



**If I accept you as you are,
I will make you worse; however
if I treat you as though you are
what you are capable of
becoming, I help you become
that.**

Johann Wolfgang Von Goethe



INSTRUCTOR ORIENTATION

WELCOME



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INTRODUCTION



- Name
- Agency
- How long an Instructor
- Single Biggest Issue

Objective Summary



- Background Information
 - Relationship of Statute, Rules, & Standards
 - Regulatory authority
 - Regulatory requirement for course & Instructors
 - Content & use of Education Standards Manual
 - SOP, Curricula, Certification, & Licensure Relationship

Objective Summary



- Training Program Requirements
 - Eligibility Requirements
 - Sponsorship Responsibilities
 - Resource Requirements
 - Personnel Requirements

Objective Summary



- Course Approval & Management
 - Obtaining Course Approval
 - Application procedures
 - Record keeping requirement
 - Document submission
 - Course & Student National Registry procedures
 - Course completion requirements

Objective Summary



- Examination Access
 - Obtaining a practical examination
 - Student access to a practical examination
 - Student cognitive exam access
 - Mobile cognitive exam requirements
 - Access to a mobile cognitive exam

Statute



- Authorizes EMS Parameters
 - Defines WHAT is included
 - Provides means to comply
 - Sets conditions on involvement
 - Offers protections
- Set by Legislature

Administrative Code



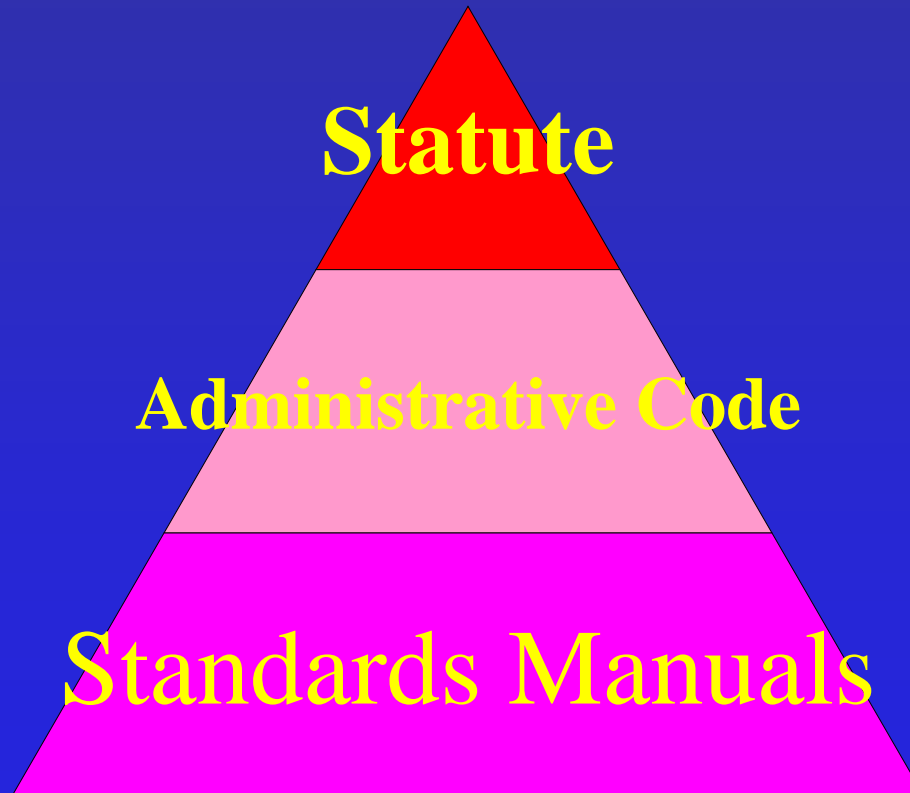
- Known as Rules
- Explains how the intent of the code is to be carried out.
 - Further defines Code
 - Approved by Legislature
- Carries the authority of the Legislature

Standards Manuals



- Defines How Rules are Implemented
- Created Within EMS Bureau & EMSPC
- Aligns With Code and Rules
- Allows Flexibility

What's On First?



