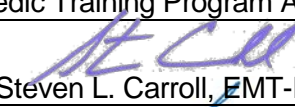



COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES	
Policy Title: Paramedic Training Program Approval		Policy Number 1135	
APPROVED: Administration:	 Steven L. Carroll, EMT-P	Date: December 1, 2017	
APPROVED: Medical Director:	 Daniel Shepherd, M.D.	Date: December 1, 2017	
Origination Date:	October 20, 1993	Effective Date: December 1, 2017	
Date Revised:	October 12, 2017		
Date Last Reviewed:	October 12, 2017		
Next Review Date:	October 31, 2020		

- I. PURPOSE: To define the procedure to be followed when applying for approval for a paramedic training program in Ventura County.
- II. AUTHORITY: Health and Safety Code Sections 1797.172, 1797.178, 1797.200, 1797.202, 1797.204, 1797.208, 1797.220, 1798 and 1798.100. California Code of Regulations, Title 22 Division 9, Sections 100137, 100148 - 100156, 100159, and 100162.
- III. POLICY: The purpose of a paramedic training program shall be to prepare individuals to render prehospital advanced life support (ALS) within an organized EMS system. The following procedure shall be followed when applying for approval for a paramedic training program approval.
- IV. DEFINITION(S): Paramedic Approving Authority means the local EMS agency. Title 22, California Code of Regulations (CCR), Section 100137.
- V. PROCEDURE:
 - A. Paramedic training shall be offered only by approved training programs. Eligibility for program approval shall be limited to the following institutions:
 1. Accredited universities and colleges, including junior and community colleges and private post-secondary schools as approved by the State of California, Department of Consumer Affairs, Bureau of Private Postsecondary and Vocational Education.
 2. Medical training units of a branch of the Armed Forces or Coast Guard of the United States.
 3. Licensed general acute care hospitals which meet the following criteria:
 - a. Hold a special permit to operate a basic or comprehensive emergency service pursuant to the provisions of Division 5;
 - b. Provide continuing education to other health care professionals, and care accredited by the Joint Commission on the Accreditation of

Healthcare Organizations or the Healthcare Facilities Accreditation Program of the American Osteopathic Association.

4. Agencies of government.
- B. Application for Paramedic Training Program Approval
1. Eligible training institutions shall submit a written request for paramedic training program approval to VCEMS. VCEMS may deem a training program approved that has been accredited by the CAAHEP upon submission of proof of such accreditation.
 2. The following materials must be submitted to VCEMS unless CAAHEP accredited and approved by VCEMS.
 - a. A statement verifying that the course content meets the requirements contained in the U.S. Department of Transportation (DOT) National Education Standards DOT HS 811 077A January 2009.
 - b. An outline of course objectives
 - c. A detailed course outline. This outline must include all curricula outlined in 22 CCR 100160 as well as all mandatory training programs specified by VCEMS.
 - d. Performance objectives for each skill.
 - e. The name and qualifications and duty statement of the training program course director, program medical director, and principal instructor(s).
 - f. Provisions for supervised hospital clinical training.
 - 1) Training programs in non-hospital institutions shall enter into a written agreement with one or more licensed general acute care hospital(s), approved by VCEMS, which hold a permit to operate a basic or comprehensive emergency medical service for the purpose of providing supervised clinical experience as well as clinical preceptors to instruct and evaluate the trainee. Final program approval will be withheld until such agreements are in place.
 - 2) The training program must not enroll any more students than the program can commit to providing a clinical internship to begin no later than thirty (30) days after a student's completion of the didactic and skills instruction portion of the

