DRAFT

EMS Education & Examinations Rule Task Force March 23 & 24, 2011 Courtyard by Marriott 1789 S. Eagle Road, Meridian, Idaho 83642

<u>TASK FORCE MEMBER ATTENDEES:</u> Mary Anne Pace, Rod Piller, Mark Zandhuisen, John Lewis, Les Eaves, Janis Nelsen

EMS Bureau Staff: Wayne Denny, Marc Essary, Season Woods, Diana Hone

<u>Visitors:</u> Loralei Sturkie, Scott Reasor

Introductions

Mary Anne Pace opened the meeting at 9:06, March 23, 2011.

John Lewis moved to accept the February 23, 2011, minutes as presented. No objections.

ERTF Questions – sections updated March, 23 & 24, 2011

The two-day EMS Education and Examination Rule Task Force meeting started each day at about 9:00 am. The final ERTF Questions document posted below shows the work they accomplished. The participants reviewed the comments submitted by various members prior to the meeting and had lengthy discussions on the various topics. The sections that are highlighted require further development and/or research by the EMS Bureau. The bureau will develop rules using the input from the task force. The draft rules will be sent to task force members electronically for their review, as soon as they are available, hopefully sometime in April. At that time an ERTF May meeting will be scheduled to review the draft rules and prepare for town hall meetings.

Next Meeting

March 23, 2011, adjourned at 5:00 pm. March 24, 2011, adjourned at 4:00 pm.

Next meeting: May 18th or 25th?

ERTF Questions – at end of March 23-24, 2011 meeting

Statutory Authority - 56-1023 (2.)

The board is authorized and directed to adopt appropriate rules and standards concerning the administration of sections 56-1011 through 56-1022 and this section, Idaho Code, including criteria for educational programs, certification and licensure of personnel, certification of EMS instructors, licensure of ambulance, air medical and nontransport services, manufacturing standards for ambulances and nontransport vehicles, criteria for the use of air medical services by licensed EMS personnel at emergency scenes, establishment of fees for training, inspections and licensure, appropriate requirements for renewal of licensure of personnel and agencies and the management of complaints, investigations and license actions against licensed EMS personnel and agencies. The rules of the board must be consistent with the rules adopted by the commission.

Season

Les

<u>John</u>

Rod

Lynette

Mary Anne

Gordy

Sponsors

What/who can sponsor an EMR/EMT/AEMT class in Idaho?

- Licensed or Applicant EMS Agency An agency that currently holds an EMS license in Idaho or has met all of the agency licensure requirements with the exception of personnel.
- o Recognized governmental entities within the State of Idaho
- o Proprietary School Chapter 24, Title 33
- o Academic Institution meeting DoE requirements Secondary or post-secondary
- o Hospital A hospital, clinic, or medical center

What/who can sponsor a Paramedic class in Idaho?

All of the above when the program which graduates personnel after the effective date of these rules must achieve CoAEMSP accreditation requirements (needs defining for existing and new programs?)

What are a sponsor's responsibilities for an EMS class?

- o Equipment (<u>in standards manual, incorporate by reference?</u>) The new list that was created for the interim standards manual should work here.
 - o Enough equipment in good working order
 - Disposable equipment vs. reusable equipment if reusable equipment used, must demonstrate effective decontamination/cleaning of equipment available
- Facilities refer to NES
- Assure the necessary resources to present the training program.
 - Appropriately qualified instructors
 - Student to instructor ratio
 - o Texts/tools/handouts available prior to start of course

Programs/Courses

What are the policies and procedures for the educational program?

Course must have at least one student who is not the primary instructor.

- Student prerequisites
 - o EMR/EMT -
 - Current CHBC Clearance
 - Meet requirements of current functional job analysis
 - o AEMT
 - Current CHBC Clearance
 - Meet requirements of current functional job analysis
 - A&P offered by the agency or college, or
 - Current licensure as an AEMT 85
 - Paramedic
 - Current CHBC Clearance
 - Meet requirements of current functional job analysis
 - College A&P with lab,
 - College Math,
 - College English
 - High school graduate or GED (minimum);

What is the approved curriculum for courses?

- Current version NES
- EMSPC SoP OMs For OM courses
- Should there be a defined curriculum for Idaho specific medical/legal? Yes
 - o LZO
 - o POST
 - o SafeHaven
 - o Reportable diseases
 - o Reportable injuries/assaults
 - Significant Exposure (Ryan White Act? Epidemiology Rules... EMS providers have a right to request)

Are there minimum standards for a course?