Who's On First



- EMS Bureau
 - Licensure
 - Licensure
 - Training
 - Examinations
- EMS Physician Comm.
 - Scope of Practice
 - Medical Supervision

EMSPC Interaction



- 56-1017 The commission is authorized and directed to adopt appropriate rules defining the allowable scope of practice and acts and duties which can be performed by persons *Licensed by the department* and the required level of supervision by a licensed physician.
- The rules of the board of health and welfare must be consistent with the rules adopted by the commission.

Interactions



- IDAPA 16.02.02.110 - ...for which they have been trained, *based on curricula or specialized training approved according to IDAPA 16.02.03, “Rules Governing Emergency Medical Services,”* or additional training approved by the hospital or medical clinic supervising physician

Interactions



- The scope of practice established by the EMS Physician Commission *determines the objectives* of applicable curricula and specialized education of Licensed EMS personnel.

How Does That Work?



- Statute – Title 56 Chapter 10 Section 1017(2)
 - ...is authorized and directed to adopt appropriate rules and standards ...including criteria for training programs...
 - IDAPA 16.02.03.200 EMS training programs must meet all requirements in accordance with the standards listed in Section 201 of these rules... the course coordinator must **submit an application to the EMS Bureau before the course begins...** may be approved by the EMS Bureau **only if all requirements are met...**

Therefore...



- Licensed to provide EMS-statute
- “Approved” training – Statute-Rule
- “Course Application” Rule – Standards
- “Requirements” Rule –Standards



SOP, Curricula, Certification, & Licensure Relationship

Education Standards



- The Education Standards Manual provides a written guideline of minimum requirements for training programs
- It contains the policies followed when conducting training for initial Licensure and a required refresher or Ongoing Training and Education Program (OTEP)

Program Components



- Sponsoring Entity
- Personnel
- Equipment
- Facility
- Clinical Facility
- Records

Sponsoring Entity



- EMS Agency
- Educational Institution
- Organization compliant with Dept Education Statute/Rule
- 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).

Sponsor Responsibilities



- Provision of all components - all necessary resources to present the education program,
- Possession of written clinical agreements with facilities
- Ensure a course of study consistent with the curriculum approved by the state Health Officer and the standards established within this document,
- Assumption of the risks and liabilities
- Maintenance of all education records for a minimum of four (4) years.

Personnel



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

Coordinator Responsibilities



- Serve as the primary contact for the EMS Bureau
- To represent the sponsoring entity and provide all administrative oversight of the education program
- Ensure compliance with all administrative and educational standards
- Schedule and coordinate all of the educational program components

More Stuff



- *Develop and maintain education program policies to include;*
 - Pass/Fail criteria for cognitive and psychomotor testing;
 - Attendance requirements of not less than 90% of scheduled classes;
- Documentation demonstrating accomplishment of course objectives
- Ensure that EMS Bureau approved instructors personally instruct 75% of the course content
- *Verification and documentation of student eligibility to participate in the specific course*
- Complete, record, submit, and maintain all course documentation as required
- Enter all course data registration of the course with National Registry on EdNet

Instructor



- Instructors approved by EMS Bureau
- Each course will have a designated Primary Instructor
- Sufficient assistant or skill instructors to maintain a six to one (6:1) student to instructor ratio for psychomotor portions of the course

Primary Instructor



- Responsible for the delivery of lecture and skill lessons
- Review and monitoring of assistant instructors and guest lecturers objectives
- Orientation of all guest lecturers, clinical and field preceptors to the specific course objectives
- *Orientation to all students to the Idaho Licensure and examination procedures*
- Evaluation of assistant instructor performance and competency
- Evaluation and documentation of student performance and competency during didactic, clinical, and field internships

Assistant Instructor



- Training of students in skill objectives, and
- Evaluation of student performance and competency, and
- Documentation of student performance and competency, and
- Assisting the Primary Instructor as directed.

Course Physician



- Advanced EMT & Paramedic courses must have a designated Course Physician
- The course physician must be oriented to the scope of practice of the EMS students, and
- 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.

