



---

STATE OF IDAHO

EMERGENCY MEDICAL SERVICES BUREAU

EDUCATION STANDARDS MANUAL

---

Authority:

Idaho Code § 56-1011 to § 56-1017

Rules Governing Emergency Medical Services: IDAPA 16.02.03

Sections 200 – 206, and 225-230

---

<b>AUTHORITY:</b> .....	<b>1</b>
<b>I. EDUCATIONAL PROGRAM COMPONENTS</b> .....	<b>6</b>
<b>II. EDUCATIONAL PROGRAM ADMINISTRATIVE REQUIREMENTS</b> .....	<b>12</b>
<b>III. COURSE STANDARDS</b> .....	<b>15</b>
<b>IV. CHANGES TO AN APPROVED COURSE</b> .....	<b>17</b>
<b>V. STUDENT PREREQUISITES</b> .....	<b>17</b>
<b>VI. COURSE APPLICATION &amp; RECORD SUBMISSION PROCEDURES</b> .....	<b>18</b>
<b>VII. INSTRUCTOR STANDARDS</b> .....	<b>19</b>
<b>VIII. ONGOING TRAINING AND EDUCATION PROGRAM</b> .....	<b>21</b>
<b>IX. EDUCATIONAL PROGRAM QUALITY ASSURANCE</b> .....	<b>25</b>
<b>ADVANCED EMT CLINICAL ROTATION OBJECTIVES</b> .....	<b>28</b>

## DEFINITIONS

Advanced EMT Skill Instructor: A skill instructor for an Advanced or Intermediate educational program approved by the course physician based on credentials for the objectives being taught.

Affective Educational Objective: A behavioral-based component of the curriculum.

Allied Health Care Professional: An individual certified or licensed by a professional health licensing board.

Approved Course: An education course for initial or refresher education that has been approved as meeting the standards established by the EMS Bureau.

Approved Curriculum: A document approved by the State Health Officer containing an instructor guide, course objectives and declarative material for a defined level of education.

Approved Instructor: EMS initial or refresher course instructor that has met instructor standards, applied and been approved by the EMS Bureau for the level being taught.

Bridge Course: The Idaho EMS approved First Responder to EMT Basic Bridge education course or other course designed to “bridge” or gap content between courses that have the same content or similar and overlapping objectives.

Certification: A license issued by the EMS Bureau to an individual for a specified period of time indicating that minimum standards corresponding to one (1) of several levels of EMS proficiency have been met.

Certification Examination: A test of entry level knowledge corresponding to the level of certification sought which is approved by the State Health Officer.

Certified EMS Personnel: Individuals who possess a valid certification issued by the EMS Bureau.

Classroom Education Facility: The physical location that will be utilized to conduct the didactic education required for the course.

Clinical Evaluation: The evaluation of (a) clinical skill(s) in a setting designated by the course medical director or their designee.

Clinical Education: The education component within an approved course where the student learns to apply the course objectives in the clinical environment, under the direct supervision of a preceptor.

Clinical Education Site: An appropriate location and environment for the purpose of providing precepted education to meet the objectives of the approved education course.

CoAEMSP: Committee on the Accreditation of Educational Programs for EMS Professions

Cognitive Education Objective: A knowledge-based component of the curriculum.

Continuing Education: Prepared education sessions related to the objectives of the initial education course or curriculum, or that are a logical progression of those objectives.

Course Coordinator: A representative of the sponsoring entity responsible for overall administrative management of an approved course.

Course Physician: A physician with oversight responsibilities for EMS Bureau approved education courses as described within the *Idaho EMS Education Standards Manual*.

Course Tracking Number: A unique number assigned by the EMS Bureau for each initial and refresher education course, also used to identify the course on the NREMT EdNet web site.

Didactic Education: Instructional sessions consisting of objectives of the curriculum.

Distributive Learning: Distributive learning is an instructional model that allows instructor, students, and content to be located in different, non-centralized locations so that instruction and learning occur independent of time and place.

DOT NHTSA NSC: U.S. Department of Transportation National Highway Traffic Safety Administration National Standard Curricula, posted at:  
[www.nhtsa.dot.gov/people/injury/ems/nsc.htm](http://www.nhtsa.dot.gov/people/injury/ems/nsc.htm)

EdNet: The National Registry of EMT's web based educational network found at [www.nremt.org](http://www.nremt.org)

Emergency Medical Services (EMS): The services utilized in responding to a perceived individual need for immediate care in order to prevent loss of life or aggravation of physiological or psychological illness or injury.

Emergency Medical Services Advisory Committee (EMSAC): The statewide advisory board of the EMS Bureau, which provides counsel to the Department of Health & Welfare in administering the EMS Act.

Emergency Medical Services (EMS) Bureau: The Emergency Medical Services (EMS) Bureau of the Idaho Department of Health and Welfare.

EMS Agency: An organization licensed by the EMS Bureau to provide emergency medical services in Idaho.

EMS Physician Commission: Governing body for defining the scope of practice, acts and duties that can be performed by certified EMS personnel and to define the level of supervision by a physician.

Field Internship: The "hands on" practical application of skills and knowledge, within an approved course, where the student is evaluated and mentored by a qualified preceptor while performing actual EMS patient care in the field.

Field Internship Site: Locations where students perform the objectives learned in the classroom on actual EMS patients. Field internship sites must be appropriate to meet the objectives of the educational program curricula.

Field Performance Evaluation: The concurrent or retrospective evaluation by the course physician or designee of skills performed in the field setting.

Guest Lecturer: An individual utilized in an educational program for the delivery of specific information based upon having expertise associated with the educational objectives being taught.

Initial Education Course: An EMS Bureau approved course that meets the educational requirements for student eligibility to qualify for access to a certification examination.

Interactive Workshop: A planned educational event under the guidance of the medical director or designee, using a scenario based format in which a skill is demonstrated, performed, evaluated and remediated, as indicated.

Make-Up Education: Additional education session(s) completed prior to course ending date for any students that missed a scheduled class and associated course objectives.

National Registry of Emergency Medical Technicians (NREMT): An independent, non governmental, not-for-profit registration organization, which prepares validated examinations for the states' use in evaluating candidates for certification. NREMT does not provide certification.