- o Initial Course
 - o Hours and competency?
 - Areas needed for competency vs. classroom to be determined by program
 - EMR minimum 48 hours of classroom, competency for the rest
 - EMT minimum 150 hours of classroom, hospital, clinical, and field experience;
 50 hours must be classroom; competency for the rest
 - AEMT minimum 150 hours of classroom, hospital, clinical, and field experience; competency for rest
 - Paramedic minimum 1000 hours
 - o How is competency determined? We don't care, you tell us!
 - Who determines competency? Medical Director or designee according to the EdMSP (Program/Physician Agreement)
 - o Preceptors? These requirements are determined by the program
 - o Clinical requirements? Check NES for requirements and make them a must

Is it possible to determine which objectives of EMS education are critical and a person cannot test out of?

Competency: A standardized requirement for an individual to perform a specific job

Is EMS education delivered in a programmatic manner?

- Yes EVERY sponsoring entity is a program
- o Program approval requirements:
 - o How many primary instructors do you have?

- o Who are they?
- o Do you have enough equipment?
- o Who is/are your course coordinator(s)?
- o Who is/are your sponsoring physician(s)?
- o Which curriculum are you using?
- o Which text are you using?
- o How are you teaching each objective in the curriculum?
- o If you are planning to allow a student to not attend an "objective" how will you evaluate that student for competency?
- o What are reasons you would terminate someone from a program?
- O What are your pass/fail criteria? How do you enforce these?
- Complaint resolution
 - Clear guidelines must be laid out in the program manual
 - If complaint cannot be resolved locally, EMS Bureau investigation should be required.
- o If you are teaching a paramedic course, are you CoAEMSP approved? Where a criterion exists in common with that of an independent accreditation the EMS Bureau may accept the independent accreditation as evidence of meeting the requirements for Idaho EMS program approval for those criteria.
- o Do you have an Educational Medical Supervision Plan?
- Must have a written program manual and a contract for the students informing students of policies and procedures of the program
 - Pass/Fail,
 - Exam,
 - Course criteria,
 - Clinicals
 - Complaint resolution
 - Termination criteria
- o Where are your students completing their clinical?
 - Do you have clinical facility agreements set up?
 - Has your medical director approved of these facilities?
- o Where are your students completing their internship?
 - How are you going to determine their competencies?
 - By what method are you going to document them?
- O You must tell the EMS Bureau within one week of course start date, to include:
 - The course beginning roster,
 - Declaration of PI, CC or MD,
 - Declaration of any changes to program approval,
 - Exam application,

- List any students who are not attending or completing all objectives and submit documentation confirming how you determined that student is competent in that objective, and
- Schedule or calendar of class dates and times.

What are the requirements for medical oversight for program approval by the state?

Medical Oversight (all levels)

- o Responsibilities: The medical director is responsible for the EdMSP and all medical aspects of the program, including but not limited to:
 - Review and approval of the educational content and program curriculum to certify its ongoing appropriateness and medical accuracy
 - Review and approval of the quality of medical instruction, supervision, and evaluation of the students in all areas of the program
 - Attesting to the competence of each graduate of the program in the cognitive, psychomotor, and affective domains
 - Responsibility for cooperative involvement with the program director
 - o Adequate controls to assure the quality of any delegated responsibilities.
- Qualifications: The medical director must be a Doctor of Osteopathy (DO), or Medical Doctor (MD) currently licensed to practice medicine within the State of Idaho.
- Educational MSP must include: (Program/Physician Agreement)
 - o How is the physician going to review the content of curriculum?
 - o How is the physician going to review course exam questions?
 - o How is the physician going to verify terminal competency?
 - How is the physician going to ensure ongoing compliance with educational program standards?
 - How will the physician determine appropriateness of clinical, hospital, and internship sites?

Are Paramedic, AEMT, EMT, and EMR programs managed/regulated differently?

o No

Are there Idaho specific requirements for Paramedic programs above the CoAEMSP requirements?

o Yes, some see above.