Physician Responsibilities



- Verification of student competency and completion of all course objectives through formal review, examination, or evaluation by the course physician or their designee
- Approval of all guest lecturers, clinical, and field preceptors
- Approval of all clinical and field internship facilities
- Ensure appropriate medical supervision for students

Guest Lecturer



- Any course may use guest lecturers to present portions of the curriculum.
- Guest lecturers must have education, credentials, and experience consistent with the course objectives they teach
- The Course Physician approves guest lecturers for all Advanced EMT and Paramedic courses
- The guest lecturer may not provide more than 25% of the course curriculum

Equipment



- Education programs will have access to all equipment appropriate for curriculum
- *Appendix D in EdSM*
- Educational aids necessary to teach all objectives within the curricula

Classroom Facilities



- All classroom facilities are required to be conducive to a learning environment to include
- Environmental controls for heating, cooling, and ventilation
- Adequate space for seating and skills practice
- Appropriate restroom facilities

Clinical Facilities



- All clinical facilities are required to be compatible with and appropriate for the objectives of the specific curriculum.
- The Course Physician must approve clinical facilities
- *The Sponsoring Entity is responsible for securing and maintaining written agreements with clinical facilities*

Curricula

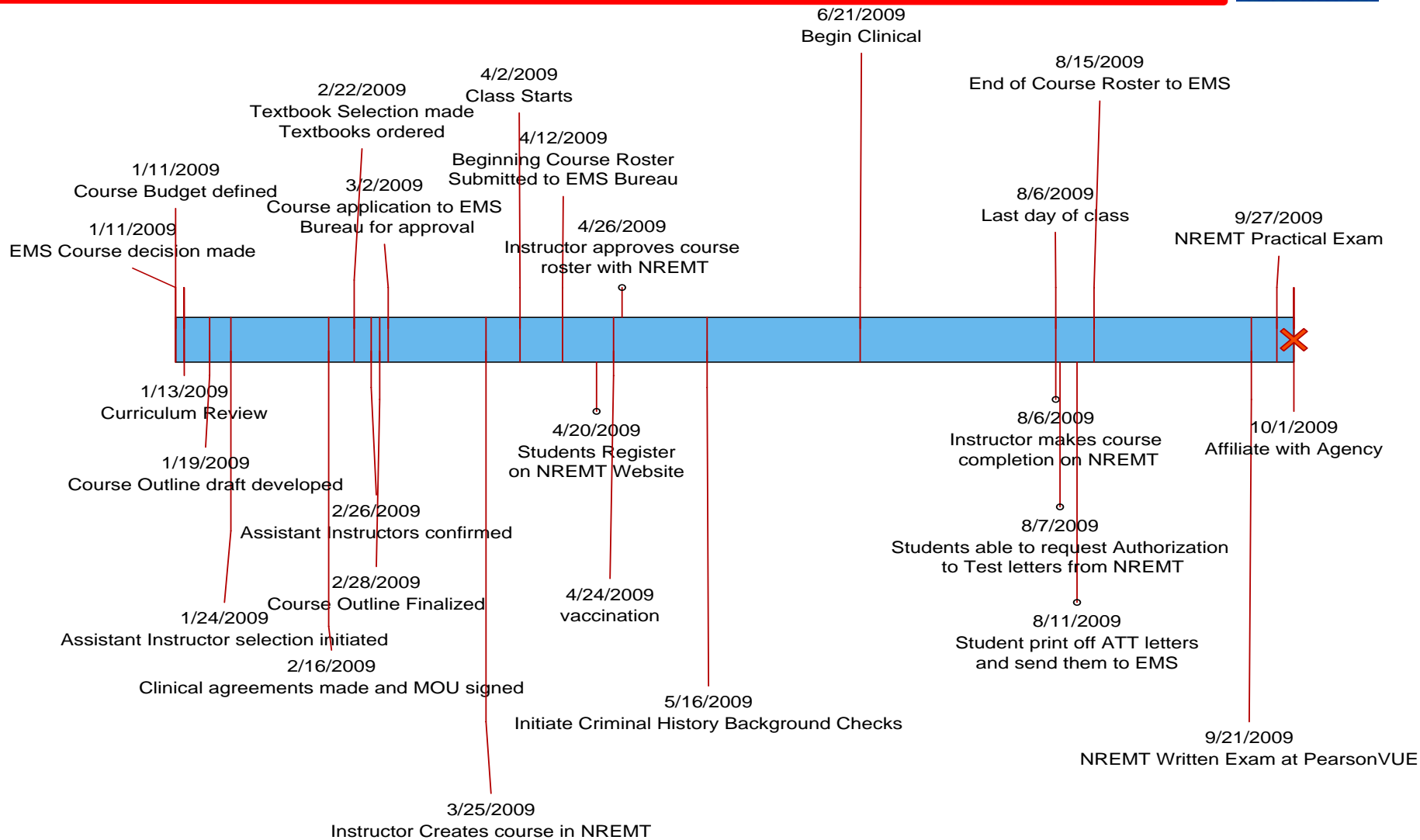


- All courses must adhere to the curriculum approved by the state Health Officer.
- *All training identified by the EMS Physician Commission as optional with specific training required must be conducted according to the curriculum approved by the Idaho EMS Bureau.*
- *All Landing Zone Officer training required for Licensed EMS providers must be conducted according to the Landing Zone Officer: Safe Utilization of Air Medical Helicopters training program approved by the EMS Bureau.*

Preparation



- Pre-Planning the Course
- Budget
- Liability
- Course policies
- Clinical agreements
- Equipment
- Administration



Administrative Requirements



- All courses compliant with EdSM
- Course Coordinator ensures compliance
- Course Physician & Instructors co-responsible
- Approval prior to conducting class
- *Application by e-mail*

Application & Approval



- Complete application
- E-mail to EMSCourses@dhw.idaho.gov
- Bureau will e-mail back to you
 - Course approval
 - *Beginning Roster*
 - EdNet information

Process



- Complete the Course Beginning Roster
- E-mail back to EMSCourses@dhw.idaho.gov
- We will send the Course Completion Record
- If you have not heard from us, call to verify that we received it.

Records You Keep



- *Copies of all records sent to EMS Bureau*
- A master course schedule
- A class attendance record for each session
- A record of make-up sessions