Ongoing Training and Education Program: A planned educational program designed to meet all continuing education needs for recertification of an EMS agency's individual personnel.

Patient Contact: Assessment and/or treatment provided to an EMS patient by an EMS student precepted in a clinical or field internship setting.

Pearson Vue: Privately operated test centers contracted by the National Registry of EMT's to provide computer testing for the First Responder, EMT-Basic, Advanced EMT and Paramedic.

Physician: A person who holds a current active license issued by the Idaho Board of Medicine to practice medicine and surgery or osteopathic medicine or surgery in Idaho and is in good standing with no restriction upon, or actions taken against, his/her license.

Preceptor: An individual oriented to the scope of practice and objectives of a specific education course who provides direct supervision and evaluation in a clinical or field internship educational setting.

Primary Instructor: An EMS Bureau approved instructor identified on a course application who has specific course responsibilities.

Psychomotor Education Objective: The skills-based component of a curriculum.

Recertification: The process of renewing the certification of an individual at the same level.

Refresher Education Course: A standardized modular educational program for the First Responder, EMT-Basic and Advanced EMT that is based upon the objectives of the initial education curriculum, which includes a structured evaluation of those objectives and is approved by the EMS Bureau.

Remedial Education: Additional education session(s) completed prior to course ending date for any students that failed to achieve course objectives.

Skill Verification: The evaluation of a student or EMS providers' ability to perform a defined assessment, action or treatment.

Sponsoring Entity: An organization that is eligible to sponsor an EMS educational program, to include licensed EMS agencies, proprietary schools and state governmental entities.

Student: An individual meeting all education course prerequisites and actively enrolled in an approved education course.

Successful Completion: A favorable (passing) review by the primary instructor for an initial education course verifying that the candidate has met all EMS Bureau education requirements and course specific criteria.

## I. Educational Program Components

A. The following standards define the minimum components necessary to conduct an Idaho EMS education course for initial certification or an EMS Bureau required refresher course.

B. Sponsoring Entity: each EMS Bureau approved course must be conducted under the auspices of a Sponsoring Entity.

1. Common sponsoring entities for EMS Bureau approved courses are:

- a) A currently licensed Idaho EMS agency, or
- b) An organization demonstrating compliance with rules established by the State of Idaho Department of Education, or
- c) A recognized governmental entity within the state of Idaho.

2. Responsibilities of the sponsoring entity are:

- a) Provision of all components of the educational program, and
- b) Provision of all necessary resources to present the education program, and
- c) Possession of written clinical agreements with facilities appropriate for the specific curriculum clinical objectives, and
- d) Ensure that all students are presented with a course of study consistent with the curriculum approved by the state Health Officer and the standards established within this document, and
- e) Assumption of the risks and liabilities associated with the presentation of the education program, and
- f) Maintenance of all education records for a minimum of four (4) years.

3. Effective January 1, 2012 all entities sponsoring Paramedic educational courses must have national accreditation issued by the Committee on the Accreditation of Educational Programs for EMS Professions (CoAEMSP).

C. Required Personnel: All courses approved by the EMS Bureau will have the corresponding personnel described in this section as necessary for the level of course conducted and number of students.

1. A Course Coordinator with the following qualifications:

- a) Completion of an Idaho EMS Bureau Instructor Orientation course within the last twenty-four (24) months and
- b) Received an orientation to the Idaho approved curriculum for the level of the course, unless currently certified at or above that level.

2. The Course Coordinator responsibilities are:

- a) Serve as the primary contact for the EMS Bureau, and
- b) To represent the sponsoring entity and provide all administrative oversight of the education program, and
- c) Provide all educational resources necessary for teaching all of the objectives within the specific curriculum, and
- d) Ensure compliance with all administrative and educational standards throughout the educational program, and
- e) Schedule and coordinate all of the educational program components, and
- f) Develop and maintain education program policies to include;
  - (1) Pass/Fail criteria for cognitive and psychomotor testing;
  - (2) Attendance requirements of not less than 90% of scheduled classes;
  - (3) Student documentation that demonstrates individual accomplishment of course objectives, and
  - (4) Ensure that EMS Bureau approved instructors personally instruct 75% of the course content, and
  - (5) Verification and documentation of student eligibility to participate in the specific course, and

- g) Complete, record, submit, and maintain all course documentation as required within this manual, and
- h) Enter all course data necessary for registration of the course with National Registry on EdNet. (Appendix C)

3. Instructors approved by the EMS Bureau for the level of course conducted.

a) Each course will have a designated Primary Instructor and sufficient assistant or skill instructors to maintain a six to one (6:1) student to instructor ratio for psychomotor portions of the course.

b) The Primary Instructor responsibilities are:

- (1) Delivery of lecture and skill lessons, and
- (2) Review and monitoring of all assistant instructors and guest lecturers to ensure compliance with the course objectives, and
- (3) Orientation of all guest lecturers, clinical preceptors, and field internship preceptors to the specific course objectives within their sphere, and
- (4) Orientation to all students to the Idaho certification and examination procedures, and
- (5) Evaluation of assistant instructor performance and competency, and
- (6) Evaluation of student performance and competency during didactic, clinical, and field internships, and
- (7) Documentation of student performance and competency.

c) Assistant Instructor responsibilities are:

- (1) Training of students in skill objectives, and
- (2) Evaluation of student performance and competency, and
- (3) Documentation of student performance and competency, and
- (4) Assisting the Primary Instructor as directed.

4. Advanced EMT and Paramedic level courses must have a designated Course Physician.

- a) The course physician must be oriented to the scope of practice of the EMS students, and
- b) Hold a current active license issued by the Idaho Board of Medicine to practice medicine and surgery or osteopathic medicine or surgery in Idaho and in good standing with no restriction upon or actions taken against his/her license.
- c) Course physician responsibilities are:
  - (1) Verification of student competency and completion of all course objectives through formal review, examination, or evaluation by the course physician or their designee, and
  - (2) Approval of all guest lecturers, clinical, and field preceptors, and
  - (3) Approval of all clinical and field internship facilities, and
  - (4) Through collaboration with EMS Medical Directors, Hospital Supervising Physicians, and/or Medical Clinic Supervising Physicians ensure appropriate medical supervision for students participating in clinical and internship education.
  - (5) Guest Lecturers: Any course may use guest lecturers to present portions of the curriculum.
  - (6) Guest lecturers must have education credentials and experience consistent with the course objectives they teach, and
  - (7) The Course Physician must approve guest lecturers for all Advanced EMT and Paramedic courses, and
  - (8) The guest lecturer may not provide more than 25% of the course curriculum.