Paramedic Hospital/Clinical Experience:

Prior to the internship, the student MUST demonstrate the ability to:

- Safely administer medications at least 15 times to live human patients, at least one in each category
 - IV
 - Oral
 - Nebulized
 - IM
 - SQ
 - Atomized
- Safely and effectively ventilate and perform endotracheal intubation on at least 5 live human patients,
- Safely gain vascular access at least 25 times on live patients of various age groups,
- Perform a comprehensive assessment on pediatric patients on at least 30 pediatric patients, at least 5 in each category:
 - Newborns (define ages)
 - Infants
 - Toddlers
 - School age
 - Adolescent
- o Perform a comprehensive assessment on at least 50 adult patients,
- o Perform a comprehensive assessment on at least 30 geriatric patients,
- o Perform a comprehensive assessment on at least 10 obstetric patients,
- o Perform a comprehensive assessment on at least 40 trauma patients,
- o Perform a comprehensive assessment on at least 20 psychiatric patients,
- Perform a comprehensive assessment, formulate and implement a treatment plan for at least
 100 patients with medical complaints, at least 10 in each category:
 - Chest pain,
 - Dyspnea/respiratory distress,
 - Syncope
 - Abdominal complaints (abdominal pain, nausea/vomiting, GI bleeding, gynecological complaint, etc.),
 - Altered mental status
- o Perform a comprehensive assessment, formulate and implement a treatment plan for at least 8 pediatric patients with dyspnea/respiratory distress.

<u>Paramedic Internship</u>: A critical thinking component of the educational program which occurs after the cognitive and psychomotor components are completed.

- The student must be assigned to a primary preceptor
- The student must complete 150 prehospital patient contacts.
 - Out of that 150, 100 must have a complete continuum of care
 - Out of that 100, 75 must be ALS (define and describe an ALS call)
 - Serve as a team leader in a variety of at least 50 prehospital responses
 - The student may only count a maximum of 8 contacts per 24 hour period

<u>Is an internship an important part of paramedic education?</u> Yes <u>Is it important that they see a minimum number of patients?</u> Yes

Is it important that they have a certain number of types of calls? Yes

How often do programs have to obtain approval?

o 3 Years

Do programs have to be approved? Yes

Pass/Fail Rates for Programs

- How many students started vs. completed the course?
- o How many students who completed the course attempted the exam?
- How many students who attempted the exam passed on their first attempt? 75%

What is "student" completion of a course? Is it different than course completion?

Student completion: student completes course requirements and successfully licensing requirements. Course completion: instructional goals are met successfully – licensing is not necessary.

What defines "course completion?" When is a course complete?

 Once you have completed all of the components of the education program you have successfully completed the course

What is the difference between student outcomes of "successful," "unsuccessful" or "pending?"

- o Successful: complete course requirements.
- o Unsuccessful: Fails to meet course requirements.
- o Pending: Has not failed or passed, but has yet to complete final course requirements.

How long can a student be "pending?"

- o EMR, EMT and AEMT 6 months
- o Paramedic 18 months due to internship

How long can a course run, from beginning to end?

EMR: 3 months;
EMT: 9 months;
AEMT: 12 months;
Paramedic: 18 months

Does it matter how courses are delivered?

No

Are there components of a course that must be delivered in-person?

No

Are there any competencies that must be met in-person?

Yes – All psychomotor skills

Does an Idaho EMS program student ever actually have to be in Idaho?

No

Does program approval look different for a college vs. an agency vs. a proprietary school vs. an independent business vs. any other sponsoring entity?

No

Do we rely on BoE Rules for proprietary and post secondary schools or do we establish all requirements in EMS Rules? BoE rule <u>and</u> "accreditation" should be sufficient. We need to firm up the requirement that each proprietary sponsoring entity meet eligibility criteria and maintain compliance with the requirements of the BoE or the Dept of Education rules.

Instructors

Should an instructor applicant have to complete a Criminal History Background Check (CHBC)?

o Yes

Are instructors certified for life?

o No

How often should they have to recertify?

- o Paramedic and AEMT Instructors, every two years
- o EMR and EMT Instructors, every three years

Requirements for Instructor certification

- o EMR
 - CHBC within the last three years
 - o Instructor Orientation within 24 months
 - AHA Core Content Instructor Course or a course that meets the requirements of an Adult Methodology Course within 24 months
 - Licensed at or above the level they intend to teach for a minimum of three years

- o Licensure requirements:
 - Currently Idaho licensed or holding a Certificate of Eligibility in Idaho at or above the level they intend to teach, or
 - Currently licensed as an MD or DO in Idaho with an emergency medicine background
- o EMT/AEMT/Paramedic
 - o CHBC (within the last three years)
 - o Instructor Orientation within 24 months
 - Course(s) that meet(s) the requirements of an Adult Methodology Course within 24 months
 - o Licensed at or above the level they intend to teach for a minimum of three years
 - o Licensure requirements:
 - Currently Idaho licensed or holding a Certificate of Eligibility in Idaho at or above the level they intend to teach, or
 - Currently licensed as an MD or DO in Idaho with an emergency medicine background

Are the instructor certification renewal requirements the same for EMR, EMT, AEMT and Paramedic educators?

o Yes

Should an instructor have to be continuously Idaho licensed or hold a Idaho CoE?

o Yes

Requirements for instructor recertification

- Must submit an application for recertification
- o Must attend an instructor orientation course within their certification period
- o Must teach one class within their certification period

Should an educational program have to have an Educational MSP?

o Yes

Program Administrative Staff

Are there requirements for program administrative staff?