- A record of remediation
- A record of individual skill evaluation
- A copy of each examination or quiz or evaluation administered

Records You Keep Cont.



- Copies of agreements with facilities for clinical and field internship objectives
- *Documentation of the course physician's approval of clinical preceptors and guest lecturers*
- *Documentation of orientation of clinical preceptors to the clinical objectives and scope of practice of the student*

Clinical Guidance



Records You Keep Cont.



- Documentation that demonstrates the student's achievement of all clinical and field internship objectives
- *A document that records the reason for failure of each student that failed to complete the course of study*
- All documents must have the course number

Course Completion



- 90% scheduled classes
- 100% course objectives
- Clinical & Field Requirements
- Specific institutional requirements

Student Prerequisites



- First Responder– None (CPR included in course)
- FR to EMT & EMT - CPR skills
- Advanced EMT – State or NR EMT-Basic
- Paramedic
 - State or NR EMT-Basic
 - Anatomy & Physiology
- Specific organization requirements

National Registry EdNet



- Coordinator Responsibility to
 - Register course
 - Verify students affiliated with course
 - Record satisfactory course completions
- Students Responsibility to
 - Create account
 - Select course
 - Pay fee
 - Take the test

Vouchers



- Pearson VUE sells vouchers that an entity can purchase for students.
- Vouchers expire 1 year from purchase.

Course Standards



- Course coordinator, primary instructor, assistant instructor, and course physician share in the accountability
- The primary instructor designated on the course application will direct and oversee all student instruction
- *Courses will contain not less than one (1) student that is not part of the teaching faculty*

Course Standards Cont.



- Students enrolled in initial Licensure courses are required to have a core textbook consistent with the objectives of the approved curriculum
- The student to instructor ratio for psychomotor instruction will be no greater than six to one (6:1)
- *No didactic education session may exceed eight (8) hours within a twenty-four (24) hour period*
- All instruction will meet or exceed the minimum recommended time allotted for the approved curriculum

Course Standards Cont.



- *All education will be consistent with the current approved curriculum and the scope of practice as defined in the EMS Physician Commission Standards Manual*
- 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

Course Standards Cont.



- All students enrolled in an initial Licensure course will receive an orientation to the functional job position description no later than the second classroom session
- All students enrolled in an initial Licensure course will receive an orientation to Idaho's EMS Licensure process and an orientation to the Idaho Licensure examination process

Course Standards Cont.