- training program. The course director and a student may mutually agree to a later date for the clinical internship to begin in the event of special circumstances (e.g. student or preceptor illness or injury, student's military duty, etc.).
- 3) The training program shall submit a sample of the clinical evaluation to be used by clinical preceptors to evaluate trainees.
 - 4) The clinical preceptor may assign the student to another health professional for selected clinical experience. No more than two students shall be assigned to one preceptor or health professional during the supervised clinical experience at any one time. Clinical experience shall be monitored by the training program staff and shall include direct patient care responsibilities, which may include the administration of any additional medications, approved by the VCEMS medical director and the director and the director of the California EMS Authority to result in competency. Clinical assignments shall include, but are not to be limited to, emergency, cardiac, surgical, obstetric and pediatric patients. The clinical setting may be expanded to include areas commensurate with the skills experience needed. Such settings may include surgicenters, clinics, jails or any other areas deemed appropriate by VCEMS. The maximum number of hours in the expanded clinical setting shall not exceed forty (40) hours of the total clinical hours.
- g. Provisions for supervised field internship
- 1) The training program shall enter into a written agreement with one or more ALS provider agencies to provide for field internship, as well as for a field preceptor(s) to directly supervise, instruct, and evaluate the students. The assignment of a student to a field preceptor shall be a collaborative effort between the training program and the provider agency. Final program approval will be withheld until such agreements are in place.

- 2) The training program shall not enroll any more students than the training program can commit to providing a field internship to begin no later than ninety days after a student's completion of the hospital clinical education and training portion
 - 3) The training program shall utilize the performance standards and internship evaluations approved by VCEMS.
 - h. The location at which the training program is to be offered and the proposed dates as well as the number of trainees to be accepted per class.
 - i. A time analysis and sample schedule of each training phase (didactic, clinical, and internship).
 - j. Student eligibility requirements and screening process for entrance into the program.
 - k. Samples of instructor schedule for skills practices/laboratories.
3. Following submission and approval of the above materials, VCEMS will review the following:
 - a. Samples of written and skills examinations used for periodic testing.
 - b. Final skills competency examination.
 - c. Final written examination.
 - d. Facilities, equipment, examination security, and student recordkeeping.
 4. Training Program Staff Requirements
 - a. Medical Director: Each training program shall have an approved program medical director who shall be a physician currently licensed in the State of California, who has two (2) years' experience in prehospital care in the last five years, and who is qualified by education or experience in methods of instruction. Duties of the program medical director shall include, but not be limited to:
 - 1) Review and approve educational content of the program curriculum, including training objectives for the clinical and field instruction, to certify its ongoing appropriateness and medical accuracy.

- 2) Review and approve the quality of medical instruction, supervision, and evaluation of the students in all areas of the program.
 - 3) Approval of provision for hospital clinical and field internship experiences.
 - 4) Approval of principal instructor(s).
- b. Course Director: Each training shall have an approved course director who shall be licensed in California as a physician, a registered nurse who has a baccalaureate degree or a paramedic who has a baccalaureate degree, or shall be an individual who holds a baccalaureate degree in a related health field or in education. The course director shall be qualified by education and experience in methods, materials, and evaluation of instruction, and shall have a minimum of one (1) year experience in an administrative or management level position and have a minimum of three (3) years academic or clinical experience in prehospital care education within the last five (5) years. Duties of the course director shall include, but not be limited to:
- 1) Administration, organization and supervision of the educational program.
 - 2) In coordination with the program medical director, approve the principal instructor, teaching assistants, field and hospital clinical preceptors, clinical and internship assignments, and coordinate the development of curriculum including instructional objectives, and approve all methods of evaluation
 - 3) Ensure training program compliance with this chapter and other related laws.
 - 4) Ensure that the preceptor(s) are trained according to the curriculum in VCEMS Policy 319.
- c. Principal Instructor: Each training program shall have a principal instructor(s) who may also be the program medical director or course director if the qualifications in VB.2.d.1)-2) have been met who shall:

- 1) Be a physician, registered nurse, physician assistant, or paramedic, currently certified or licensed in the State of California
 - 2) Be knowledgeable in the course content of the United States Department of Transportation (U.S. DOT) National EMS Education Standards DOT HS 811 077A, January 2009, herein incorporated by reference; and
 - 3) Have six (6) years' experience in an allied health field and an associate degree or two (2) years' experience in an allied health field and a baccalaureate degree.
 - 4) Be responsible for areas including but not limited to curriculum development, course coordination and instruction.
 - 5) Be qualified by education and experience in methods, materials and evaluation of instruction, which shall be documented by at least forty (40) hours of instruction in teaching methodology. Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology:
 - a) California State Fire Marshall (CSFM) "Training Instructor 1A ,1B, and 1C"
 - b) National Fire Academy (NFA) "Fire Service Instructional Methodology" course, and
 - c) A course that meets the U.S. DOT/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors, such as the National Association of EMS Educators' EMS Education Course.
- d. Teaching Assistants: Each training program may have a teaching assistant(s) who shall be an individual(s) qualified by training and experience to assist with teaching of the course. A teaching assistant shall be supervised by a principal instructor, the course director and/or the program medical director.
- e. Field Preceptors: Each training program shall have preceptor(s) who shall:
- 1) Be a licensed paramedic; and

- 2) Be working in the field as a licensed paramedic for the last two (2) years, and
 - 3) Be under the supervision of a principal instructor, the course director and/or the program medical director.
 - 4) Have completed the field preceptor training approved by VCEMS (VCEMS Policy 319).
- f. Hospital Clinical Preceptor(s): Each program shall have preceptor(s) who shall:
- 1) Be a physician, registered nurse or physician assistant currently licensed in the State of California.
 - 2) Have worked in emergency medical care for the last two years.
 - 3) Be under the supervision of a principal instructor, the course director, and/or the program medical director.
 - 4) Receive instruction in evaluating paramedic students in the clinical setting and shall include how to do the following in cooperation with the paramedic training program.
 - (a) Evaluate a student's ability to safely administer medications and perform assessment.
 - (b) Document a student's performance.
 - (c) Assess student behaviors using cognitive, psychomotor, and affective domains.
 - (d) Create a positive and supportive learning environment.
 - (e) Identify appropriate student progress.
 - (f) Counsel the student who is not progressing
 - (g) Provide guidance and applicable procedures for dealing with an injured student or student who has had an exposure to illness, communicable disease or hazardous material.
5. Required Course Hours
- a. The total paramedic training program shall consist of not less than one thousand and ninety (1090) hours. These training hours shall be divided into:
 - 1) A minimum of four hundred and fifty (450) hours of didactic instruction and skills laboratories.

- 2) The hospital clinical training shall consist of no less than one-hundred and sixty (160) hours and the field internship shall consist of no less than four-hundred and eighty (480) hours.
 - b. The student shall have a minimum of forty (40) ALS patient contacts during the field internship. An ALS patient contact shall be defined as the student performance of one or more ALS skills, except cardiac monitoring and CPR, on a patient.
 - c. The minimum hours shall not include the following:
 - 1) Course material designed to teach or test exclusively EMT knowledge or skills including CPR.
 - 2) Examination for student eligibility.
 - 3) The teaching of any material not prescribed in the U.S. DOT National EMS Education Standards, HS 811 077A, January 2009
 - 4) Examination for paramedic licensure.
6. Course Completion Record: An approved paramedic training program shall issue a tamper resistant course completion record to each person who has successfully completed the paramedic training program. The course completion record shall be issued no later than ten (10) working days from the date of the student's successful completion of the paramedic training program. The course completion record shall contain the following:
 - a. The full legal name of the student
 - b. The date of course completion
 - c. The following statement:
 - 1) "The individual named on this record has successfully completed an approved paramedic training program."
 - d. The signature of the course director.
 - e. The name and location of the training program issuing the record.
 - f. The following statement in bold print: "**This is not a paramedic license.**"
 - g. A list of optional scope of practice procedures and/or medications approved by the VCEMS Medical Director taught in the course.

