

COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES	
Policy Title: Public Safety-First Aid (PSFA) and CPR / Tactical Casualty Care Training Program Approval		Policy Number 1601	
APPROVED: Administration: Steve L. Carroll, Paramedic		Date: June 1, 2018	
APPROVED: Medical Director: Daniel Shepherd, M.D.		Date: June 1, 2018	
Origination Date: April 13, 2017		Effective Date: June 1, 2018	
Date Revised: April 12, 2018			
Date Last Reviewed: April 12, 2018			
Review Date: April 30, 2021			

- I. PURPOSE: The Ventura County EMS Agency shall establish minimum requirements for Public Safety First Aid and CPR and/or Tactical Casualty Care training programs.
- II. AUTHORITY: California Health and Safety Code, Title 22, Division 2.5, Sections 1797.204, 1997.210 and 1797.212; California Code of Regulations, Title 22, Division 9 Chapter 1.5; California EMS Authority #370 – California Tactical Casualty Care Training Guidelines
- III. POLICY: The approving authority for Public Safety First Aid and CPR (PSFA) and/or Tactical Casualty Care (TCC) training programs, not meeting the definition of a statewide public safety agency operating within the County of Ventura shall be the Ventura County EMS Agency (VCEMS). This does not apply to PSFA or TCC programs authorized by statewide public safety agencies such as the California Highway Patrol, California State Parks, etc. and approved by the California EMS Authority This also does not apply to PSFA or TCC programs authorized by the Commission on Peace Officer Standards and Training (POST) and approved by the California EMS Authority.
 - A. Programs eligible for program approval shall be limited to:
 1. A course in public safety first aid, including CPR and AED, developed and/or authorized by the California Department of Forestry and Fire Protection (Cal Fire); or
 2. A course in public safety and first aid, including CPR and AED, authorized by the Commission on Peace Officer Standards and Training (POST) and approved by the California EMS Authority. No later than 24-months from the adoption of these regulations, POST, in consultation with the California EMS Authority, shall develop the course curriculum and testing competency standards for these regulations as they apply to peace officers; or

3. A course in public safety first aid, including CPR and AED, developed and authorized by the California Department of Parks and Recreation (DPR) and approved by the California EMS Authority; or
4. A course in public safety first aid, including CPR and AED, developed and authorized by the Department of the California Highway Patrol (CHP) and approved by the California EMS Authority; or
5. The U.S. Department of Transportation's emergency medical responder (EMR) course which includes first aid practices and CPR and AED, approved by the VCEMS; or
6. A course of at least 21 hours in first aid equivalent to the standards of the American Red Cross and healthcare provider level CPR and AED equivalent to the standards of the American Heart Association in accordance with the course content contained in Section 100017 of the California Code of Regulations, and approved by the VCEMS; or
7. A tactical training program course that meets or exceeds all mandatory minimum guidelines outlined in CalEMSA #370
8. An EMT or Paramedic training program approved pursuant to established VCEMS policies and procedures; or
9. An EMR course approved by the California EMS Authority, and developed and authorized by CAL FIRE, POST, DPR, CHP or other Statewide public safety agency, as determined by the California EMS Authority.

B. Approved training program course content shall meet or exceed all requirements outlined in Chapter 1.5, Section 100017 of the California Code of Regulations. If a Tactical Casualty Care Training program, all minimum requirements of CalEMSA #370 shall be met or exceeded.

IV. PROCEDURE:

A. Program Approval

1. Eligible training programs shall submit a written request for PSFA and/or TCC training program approval to VCEMS
2. VCEMS shall review the following prior to approving a PSFA/TCC training program:
 - a. Name of the sponsoring institution, organization, or agency.