5. Students are obligated to the following:
- a) Compliance with all course policies established by the course coordinator and course physician, and
  - b) Meeting all course eligibility requirements in this document or additional requirements of the course coordinator, and
  - c) Providing the course coordinator with current contact information and notifying the course coordinator of changes to information, and
  - d) Notifying the course coordinator of changes in status such as illness, injury, or withdrawal from the course prior to completion, and
  - e) Registration on the NREMT EdNet, and
  - f) Securing access to cognitive and practical examinations.

D. Equipment: Education programs will have access to all equipment and educational aids necessary to teach all objectives within the curricula. See Appendix XX for the recommended equipment guidelines.

E. Facilities: All classroom facilities used for EMS educational programs are required to be conducive to a learning environment to include:

1. Environmental controls for heating, cooling, and ventilation, and
2. Adequate space for seating and skills practice relative to the anticipated number of students and type of course, and
3. Appropriate restroom facilities.

F. Clinical Facilities: All clinical facilities are required to be compatible with and appropriate for the objectives of the specific curriculum.

1. The Course Physician must approve clinical facilities for all Advanced EMT and Paramedic courses.
2. The Sponsoring Entity is responsible for securing and maintaining written agreements with clinical facilities.

G. Approved Curricula: All courses must adhere to the curriculum approved by the state Health Officer.

H. All training identified by the EMS Physician Commission as optional with specific training required must be conducted according to the curriculum approved by the Idaho EMS Bureau.

I. All Landing Zone Officer training required for certified EMS providers must be conducted according to the Landing Zone Officer: Safe Utilization of Air Medical Helicopters training program approved by the EMS Bureau.

J. Sponsoring entities wanting to conduct a course for initial certification or refresher education using a curricula which the state Health Officer has not approved, must submit the compiled curricula to the EMS Bureau.

- 1) The sponsoring must submit a comparison review of the proposed curriculum objectives to the approved curriculum objectives.
- 2) The EMS Bureau or designee will review the proposed curriculum.
- 3) The EMS Bureau will notify the sponsoring entity of the review outcome.

## II. Educational Program Administrative Requirements

- A. All EMS courses approved by the EMS Bureau must be compliant with the administrative requirements described in this section of this manual.
  - 1. The course coordinator is responsible for ensuring compliance with the administrative requirements.
  - 2. The primary instructor, assistant instructors, and course physician also share in the responsibility for compliance with the administrative requirements.
- B. All courses require application and EMS Bureau approval prior to conducting the education.
  - 1. Course applications are submitted to the EMS Bureau Standards and Compliance section via e-mail to [EMSCourses@dhw.idaho.gov](mailto:EMSCourses@dhw.idaho.gov).
  - 2. The most current versions of the standardized forms are available on the EMS Bureau website at [idahoems.org](http://idahoems.org) or from your Regional EMS Bureau office.
  - 3. User generated forms will not be accepted by the EMS Bureau.
- C. The EMS Bureau will issue course approval via e-mail.
- D. The sponsoring entity is the repository for official course records.
  - 1. The course coordinator is responsible for submission of records to the sponsoring entity and EMS Bureau.
  - 2. The EMS Bureau may audit any or all course records for compliance.
- E. The sponsoring entity is required to maintain the following records:
  - 1. A copy of the original course application submitted to the EMS Bureau, and
  - 2. A copy of the course approval issued by the EMS Bureau, and
  - 3. Documentation of student's compliance with all required prerequisites for the level of the course, and
  - 4. A copy of the course beginning roster submitted to the EMS Bureau, and
  - 5. A master course schedule that includes documentation of canceled, modified, or added classes with dates, times, instructor, and location changes, and

6. A class attendance record for each session that includes the date individual classes are held, lesson number, signatures of those students attending, and instructor(s) signature, and
7. A record of make-up sessions that include the date of the session, a lesson plan for the objectives being made up, and verification of the accomplishment of those objectives for each student participating, and the instructor(s) signature, and
8. A record of remediation conducted for any student who by written examination or skill evaluation failed to demonstrate achievement of an objective during regularly scheduled class time which includes the objective(s) being remediated, date of session, an evaluation demonstrating achievement of the objective, student(s) and instructor(s) signature, and
9. A record of each individual skill evaluation that documents the evaluation and successful student performance for each specific psychomotor objective contained in the curriculum, the pass/fail criteria,, the student's name, individual score, and date administered, and
10. A copy of each examination or quiz or evaluation administered during the course which contains the student's name, individual score, pass/fail criteria, and date administered, and
11. Copies of written agreements with those facilities utilized by the course for fulfillment of clinical and field internship objectives, and
12. Documentation of the course physician's approval of clinical preceptors and guest lecturers, and
13. Documentation of orientation of clinical preceptors to the clinical objectives and scope of practice of the student, and
14. Documentation that demonstrates the student's achievement of all clinical and field internship objectives, and
15. A document that records the reason for failure of each student that failed to complete the course of study.

F. The course coordinator will submit records to the EMS Bureau via e-mail to [EMSCourses@dhw.idaho.gov](mailto:EMSCourses@dhw.idaho.gov).

1. The most current versions of the standardized forms are available on the EMS Bureau website at [idahoems.org](http://idahoems.org) or from your Regional EMS Bureau office.
2. User generated forms will not be accepted by the EMS Bureau.