C. Program Approval/Disapproval

1. VCEMS shall, within thirty (30) working days of receiving a request for training program approval, notify the requesting training program that the request has been received, and shall specify what information, if any, is missing.
2. The materials submitted for program approval will be reviewed and evaluated by VCEMS staff, an educator with a medical/nursing background and who is not associated with the submitting agency, an RN who is not associated with the submitting agency, and an MD who is not associated with the submitting agency.
3. Program approval or disapproval shall be made in writing by VCEMS to the requesting training program within a reasonable period of time after receipt of all required documentation. This time period shall not exceed three (3) months.
4. VCEMS shall establish the effective date of program approval in writing upon the satisfactory documentation of compliance with all program requirements.
4. Paramedic training program approval shall be for four (4) years following the effective date of approval and may be renewed every four (4) years subject to the procedure for program approval specified in 22 CCR.
- 5.
6. Paramedic training programs approved after January 1, 2000 shall submit their application, fee and self-study to the Commission of Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) for accreditation within twelve (12) months of the startup of classes and receive and maintain Commission of Accreditation of Allied Health (CAAHEP) accreditation no later than two (2) years from the date of application to CoAEMSP for accreditation in order to continue to operate as an approved training program.
 - a. Paramedic training programs approved according to the provisions of this Chapter shall provide the following information to all their training program applicants prior to the applicant's enrollment in the training program:

- 1) Date by which the program must submit their application and self-study for initial accreditation or their application for accreditation renewal to CoAEMSP.
 - 2) Date by which the program must be initially accredited or have their accreditation renewal by CAAHEP.
 - 3) Failure of the paramedic training program to submit their application and self-study or their accreditation renewal to CoAEMSP by the date specified will result in closure of the paramedic training program by VCEMS unless an approved plan for meeting compliance is provided.
 - 4) Failure of the program to obtain or maintain CAAHEP accreditation by the required date will result in closure of the program by VCEMS unless an approved plan for meeting compliance is provided.
 - 5) Students graduating from a training program that fails to apply for accreditation with, receive accreditation from, or maintain accreditation with, CAAHEP by the dates required will not be eligible for state licensure as a paramedic.
- b. Paramedic training programs shall submit to VCEMS all documents submitted to, and received from CoAEMSP and CAAHEP for accreditation, including but not limited to, the initial application and self-study for accreditation and the documents required for maintaining accreditation.
 - c. Paramedic training programs shall submit to VCEMS the date their initial application was submitted to CoAEMSP and copies of documentation from CoAEMSP and/or CAAHEP verifying accreditation.
 - d. Approved programs shall participate in the VCEMS Quality Improvement Program.
- D. Program Review and Reporting
1. All program materials specified in this policy shall be subject to periodic review by VCEMS and may also be reviewed upon request by the California EMS Authority.
 2. All programs shall be subject to periodic on-site evaluation by VCEMS and may also be evaluated by the California EMS Authority.

3. The paramedic training program shall notify VCEMS in writing, in advance when possible, and in all cases within thirty (30) days of any change in course objectives, hours of instruction, course director, program medical director, principal instructor(s), provisions for clinical experience, or field internship.

E. Denial or Withdrawal of Program Approval

1. Noncompliance with any criteria required for program approval, use of any unqualified teaching personnel or non-compliance with any other applicable provision may result in denial, probation, suspension or revocation of program approval by the approving authority.
 - a. VCEMS shall notify the approved training program course director in writing, by certified mail, of the provisions with which the training program is not in compliance.
 - b. Within fifteen (15) days of receipt of the notification of noncompliance, the approved training program shall submit in writing, by certified mail to the approving authority the following:
 - 1) Evidence of compliance or
 - 2) A plan for meeting compliance with the provision within sixty (60) days from the day of receipt of the notification of noncompliance
 - 3) Within fifteen (15) days of receipt of the response from the training program or within thirty (30) days from the mailing date of the non-compliance notification if no response is received from the program, VCEMS shall notify the California EMS Authority and the training program in writing, by certified mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, place on probation, suspend or revoke the paramedic training program approval.
 - 4) If VCEMS decides to suspend or revoke the training program approval, the notification shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting the probation or suspension or the effective date of the revocation, which may not be less than

sixty (60) days from the date of VCEMS' letter of decision to the California EMS Authority and the training program.

F. Program Expansion

Approved training programs must request approval to add additional training classes or to enlarge class size. The training program must provide written confirmation guaranteeing clinical and internship placement as outlined in sections IV.B.2.e-f of this policy.