- b. A statement verifying the initial course of instruction shall at a minimum consist of not less than twenty-one (21) hours of first aid and CPR training (If PSFA).
 - c. A statement verifying that the training course meets the appropriate minimum requirements outlined in CalEMSA #370 (If TCC)
 - d. A statement verifying CPR training equivalent to the current Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care (If PSFA).
 - e. A detailed course outline
 - 1) If PSFA - Any and all optional skills, as outlined in Section 100019 of the California Code of Regulations, the program chooses to apply to its curriculum shall have prior written authorization by VCEMS Medical Director.
 - f. Final written examination with pre-established scoring standards; and
 - g. Skill competency testing criteria, with pre-established scoring standards.
 - h. Provisions for the retraining of public safety first aid personnel in accordance with Section 100022 of the California Code of Regulations (If PSFA).
 - i. Educational Staff
Validation of the instructor's qualifications shall be the responsibility of the agency or organization whose training program has been approved by VCEMS. Training in PSFA and/or TCC shall be conducted by an instructor who is:
 - 1) Proficient in the skills taught; and
 - 2) Qualified to teach by education and/or experience
 - j. Testing Requirements
 - 1) The initial and retraining course of instruction shall include a written and skills examination which tests the ability to assess and manage all of the conditions, content and skills listed in sections 100017 and 100018 of Chapter 1.5 of the California Code of Regulations (If PSFA)
 - 2) A passing standard shall be established by the training program before administration of the examination and shall be in
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compliance with the standard submitted to and approved by
VCEMS

- 3) Training programs shall test the knowledge and skills specified in California Code of Regulations or CalEMSA #370 and have a passing standard for successful completion of the course and shall ensure competency of each skill.

k. Course Completion Records

Training programs shall outline a process for validation of course completion, in accordance with Section 100029 of the California Code of Regulations or CalEMSA #370.

- 1) A sample of the course completion certificate shall be submitted to VCEMS as part of the program approval application.
- 2) The training program shall maintain a record of the names of trainees and the date(s) on which training courses have been completed for at least four (4) years.
- 3) All training records shall be made available for inspection by VCEMS upon request.

l. A table of contents listing the required information detailed in this policy with corresponding page numbers.

m. Facilities and Equipment

- 1) Facilities must comfortably accommodate all students, including those with disabilities
- 2) Restroom access must be available
- 3) Training equipment and supply shall be modern and up to date as accepted by the industry and shall be maintained and/or replaced as necessary.

3. Course approval is valid for four (4) years from the date of approval.

- a. Requests for re-approval shall be submitted in the form of a formal training program approval packet and shall include all items outlined in Section IV.A.1-2
 - b. Requests for re-approval shall be submitted to VCEMS no later than sixty (60) days prior to the date of program approval expiration.
 - c. VCEMS may request additional materials or documentation as a condition of course approval and/or re-approval.
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4. Training Program Notification
 - a. VCEMS shall notify the training program submitting its request for training program approval within twenty-one (21) working days of receiving the request that:
 - 1) The request for approval has been received,
 - 2) The request for approval contains or does not contain the information outlined in this policy and,
 - 3) What information, if any, is missing from the request.
 - b. 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 as specified in this policy.
 - c. VCEMS shall establish the effective date of program approval in writing upon the satisfactory documentation of compliance with all program requirements.
 - d. VCEMS shall notify the California EMS Authority concurrently with the training program of approval, renewal of approval, or disapproval of the training program, and include the effective date. This notification is in addition to the name and address of training program, name of the program director, phone number of the contact person, and program approval/ expiration date of program approval.
 5. Withdrawal of Program Approval
 - a. Noncompliance with any criterion required for training program approval, use of any unqualified teaching personnel, non-compliance with any provision of this policy, non-compliance with any applicable regulation outlined in the California Code of Regulations and/or CalEMSA #370 or non-compliance with any other applicable guidelines regulations or laws may result in the denial, probation, suspension or revocation of program approval by VCEMS.
 - b. Notification of non-compliance and action to place on probation, suspend, or revoke shall be done as follows:
 - 1) VCEMS shall notify the approved training program course director in writing, by registered mail, of the provisions of this Policy with which the training program is not in compliance.
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- 2) Within fifteen (15) working days of receipt of the notification of noncompliance, the approved training program shall submit in writing, by registered mail, to VCEMS one of the following:
 - a) Evidence of compliance with the provisions of this policy, or
 - b) A plan for meeting compliance with the provisions of this Chapter within sixty (60) calendar days from the day of receipt of the notification of noncompliance.
 - 3) Within fifteen (15) working days of receipt of the response from the approved training program, or within thirty (30) calendar days from the mailing date of the noncompliance notification if no response is received from the approved training program, VCEMS shall notify the approved training program in writing, by registered mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, place on probation, suspend or revoke the training program approval.
 - 4) If VCEMS decides to suspend, revoke, or place an training program on probation the notification shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting of the probation or suspension or the effective date of the revocation, which may not be less than sixty (60) calendar days from the date of VCEMS's letter of decision to the training program.
6. Program Review and Reporting
- a. All course outlines, written exams, and competency testing criteria used in an approved training program shall be subject to periodic oversight and review as determined by VCEMS.
 - b. Program approval and renewal is contingent upon continued compliance with all required criteria and provisions outlined in this policy, the California Code of Regulations, and/or in CalEMSA #370 and may be revoked by VCEMS in accordance with section IV.5 of this policy.
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PSFA CPR (PSFA) and Tactical Casualty Care (TCC) TRAINING PROGRAM APPROVAL CHECKLIST