3. A “Course Beginning Roster” submitted to the EMS Bureau Standards and Compliance section within five (5) days of the course beginning date, and
4. A “Course Completion Record” verified by the course coordinator and submitted to the EMS Bureau Standards and Compliance section within ten (10) days of course completion.
5. All students listed on the “Course Beginning Roster” must be listed on the “Course Completion Record” with those students who did not successfully complete the course appropriately noted.
  - a) The Course Coordinator will report students as “completed” or “not completed.”
  - b) Paramedic students complete at various times during the course.
  - c) A “Course Completion Record” may be submitted for students as they complete.
  - d) Paramedic students that are in process of completing field internships are to be marked as “Pending.”
6. The course tracking number must be used on all documents, records, and correspondence pertaining to the approved course.
7. The sponsoring entity will issue a course completion document to all students that comply with all EMS Bureau standards and all policies established by the course coordinator, and successfully complete the educational program.
8. The course completion document issued to the student will include the following:
  - a) Type of course (initial certification or refresher) and
  - b) Level of course (Medical First Responder, EMT, Advanced EMT, Paramedic) and
  - c) Name of the sponsoring entity and
  - d) The full legal name of the student and
  - e) The EMS Bureau course tracking number and
  - f) Course completion date and
  - g) Printed name and signature of the course coordinator and

- h) Printed name and signature of the primary instructor and
- i) Advanced EMT and Paramedic course completion documents must contain the printed name and signature of the course physician.

G. The sponsoring entity will maintain all course records for a period of four (4) years after the course concludes.

### III. Course Standards

A. The course coordinator, primary instructor, assistant instructor, and course physician share in the accountability to maintain education standards throughout the course.

B. The primary instructor designated on the course application will direct and oversee all student instruction.

C. All courses will contain not less than one (1) student that is not part of the teaching faculty.

D. Students enrolled in initial certification courses are required to have a core textbook consistent with the objectives of the approved curriculum.

E. The student to instructor ratio for psychomotor instruction will be no greater than six to one (6:1).

F. No didactic education session may exceed eight (8) hours within a twenty-four (24) hour period.

G. All instruction will meet or exceed the minimum recommended time allotted for the approved curriculum.

1. First Responder – 52 hours
2. First Responder to EMT Bridge – 70 hours
3. EMT – 110 hours
4. Advanced EMT – 60 hours
5. Paramedic – 1000 hours

H. The only eligible sponsoring entity for the First Responder to EMT bridge course is an Idaho licensed EMS agency in good standing with the EMS Bureau.

I. Clinical requirements:

1. The EMT student must complete a minimum of ten (10) patient contacts under the supervision of a preceptor, either in a clinical or field environment.
  2. The course coordinator will ensure sufficient clinical agreements for students enrolled in EMT courses to accomplish a minimum of ten (10) patient contacts in the field or clinical environment prior to course completion.
  3. Students will demonstrate competency in the corresponding didactic course objectives prior to clinical or field education related to those objectives.
  4. Clinical and field internship facilities will be consistent with the objectives of the approved curriculum.
  5. The course physician designated on the original course application will approve Advanced EMT and Paramedic clinical facilities.
  6. Advanced EMT clinical education will meet the objectives outlined in the approved “Advanced EMT Clinical Objectives.” (see Appendix A)
  7. The course coordinator will ensure sufficient clinical agreements with appropriate clinical and/or field internship facilities for Advanced EMT and Paramedic students to accomplish all clinical objectives of the curriculum prior to course completion.
  8. Students must complete the Paramedic field internships within eighteen (18) months of completing the didactic portion of the course.
- J. All education will be consistent with the current approved curriculum and the scope of practice as defined in the EMS Physician Commission Standards Manual.
- K. All students enrolled in an initial certification course will receive an orientation to the functional job position description, found in the approved curriculum, no later than the second classroom session.
- L. All students enrolled in an initial certification course will receive an orientation to Idaho’s EMS certification process.
- M. All students enrolled in an initial certification course will receive an orientation to the Idaho certification examination process.
- N. Students enrolled in an initial certification course are required to attend 90% of the scheduled sessions of the course.
- O. Students enrolled in a refresher course are required to attend 100% of the scheduled sessions of the course.

P. The student must complete all make-up education, if provided, before the course completion date.

Q. Remediation education, if provided, will be completed after the student deficiency is documented and before the student receives education beyond the module where the need for remediation is identified.

R. The course physician, for Advanced EMT and Paramedic courses, must approve all guest lecturers, clinical facilities, and clinical preceptors.

#### IV. Changes to an Approved Course

A. Changes in course physician, primary instructor, or course coordinator require immediate notification to the EMS Bureau Standards and Compliance section.

1. Notification may be by telephone at 208-736-2162 or
2. E-mail to [EMSCourses@dhw.idaho.gov](mailto:EMSCourses@dhw.idaho.gov).

B. When changes in course physician, primary instructor, or course coordinator occur, the EMS Bureau may require additional documentation regarding the circumstances resulting in the change.

C. Changes in an approved course must be compliant with the EMS Education Standards Manual and approved curriculum.

#### V. Student Prerequisites

A. First Responder students have no prerequisites.

B. First Responder to EMT Bridge students must meet the following prerequisites:

1. Possess current Idaho EMS certification as a First Responder.
2. CPR skills to include patient assessment, scene survey, recovery position, infection control, recognizing a heart attack, Adult, Child & Infant COPR including 1 & 2 rescuer, mouth-to-mouth, mouth-to-mask, bag-valve mask, conscious and unconscious choking procedures.
3. Instructors are encouraged to assess potential student capabilities to determine focus areas necessary in each of the seven (7) modules.

C. EMT students: CPR skills to include patient assessment, scene survey, recovery position, infection control, recognizing a heart attack, Adult, Child & Infant COPR including 1 & 2 rescuer, mouth-to-mouth, mouth-to-mask, bag-valve mask, conscious and unconscious choking procedures.

D. Advanced EMT: Students will possess current Idaho EMT certification, National Registry at the EMT level, or other state certification at the EMT level.

E. Paramedic: Students will possess current Idaho EMT certification, National Registry at the EMT level, or other state certification at the EMT level.

## VI. Course Application & Record Submission Procedures

A. The sponsoring entity will use the most current course application available from the EMS Bureau Standards and Compliance section or from the Idaho EMS Bureau website, [www.idahoems.org](http://www.idahoems.org).

1. Applications are in Microsoft Word format designed for completion on a computer.
2. The applicant may complete the form and print it for their records.
3. User generated forms will not be accepted by the EMS Bureau.

B. The applicant will submit the completed application to the EMS Bureau Standards and Compliance section via e-mail to [EMSCourses@dhw.idaho.gov](mailto:EMSCourses@dhw.idaho.gov).

C. The sponsoring entity should allow at least thirty (30) days for EMS Bureau course approval after submission of an application.

