdiction the course is presented prior to the beginning of the course/class.

Information disseminated by CE Providers publicizing CE must include, at a minimum, the following:

1. If the course is to be provided to EMT-Ps, the following statement shall be printed: "This course has been approved for ____hours of continuing education by Prehospital CE Provider#____ - ____."
2. Provider's policy on refunds in cases of non-attendance by the registrant or cancellation by provider, if applicable, must be included.
3. Provide a clear, concise description of the course content and/or objectives and the intended target audience (e.g. Advanced Life Support, Limited Advanced Life Support, Basic Life Support, or all).
4. Provider name, as officially on file with the approving agency, must be used.

H. Co-Sponsoring a Course:

When two or more CE Providers co-sponsor a course, only one approved provider will be used for that course, and that CE Provider assumes the responsibility for all applicable provisions.

I. Sponsorship of One Time Activity/Course:

An approved CE Provider may sponsor an individual or organization that wishes to provide a single activity or course. The CE Provider shall be responsible for ensuring that the course meets all requirements and shall serve as the CE Provider of record. The CE Provider shall review the request to ensure that the course/activity complies with the minimum requirements.