PROGRAM APPROVAL APPLICATION PROCEDURE	
TRAINING PROGRAM AFFILIATION:	
The Training Program is affiliated with a: <input type="checkbox"/> Statewide PSFA/TCC course approved by CalEMSA <input type="checkbox"/> ARC equivalent first aid class of at least 21 hours AND an AHA equivalent CPR AED healthcare provider course <input type="checkbox"/> Tactical training program course that meets or exceeds all mandatory minimum guidelines outlined in CalEMSA #370 – California Tactical Casualty Care Training Guidelines. <input type="checkbox"/> VCEMS approved EMT or Paramedic training program <input type="checkbox"/> EMR course approved by CalEMSA and developed and authorized by CalFire POST DPR CHP or other statewide public safety agency as determined by CalEMSA	Name of Agency of Affiliation
EDUCATIONAL STAFF	
<input type="checkbox"/> Primary Teaching Staff CV/Resume(s) <input type="checkbox"/> Statement verifying each instructor is proficient in skills taught and qualified to teach by education and/or experience. <input type="checkbox"/> Applicable licenses and/or certifications	
Submission of the following:	Date Received
<input type="checkbox"/> Table of contents listing required information and corresponding page numbers	
<input type="checkbox"/> Written request for program approval IF PSFA: <input type="checkbox"/> Statement verifying AHA equivalent CPR and AED Healthcare Provider, and <input type="checkbox"/> Statement verifying 21 hours of ARC equivalent initial training, and <input type="checkbox"/> Statement verifying a minimum 8-hour retraining course, and IF TCC: <input type="checkbox"/> Statement verifying training course meets the appropriate minimum requirements outlined in CalEMSA #370 IF BOTH PSFA and TCC: <input type="checkbox"/> All requirements outlined above	
<input type="checkbox"/> A detailed course outline	
<input type="checkbox"/> Samples of skills and written exams used for periodic testing	
<input type="checkbox"/> Final psychomotor skills competency testing criteria with pre-established scoring standards	
<input type="checkbox"/> Final cognitive exam with pre-established scoring standards <input type="checkbox"/> Provisions for retraining of public safety first aid personnel in accordance with CCR Section 100022	
<input type="checkbox"/> Location and proposed dates at which the course(s) are to be offered.	
<input type="checkbox"/> Sample attendance record and training roster	
<input type="checkbox"/> Sample of course completion certificate	
As program director for the applicant training program or curriculum, I certify that I will adhere to the State of California EMS Regulations, Guidelines and all applicable VCEMS policies and procedures. Furthermore, I certify that all information submitted with this application is true and correct.	
Signature of PSFA/TCC program representative completing checklist (above)	Date (above)
Typed or printed name (above)	

VCEMS Use Only

All Requirements submitted	Date:
Approval letter sent	Date:
Re-approval date	Date