**Paramedic Training Program
Application Checklist**

Materials to be Submitted (in the order listed)	Check One		For County Use Only
	Enclosed	To Follow	
1. Checklist for Paramedic Training Program Approval			
2. Written request to the Ventura County EMS Agency requesting approval (100153)			
3. CoAEMSP/CAAHEP Accreditation (100148)			
4. Documentation of Eligibility for Program Approval (100148)			
5. Completed Application form for Program Approval (attached)			
6. Program Medical Director qualification form, and job description (10014 9(a))			
7. Program Course Director qualification form, and job description (10014 9(b))			
8. Program Principal Instructor(s) qualification form, and job description (10014 9(c))			
9. Teaching Assistant(s) (10014 9(d)) Submit Names and subjects assigned to each Teaching Assistant, qualifications, and job description. There shall be at least one teaching assistant for each six students in skills practice/laboratory settings.			
10. Field Preceptor(s) (10014 9(e)) Submit Name(s) of each field Preceptor, qualifications, and job description.			
11. Hospital Clinical Preceptor(s) (100151) Submit Name(s) of each Hospital Clinical Preceptor(s), qualifications, and job description.			
12. Copy of written agreements with (one or more) Base Hospital(s) to provide Clinical Experience (100151)			
13. Provisions for supervised hospital clinical training including student evaluation criteria, and copy of standardized forms for evaluating paramedic students			

Materials to be Submitted (in the order listed)	Check One		For County Use Only
	Enclosed	To Follow	
and monitoring of preceptors by the training program. (100151)			
14. Copy of written agreement with (one or more) paramedic service provider(s) to provide field experience. 100152			
15. Provisions for supervised field internship including student evaluation criteria, and copy of standardized forms for evaluating paramedic students and monitoring of preceptors by the training program.			
16. Course Curriculum, including:			
a. Course Outline			
b. Statement of Course Objectives			
c. At least 6 sample lesson plans			
d. Performance objectives for each skill			
e. 3 samples of written and skills exams used in periodic testing			
f. Final Skills Exam			
g. Final Written Exam			
17. Copy of Course Outline, if different than course content outlined in 100159			
18. Class Schedules, places and dates. Estimate if necessary (100153)			
19. Copy of Course Completion Record (100161)			
20. Copy of Liability Insurance on students.			
21. Copy of Fee Schedule.			
22. Description of how program provides adequate facilities, equipment, examination security, and student recordkeeping. (100153)			
23. If the course curriculum is not developed by the agency applying for program approval, submit written permission from the developer of the curriculum.			
24. Copy of Student Eligibility Document (100157)			

Materials to be Submitted (in the order listed)	Check One		For County Use Only
	Enclosed	To Follow	
24. Statement verifying use of curriculum equivalent to US DOT Paramedic (811 077A January 2009) National Standard curriculum (100153).			

**COUNTY OF VENTURA
EMERGENCY MEDICAL SERVICES
PARAMEDIC TRAINING PROGRAM APPROVAL APPLICATION FORM**

Training Institution/Agency	
Name	
Address	
City/ZIP	
Contact Person	
Telephone Number	
Course Hours	
Total	
Didactic and Skills Lab	
Hospital Clinical Training	
Field Internship	
Personnel: Submit form for each person named.	
Course Director	
Program Medical Director	
Principal Clinical Preceptor	
Principal Field Evaluator	
Principal Instructors	
Teaching Assistants	

**COUNTY OF VENTURA
EMERGENCY MEDICAL SERVICES
PARAMEDIC TEACHING STAFF**

Check one Program Medical Director Teaching Assistant
 Course Director Principal Clinical Preceptor
 Principal Instructor Principal Field Evaluator

Name: _____

Occupation: _____

Professional/Academic Degrees Held:	Professional License/Certification Number(s):

Expiration Date of Certificate/License: _____

California Teaching Credentials Held:

Type:		Expiration Date:	
Type:		Expiration Date:	

Emergency Care Related Education within the last 5 years:			
Course Title	School	Course Length	Date Completed

Approvals:			
Program Medical Director	Date	Course Director	Date