Yes (may all be one person)

Program Director: Person responsible for:

- o All of the components of an educational program,
- o Application to the bureau,
- o Maintenance of program standards and documentation.
- Orientation of all adjunct faculty, clinical preceptors, and field internship preceptors to the training course objectives consistent with the educational standard for the level of training
- Signature is required for "complete" student documentation, and represents this level of responsibility
- o Must attend Instructor Orientation Course every time their program is renewed.

Course Coordinator: Responsible for all of the administrative components of a course, including notification to the EMS Bureau of beginning and completion dates and documents. Must attend Instructor Orientation Course every time their program is renewed.

Primary Instructor: Instructor responsible for all educational components of a course, including:

- Orienting all adjunct instructors to the curriculum or skill being taught,
- Supervising all adjunct instructors to assure compliance with course objectives
- Delivery of skill and lecture lessons and supervision of skills training to satisfy program goals, course objectives and curriculum requirements
- o Evaluation of student performance and competency during labs, didactic, clinical, and field internship training
- Documentation of student performance and competency
- o Provide required course documentation to course coordinator in a timely manner
- Attest to student competency (or lack of)at the end of course
- Obtain approval from program director for all guest lectures and content

Instructor: 75% of course must be taught by instructors certified in Idaho

Adjunct Instructor: Subject matter experts who may teach less than 25% of the course

Medical Director: See below

Medical Direction

Are medical directors required for all levels of courses?

Yes

Equipment

Equipment list in Standards Manual, incorporate by reference (Beg, borrow or steal, but must be seen during program inspection and available if that topic is being taught on spot check)

Are they different throughout the various levels?

Yes

Po

<u>Policies</u>

How long after a person completes a course are they eligible to sit the exam?

Follow NREMT model

Should there be a survey process once a course is completed?

o Program, course, instructor, student, graduate survey

Should the Bureau publish those survey results?

o Yes, on the web or available

Should the Bureau publish pass/fail rates from the certification exams?

o Yes

Should the Bureau publish any actions taken against a program or instructor?

o Yes

Exams

Is it broken?

Mobile written and practical exam dates will be requested at initial notification of a course and whenever possible, exams will be co-located with other courses.

<u>Inspections</u>

Should we have a program and course inspection process?

o Yes

What should it look like?

o Compliant with Rule

How often should a program inspection occur? Initial courses only at Bureau discretion but at least of once every three years, at renewal, with 30 day notice to agency or education institute, or at any other time the Bureau needs to. Move language from Agency rules to here.

Transition plan

Documents/Applications/Records

Is a course application required?

Not a course application, but course notification

Must course records be maintained? Yes

How long? 5 years

What records must be maintained?

- Attendance Records
- Exams given and the student(s) results
- o (FERPA)

Who is responsible for maintaining records? Sponsoring entity (program)

Investigations/Non-Compliance/Complaints/Sanctions (Colorado Rules – Wayne)

- o If you do not meet your 75% you must submit a plan by which you will. If you still don't, then...
- o If a program is "off the rails" we could move to course by course approval for that program...
- o On the third strike you must partner with an accredited institution...
- o Peer review...

References

NAEMSE

NAEMT

CoAEMSP

Board is elected by the general members of NAEMSE

Legislative support – they do not have a legislative office or committee

What products, resources and systems has NAEMSE developed for instructor development and maintenance? They have a course, they will send the instructors out, and teach it in your community. They have a textbook. There is a national certification/registration for EMS instructors, the 2002 education standards. If a person has been through a course that meets those standards a

person can take the exam and become nationally certified as an EMS instructor. There is access to an "Instructor Toolbox" to share with other instructors. What are the associated costs? The EMS Educator course is about \$500. (Bill will email or we can email him and ask)

Does NAEMSE have or acknowledge any model regulatory language related to the preparation, requirements or ongoing competency for instructors? If not, is there a model out there that a state has promulgated? NAEMSE hosts an annual symposium for CEs for instructors.