- Students enrolled in an initial Licensure course are required to attend 90% of the scheduled sessions of the course
- Students enrolled in a refresher course are required to attend 100% of the scheduled sessions of the course
- The student must complete all make-up education, if provided, before the course completion date
- **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**

Clinical Facilities



- The course physician, for Advanced EMT and Paramedic courses, must approve all guest lecturers, clinical facilities, and clinical preceptors
- The course physician designated on the original course application will approve Advanced EMT and Paramedic clinical facilities
- *Advanced EMT clinical education will meet the objectives outlined in the approved “Advanced EMT Clinical Objectives.”*

Clinical agreements



- 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
- *Students must complete the Paramedic field internships within eighteen (18) months of completing the didactic portion of the course*

Instructor Standards



- First Responder
 - Idaho Licensed 3 years or more
 - Instructor Orientation within last 24 months
- All Other Instructors
 - *Idaho Licensed on application*
 - *Licensed for 3 years or more*
 - *Instructor Methodology*
 - *Instructor Orientation within last 24 months*

Instructor Methodology



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

Ongoing Training Education Program



- A planned educational program designed to meet all continuing education needs for reLicensure of an EMS agency's individual personnel
- Required Personnel
 - Course Coordinator
- Medical Director must approve content for AEMTA & Paramedic

OTEP Curriculum



- An OTEP must contain not less than four (4) hours of education consistent with the level of Licensure for each component category listed below for each OTEP cycle
 - Assessment Based Management
 - Airway Management/Ventilation
 - Emergency Pharmacology
 - Management of the Trauma Patient
 - Management of the Medical Patient
 - Management of Pediatric Patients
 - Obstetrics and Childbirth with Care of the Newborn
 - Special Considerations for Patients as example Geriatric, Disabled, or Cultural Diversity
 - EMS Systems such as Medical Legal, Documentation, or similar topics

OTEP



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

OTEP



- The basis for OTEP learning objectives is the corresponding Idaho approved initial training curricula or logical extensions of those objectives
- Ideally, the program will coordinate educational needs identified by the agency quality improvement program

Otep



- The Otep must include Idaho specific topics, like POST or Safe Haven
- Time component must be equal to or greater than the continuing education requirement for each level of Licensure covered by the Otep
- **Verification of skill proficiency is not a required part of an Otep, however, organizations may include skill proficiency as a component of the Otep**

Who Can OTEP?



- Any licensed EMS agency or group of agencies
- Application procedure same as other courses
- Application 60 days in advance of start
- Course approval managed the same way

OTEP Reporting



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

OTEP Reporting



- 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

OTEP Standards



- 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 reLicensure cycle to receive a program completion

OTEP Standards Cont.



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

OTEP Standards Cont.



- Completing lessons developed for an OTEP program when not registered will not count as OTEP program credit by may count as traditional continuing education for reLicensure
- Contact the Education and Examinations Office



*Amateurs practice until they get
it right; professionals practice
until they cannot
get it wrong.*

Which one are you?

Examinations



- Examination Standards Manual
- Contains specific guidelines for:
 - Practical examinations
 - Cognitive examinations
 - Host site responsibilities
 - Candidate responsibilities
 - Personnel & equipment needs

Applications



- Practical & Mobile Applications
- Complete Application and e-mail to 60 days in advance of requested date
- Discussion if necessary
- Confirmation by e-mail

Mobile Exam Scheduling



- Course must be 50 miles from PearsonVUE
- Minimum of 5 candidates
- Can only test 12 at a time
- Not on the same day as practical
- Candidates register 21 days before test
- Authorization to Test Letters 10 days before
- Course Completion 10 days before

Practical Exam



- Host provides personnel & equipment
- Evaluators Licensed at or above level tested -
Not part of the course or a supervisor
- Specific evaluator/equipment in Appendix J
- Advanced exams require physician of record
- Candidates register 21 days before test
- Course paperwork 10 days before test

Practical Exam Limits



- # Candidates determined by host & resources
- Cost recovery set by host
- Collection of fees is a host responsibility
- No payment – no test
- No course completion – no test
- Walk-on policy

Course Registration



- Register course on EdNet – instructions sent with course approval
- Students create account
- Course Coordinator confirms student
- Student registers for examinations

Student Registration



- Student registers for cognitive – instructions sent by e-mail to students
- Student registers for practical – application provided by e-mail

Now What...



- Read the Standards Manual
- Pre-Plan the Course
- Pre-Plan the Examination Process
- Flexible When Possible

EMSCourses@dhw.idaho.gov

Contact the Education and Examinations Office
with any questions

QUESTIONS



Professor Barkai, may I be excused? My brain is full.