D. If the sponsoring entity for an Advanced EMT or Paramedic course has not conducted such a course within the last twelve (12) months, the course coordinator, course physician, and regional consultant will meet to review course requirements and education standards prior to EMS Bureau approval.

E. Course approval is provided via e-mail to the course coordinator in Microsoft Word format and should be printed and retained as a required course record.

F. Course documents required for submission are provided to the course coordinator in conjunction with the course approval.

1. Documents are in Microsoft Word format designed for completion on a computer.
2. The specific course tracking number is embedded in each document.
3. The course coordinator should print or otherwise save the completed documents for their records.
4. Course Beginning Roster:
  - a) With the exception of the students e-mail and telephone, number, all other information on the Course Beginning Roster is required.

- b) The Course Beginning Roster must be submitted within five (5) days of the first scheduled session.
5. Course Completion Record: All students listed on the Course Beginning Roster must be listed on the Course Completion Roster with their final disposition appropriately noted on the document.
- a) All portions of the Course Completion Record are required.
  - b) Paramedic students engaged in field internship may be reported in that section as “Pending.”
  - c) The Course Completion Record must be submitted within ten (10) days the course conclusion.
6. The course coordinator will submit the required documentation to the EMS Bureau Standards and Compliance section via e-mail to [EMSCourses@dhw.idaho.gov](mailto:EMSCourses@dhw.idaho.gov).

#### G. EMS Bureau Application Review

1. The EMS Bureau can only accept completed applications for review. Incomplete applications are returned to the applicant.
2. The EMS Bureau Standards and Compliance section staff will assign a unique number to the approved course.
3. The course coordinator must use this unique number on all course documentation submitted to the EMS Bureau and on all required course records.
4. The EMS Bureau Standards and Compliance section staff will notify the course coordinator of course approval.
  - a) Course approval is provided via e-mail attachment
  - b) Approval is provided to the course coordinator in Adobe PDF format and should be printed and retained as a required course record.
5. The EMS Bureau Standards and Compliance staff will approve the course on National Registry’s EdNet, after the course coordinator has entered the appropriate information.

## VII. Instructor Standards

- A. An individual seeking approval as an Idaho EMS instructor will submit an instructor application to the EMS Bureau Standards and Compliance section,

using the most current standardized application which is available from the EMS bureau offices or from the Idaho EMS Bureau web site, [www.idahoems.org](http://www.idahoems.org).

B. At the time of application for instructor, and individual must possess current Idaho EMS certification above the level of the instructor status requested.

C. First Responder Instructor Requirements:

1. Certification at or above the First Responder for a minimum of three (3) years, and
2. Completion of in Idaho EMS Bureau Instructor Orientation course within twenty-four (24) months of application.

D. EMT Instructor Requirements:

1. Allied health care professionals must also meet these requirements for instructor approval.
2. Certification at or above the EMT level for a minimum of three (3) years, and
3. Completion of in Idaho EMS Bureau Instructor Orientation course within twenty-four (24) months of application, and
4. Successful completion of an Adult Instructional Methodology course (For courses already approved as acceptable Adult Instructional Methodology courses, see appendix B.)
5. Individuals approved as an EMT instructor are also approved as a First Responder instructor.

E. Advanced EMT Instructor Requirements:

1. Certification at or above the level of Advanced EMT for minimum of three (3), and
2. Completion of in Idaho EMS Bureau Instructor Orientation course within twenty-four (24) months of application, and
3. Successful completion of an Adult Instructional Methodology course (For courses already approved as acceptable Adult Instructional Methodology courses, see appendix B.)
4. Or Current EMS Bureau approval as an EMT instructor.

F. Paramedic Instructor Requirements

1. Certification at or above the level of Paramedic for minimum of three (3), and
2. Completion of in Idaho EMS Bureau Instructor Orientation course within twenty-four (24) months of application, and
3. Successful completion of an Adult Instructional Methodology course (For courses already approved as acceptable Adult Instructional Methodology courses, see appendix B.)
4. Or Current EMS Bureau approval as an EMT instructor.

G. Instructor Methodology: A listing of currently accepted instructor methodology courses is located in Appendix B.

H. An individual may submit documentation of other education equivalent to the approved instructor methodology for consideration of meeting this requirement.

I. The documentation must include the following:

1. A copy of the course transcript or course completion certificate from the institution conducting the education, and
2. A copy of the learning objectives of the course for the following topics:
  - a) The adult learner
  - b) Learning objectives
  - c) Learning process
  - d) Lesson plans
  - e) Course materials
  - f) Preparation
  - g) Teaching aids
  - h) Teaching methods, and
  - i) Evaluations.

J. The EMS Bureau may request additional documentation to facilitate a comparison of equivalency to alternative Adult Instructional Methodology.

## VIII. Ongoing Training and Education Program

A. An Ongoing Training and Education Program (OTEP) is a planned educational program designed to meet all continuing education needs for recertification of an EMS agency's individual personnel.

B. The EMS Bureau approves an Ongoing Training and Education Program (OTEP) as an EMS agency(s) specific educational program for a specific period as declared in the application.

C. Personnel Requirements:

1. A course coordinator, who has completed an EMS Bureau Instructor Orientation course and fulfills the responsibilities identified in this document, must coordinate the OTEP.
2. The agency's EMS medical director must approve all lessons and materials utilized for Advanced and Paramedic level OTEP programs.

D. OTEP Required Components

1. An OTEP must contain not less than four (4) hours of education consistent with the level of certification for each component category listed below for each OTEP cycle. All personnel enrolled in the OTEP program must complete all components during their certification period in order to use the OTEP for recertification.
  - a) Assessment Based Management
  - b) Airway Management/Ventilation
  - c) Emergency Pharmacology
  - d) Management of the Trauma Patient
  - e) Management of the Medical Patient
  - f) Management of Pediatric Patients
  - g) Obstetrics and Childbirth with Care of the Newborn
  - h) Special Considerations for Patients as example Geriatric, Disabled, or Cultural Diversity
  - i) EMS Systems such as Medical Legal, Documentation, or similar topics

E. An OTEP may incorporate the education component topics into lessons through any educational delivery method approved by the course coordinator and medical director. This does not include responding to incidents when required as part of the agency deployment.

F. Programs that cover Paramedic recertification must comply with current paramedic education requirements for use of six (6) of the nine (9) venues allowed for paramedic.

G. The basis for OTEP learning objectives is the corresponding Idaho approved initial training curricula or logical extensions of those objective, for each certification level covered by the OTEP program.

1. Ideally, the program will coordinate educational needs identified by the agency quality improvement program.
2. The OTEP must include Idaho specific topics, like POST or Safe Haven.
3. The OTEP time component must be equal to or greater than the continuing education requirement for each level of certification covered by the OTEP.

H. Verification of skill proficiency is not a required part of an OTEP, however, verification of skills is required for individual recertification and organizations may include skill proficiency as a component of the OTEP (see Certification Standards Manual for skill verification options).

I. A licensed EMS agency or group of agencies may submit an application for an OTEP.

1. An application of an OTEP is available from the EMS Bureau offices or on the web site at [idahoems.org](http://idahoems.org).
2. The OTEP must identify specific starting and ending dates (cycle).
3. The OTEP application must include the attachments identified below:
  - a) A schedule listing the dates/time frames when OTEP training is planned, and
  - b) A listing of topic components with educational hours per component, and
  - c) Identification of education resources and reference materials used for the OTEP (example: a listing of textbooks or vendors providing education), and
  - d) An OTEP registration form that identifies personnel participating in the program and their level of certification.
4. The application must name the EMS agency(s) covered by the OTEP and include corresponding signatures of the medical director and agency administrator.

5. Attach a separate signature for all agencies included in the OTEP.
6. The course coordinator must submit the application for an OTEP sixty (60) days before the anticipated starting date of the program.
  - a) The EMS Bureau can only accept completed applications for review. Incomplete applications are returned to the applicant.
  - b) The EMS Bureau Standards and Compliance section staff will assign a unique number to the approved course.
  - c) The course coordinator must use this unique number on all course documentation submitted to the EMS Bureau and on all required course records.
  - d) The EMS Bureau Standards and Compliance section staff will notify the course coordinator of course approval.
    - (1) Course approval is provided via e-mail attachment
    - (2) Approval is provided to the course coordinator in Adobe PDF format and should be printed and retained as a required course record.
    - (3) In the event e-mail is not available to the course coordinator, a hard copy may be provided to the address of record for the course coordinator.

J. The OTEP course coordinator will submit an annual report by March 15 or September 15 of each year, that contains a listing of the educational sessions delivered, and a roster of personnel attending each session to include the date, topic, and type of session.

K. The OTEP course coordinator will submit a list of personnel who are enrolled and identify those who have completed the OTEP program before March 31<sup>st</sup> and September 30<sup>th</sup> of each year, coinciding with the EMS recertification cycles of EMS personnel.

L. The OTEP course coordinator will enroll personnel in the OTEP program by submitting an OTEP enrollment form that identifies the individual, their level of certification and the date they began the program.

1. The course coordinator will terminate the enrollment of individuals who do not successfully complete the lessons as required in the agency training plan.

2. The course coordinator will notify the EMS Bureau of all individuals terminated from an OTEP within ten (10) days.

M. Individuals can register with the agency for the OTEP program at any time during the cycle but must complete all educational components of the approved OTEP during their recertification cycle to receive a program completion.

1. An individual may not transfer sessions for credit from one approved OTEP to another.

2. A course coordinator or medical director and the primary instructor can approve the content of sessions offered by another approved OTEP program for credit in their approved program, when a review of the session demonstrates it is equivalent to and meets the requirements of a similar session offered by the agency.

N. Completing lessons developed for an OTEP program when not registered will not count as OTEP program credit but may count as traditional continuing education for recertification.

## IX. Educational Program Quality Assurance

A. The EMS Bureau staff or designee may monitor educational courses and sponsoring entities for compliance with education standards.

B. The EMS Bureau staff or designee may evaluate educational programs and instructors for compliance.

C. Evaluation of EMS educational offerings may be conducted concurrently, retrospectively, or proactively.

D. Evaluation may include but is not limited to the following:

1. Sponsoring entity compliance with the educational standards, and
2. Course coordinator compliance with educational standards, and
3. Instructor performance evaluated by:
  - a) Students, using a standard evaluation tool adopted or developed and executed by the EMS Bureau, or
  - b) Review of student performance on National Registry examinations or other course examinations.
4. Course physician compliance with educational standards, and
5. A review of clinical sites and documentation demonstrating student achievement of clinical objectives, and
6. Appropriateness of clinical sites relative to the curricula, and
7. Inspection of the educational facility for compliance with educational standards, and
8. Inspection of educational equipment and training aids for suitability for the curricula, and
9. A formal audit of any or all records for compliance with the educational standards.

E. The EMS Bureau will review information obtained from evaluation and summary findings with the sponsoring entity, course coordinator, primary instructor, and course physician as determined by the EMS Bureau.

F. The EMS Bureau may make summaries of education program findings available to licensed EMS services and organizations sponsoring EMS educational programs.

G. Non-Compliance Issues: Relative to compliance with educational standards, The EMS Bureau may engage in any or all of the following actions:

1. Revoke course approval, or
2. Suspend course activities pending resolution, or
3. Require remedial education for the course personnel, or
4. Revoke approval for course personnel to participate in educational offerings, or

5. Pending resolution limit student access to certification examinations,  
or
6. Deny approval of future EMS educational offerings for the sponsoring  
entity.

## **APPENDIX A**

### **Advanced EMT Clinical Rotation Objectives**

The student shall demonstrate the ability to safely & successfully perform the following skills:

1. Assist patients with medications
2. Endotracheal intubation
3. Gain venous access in all age group patients
4. Monitor blood glucose levels with use of automated devices or reagent strips
5. Monitor oxygen saturation with the use of pulse oximetry
6. Effectively ventilate un-intubated patients of all age groups
7. Perform a comprehensive assessment on pediatric patients
8. Perform a comprehensive assessment on adult patients
9. Perform a comprehensive assessment on geriatric patients
10. Perform a comprehensive assessment on obstetric patients
11. Perform a comprehensive assessment on psychiatric patients
12. Perform a comprehensive assessment, formulate and implement a treatment plan for patients with chest pain
13. Perform a comprehensive assessment, formulate and implement a treatment plan for patients with dyspnea/respiratory distress
14. Perform a comprehensive assessment, formulate and implement a treatment plan for patients with syncope
15. Perform a comprehensive assessment, formulate and implement a treatment plan for patients with altered mental status
16. Serve as a team leader in prehospital situations
17. Comprehensive medical legal documentation relative to the Advanced EMT scope of practice.

## **APPENDIX B**

### **Adult Instructional Methodology**

The following specific courses are approved by the EMS Bureau as acceptable Adult Instructional Methodology courses;

- 1) EMS Instructor Methodology Course: developed at College of Southern Idaho,
- 2) Instructional Presentation Skills: Emergency Management Institute sponsored by FEMA (G265)
- 3) Instructor Development Course: Self-Study Program for Short-Term Program Instructors (Idaho Vo-Ed)
- 4) Instructor Development: Idaho Peace Officers Standards and Training Academy
- 5) Fire Fighter Certification System, Fire Instructor I, II and III: Department of Defense
- 6) Facilitative Instructor: National Wildfire Coordinating Group (M410)
- 7) National Association of EMS Educators (NAEMSE) Instructor Course

**APPENDIX C**  
**CANDIDATE NREMT REGISTRATION**  
**Student Instructions for NREMT EdNet Registration**

1. All students must register with the National Registry of EMT's (NREMT) in order to be eligible for and apply to take the National Registry exam.

2. Students will need the “*Course Tracking Number*” provided by their course coordinator to register. The course tracking number is the same as “Education Program” item on the NREMT web site. *The Education Program number is the same as the Idaho Course Approval number.* Follow these easy steps 3 to 4 weeks in advance of when you plan to test. If you need additional assistance, please contact the NREMT at 614-888-4484. We're ready to help!

**Step 1: Create Your Account**

• Go to nremt.org and click on ‘Login’ (found in the blue bar at the top of the NREMT home page). • Click on ‘Set Up New Account’ and follow the instructions.

**Step 2: Login**

• After you have completed Step 1, you can follow the link and login with the username and password you created.

**Step 3: Manage Your Account Information**

• Complete all the information in the Personal Account Information fields as prompted. The name you include in this area should be the same as what appears on your drivers license (or the ID you will present at the testing center), and is what will appear on your application, National Registry certificate and card upon successful completion of the examination.

*Read this to avoid delay! Make sure the name you use to set up your Account matches the name on your driver's license EXACTLY (or the ID you will present at the testing center) or you will be denied access to the testing center on the day of your exam!*

**Step 4: Create a New Application**

• Click on ‘Create a New Application’ to apply to take your exam. • Review the Personal Information Summary – if any items are incorrect, you can make corrections by clicking on ‘Manage Account Information’.

• Select the application level you wish to complete.

**Step 5: Pay Application Fee**

• It is recommended that you pay your application fee at the time you complete your online application. However, if you choose, you may pay at a later date.

*Read this to avoid delay! An Authorization to Test (ATT) Letter allowing you to schedule your exam will not be issued until payment has been received and all other verifications are complete.*

• You can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT.

**Step 6: Check to See if You Are Approved to Take Your Exam**

• When all areas of the application process are completed and have been verified, you will see the following link: ‘Print ATT Letter’.

*Read this to avoid delay! You will only see ‘Print ATT Letter when you have been verified to test! This link will not appear if the verification process is not yet complete!*

• Monitor the progress of your application and watch for your Authorization to Test (ATT) Letter by going to the NREMT home page and logging in using your username and password.

- Click on ‘Candidate Services’.
- Click on ‘Application Status’.
- If you see ‘Submitted’ next to ‘Course Completion Verification’, this means the NREMT has submitted your information to the program you indicated, and is waiting for authorization from the program indicating that you have completed the course.
- If you see the link ‘Print ATT Letter’, click on the link.

**Step 7: Print the ATT Letter to Schedule Your Exam**

- Scroll down to see if the ‘Print ATT Letter’ appears.

**Read this to avoid delay! *Click on this link to print your ATT Letter. Print and follow the instructions in your ATT Letter.***

**Step 8: Call Pearson VUE to Schedule Your Exam**

- Your ATT Letter will contain the Pearson VUE phone number to call to schedule your examination.

- Your ATT Letter will also include other important information you should read carefully!

- **Read this to avoid delay!**

**– You can reschedule your exam up to 24 hours in advance by calling Pearson VUE at 1-866-673-6896 or visiting the Pearson VUE website. If you fail to appear for your exam, you will have to complete a new application and pay another application fee!**

**– Refunds cannot be issued for no-shows.**

**– If you arrive late for your exam, you may lose your appointment!**

**EMS Students!**

*Additional informational can be found on the NREMT instructional DVD. Ask your instructor for more information or visit the NREMT website at [www.NREMT.org](http://www.NREMT.org).*

*Revisions and updates may be necessary to make the CBT transition as smooth as possible.*

*Please refer to the NREMT website for the most current policies and procedures. Release date 11/06 Revised 6/07*

Pearson Vue Testing Centers in Idaho

Boise, ID  
Spectrum View Business Center  
1951 South Saturn Way, Suite 200  
Boise, ID 83709

Coeur d’Alene, ID  
Nexus Training and Consulting, Inc.  
175 W. Dalton Ave.  
Coeur d’Alene, ID 83815

Idaho Falls, ID  
Eastern Idaho Technical College  
1600 South 25 East  
Idaho Falls, ID 83404

Twin Falls, ID  
College of Southern Idaho  
315 Falls Ave, Meyerhoeffler / Library Bldg  
Campus Testing Center, Room 230  
Twin Falls, ID 83301

Pocatello, ID  
Idaho State University, Pocatello, ID  
1001 S. 8<sup>th</sup> Ave, Gravely Hall  
South Side Room 351, Campus Box 8027  
Pocatello, ID 83209

Lewiston, ID  
Lewis- Clark State College  
500 8th Ave  
Center For New Directions  
Reid Centennial Hall Room 23  
Lewiston, Idaho 83501

## APPENDIX D

### Recommended Educational Equipment for EMS Courses

#### FR & EMT Course Recommended Equipment

Manikins	<p>Adult Airway Head(s)          Pediatric Airway Head(s)          Obstetrics Manikin          CPR Manikins          AED Manikin</p>
Airway	<p>Bag Valve Mask(s) – Adult, Pediatric, and Infant          Oxygen Tubing          Oxygen Supplies:</p> <ul style="list-style-type: none"> <li>▪ Non-Rebreather Masks – Adult and Pediatric</li> <li>▪ Nasal Cannulas – Adult and Pediatric</li> <li>▪ Small Volume Nebulizers</li> <li>▪ Assorted sized BVM Masks</li> </ul> <p>Miscellaneous Airway Supplies:</p> <ul style="list-style-type: none"> <li>▪ Nasopharyngeal Airways (NPAs) – ALL SIZES</li> <li>▪ Oropharyngeal Airways (OPAs) – ALL SIZES</li> </ul> <p>Mouth to Mask Device (Bag Valve compliant)          Suction Supplies:</p> <ul style="list-style-type: none"> <li>▪ Suction Canister(s) functioning</li> <li>▪ Suction Tubing</li> <li>▪ Rigid Suction Catheter(s)</li> </ul> <p>Soft Suction Catheters – assorted size          Suction Device(s)          Oxygen Tank(s)          Oxygen Administration Regulator(s)</p>
Body Isolation Supplies:	<p>Exam Gloves ALL Sizes – non-latex suggested          Isolation Gowns          Face Shields/Safety Glasses</p>
Cardiac Monitoring:	<p>AED Trainer w/pads &amp; simulator</p>
Immobilization/Extrication Supplies:	<p>Extrication Collars (C-Collars) – ALL SIZES, or Adult and Pediatric adjustable          Cervical Immobilization Devices – assorted types          Cardboard, Formable, or Wire Type Splints          Pelvic fracture splint(s)          Pillows and towels          Long Back Board(s)          LBB Straps, or Spider Straps          Traction Splint(s) - Assorted          Extrication Vest(s)          Vacuum/Air Splints          Scoop Stretcher(s)          Patient Restraints - Assorted          Blankets</p>
Obstetrics:	<p>Obstetrics Kit (OB Kit)</p>
Miscellaneous Supplies:	<p>Trauma Dressings – assorted sizes, types          Triangular Bandages          Trauma Shears          Hot and Cold Packs          Disposable Burn Sheets          Penlights</p>

	<p> Glucometer Test Strips  Finger Lancets  Irrigation Saline  Adhesive Bandages  Sterile 4 x 4 dressings  Alcohol/PVP Preps  Triage Tags – or – Triage Kit(s)  Tape: 1” Cloth tape, 2” Duct tape, 1” Transparent tape  Kerlix/Kling – assorted sizes  Glucometer(s)  Blood Pressure Cuff(s)  Stethoscope(s)  Teaching Stethoscope(s) – double ear pieces, one diaphragm  Airway Bag(s)  “Jump Kit” Bag(s)  Moulage Kit(s)  Stretcher(s)  Stair Chair(s) </p>
--	---

**Advanced EMT Course Recommended Equipment + all of FR & Basic equipment**

Manikins	<p> Adult Intubation Head(s)  Pediatric Intubation Head(s)**Infant/Child recommended  Difficult Airway Management Manikin(s)  Infant IO Manikin  IV Arm </p>
Airway	<p> Intubation Supplies: <ul style="list-style-type: none"> <li>▪ Endotracheal Tubes – assorted sizes, cuffed and uncuffed</li> <li>▪ Stylets – Adult and Pediatric</li> <li>▪ Laryngoscope Handles – Adult and Pediatric</li> <li>▪ Laryngoscope Blades – Miller (straight) and McIntosh (curved) ALL</li> </ul> Endotracheal Tube Securing Device(s)  Dual Lumen Airway Device(s)  Laryngeal Mask Airway(s) – assorted sizes  Colormetric end-tidal CO2 detector(s)  – Adult and Pediatric  Esophageal Intubation Detectors  Ventilator Tubing  Magill Forceps – Adult and Pediatric  Endotracheal Soft Suction Catheters – assorted sizes </p>
Intravenous Cannulation	<p> IV Catheters – assorted sizes  Syringes – assorted sizes  Tourniquets/restricting bands  Tagaderm/Venaguard  IV Drip Sets – Micro &amp; Macro  IV Drip Set extension(s)  Buretrol type IV Set(s)  Blood Administration Set(s)  IV Solution Bags – NS or LR  Saline Lock(s)  3-way Stopcock(s)  Sharps Containers </p>

	Intraosseous Infusion (IO): Adult IO Infant/Child Bone Marrow Needles Pressure Infuser(s)
--	--

**Paramedic Course Recommended Equipment + All of FR, EMT, and Advanced EMT Equipment**

Manikins	Adult ALS Skills Manikin(s) Child ALS Skill Manikin(s) Infant ALS Skills Manikin(s) Human patient simulator-adult Human patient simulator-pediatric Chest Decompression (NCD) Manikin(s) Surgical/Needle Cricothyrotomy Manikin(s)
Airway	Surgical Cricothyrotomy Supplies: Scalpels - or – Manufactured Emergency Cricothyrotomy Kit(s) Transport Ventilator(s)
Intravenous Cannulation	**Central Line Torso(s) Thoracentesis (NCD) Supplies: ▪ 3” or longer IV Catheters ▪ Heimlich Chest Drain Valve(s) -or – Manufactured Emergency Thoracentesis Kit(s) IV Pump(s)
Cardiac Monitoring:	Cardiac Monitor Batteries Electrodes – Adult and Pediatric EKG Paper EKG Cables Pacer pads/Defibrillator pads (CombiPads) – Adult and Pediatric Cardiac Monitor(s) – must defibrillate, synchronized cardiovert, and transcutaneous pacing (TCP) EKG Rhythm Generator(s)
Obstetrics:	Meconium Aspirator(s)
Miscellaneous Supplies:	Medications: Expired and drained medication vials, ampules, and pre-filled syringes - or – Manufactured “mock” Medications End tidal CO2 Capnography Monitor(s) Glucometer(s) Thermometer(s) – NOTE: Glass thermometers are not acceptable Length Weight Based Colormetric Measuring Tape (ex: Broselow Tape) Intubation Roll(s) Broselow Bag(s)