



STATE OF IDAHO

EMERGENCY MEDICAL SERVICES BUREAU

TRAINING STANDARDS MANUAL

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DEFINITIONS

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

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

ALS Skill Instructor: A skill instructor for a Paramedic training program approved by the sponsoring physician based on credentials for the objectives being taught.

Approved Course: A training course for initial or refresher education that has been authorized 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 training.

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.

BLS Skill Instructor: An EMS Bureau approved instructor at the First Responder and/or EMT Basic level responsible for the delivery and evaluation of the skills objectives of the applicable approved training course.

Bridge Course: The Idaho EMS approved First Responder to EMT Basic Bridge training course.

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 Training Facility: The physical location that will be utilized to conduct the didactic training required for the course.

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

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

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

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

Continuing Education: Prepared training sessions related to the objectives of the initial training 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 Tracking Number: Number applied for and assigned by the EMS Bureau for each initial and refresher training course, also used to identify the course on the NREMT EdNet web site.

Didactic Training: Instructional sessions consisting of cognitive and affective objectives of the curriculum.

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

EdNet: The National Registry of EMT's web based educational network found at 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 advisory board of the EMS Bureau which provides counsel 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 educational component of training, within an approved course, where the student is evaluated by a 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 objectives of the training program curricula.

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

Guest Instructor: An individual utilized in a training course for the delivery of specific information based upon having expertise associated with the objectives being taught.

Idaho Consortium for EMS Education (ICEE): EMS education subject matter expert group designed to assure collaboration, resources and regulation of EMS education in Idaho.

ILS Skill Instructor: A skill instructor for an Advanced or Intermediate training program approved by the sponsoring physician based on credentials for the objectives being taught.

Initial Training Course: An EMS Bureau approved course that meets the training 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 Training: Additional training 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.

Ongoing Training and Education Program: An option for an EMS agency to develop a specific training program that fulfills the requirement for Refresher training of the First Responder and/or EMT-Basic.

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

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 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 who understands the scope of practice and objectives of a specific training course who provides direct supervision and evaluation in a clinical or field internship training setting.

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

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

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

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

Remediation Training: Additional training session(s) completed prior to course ending date for any students that failed to achieve course objectives.

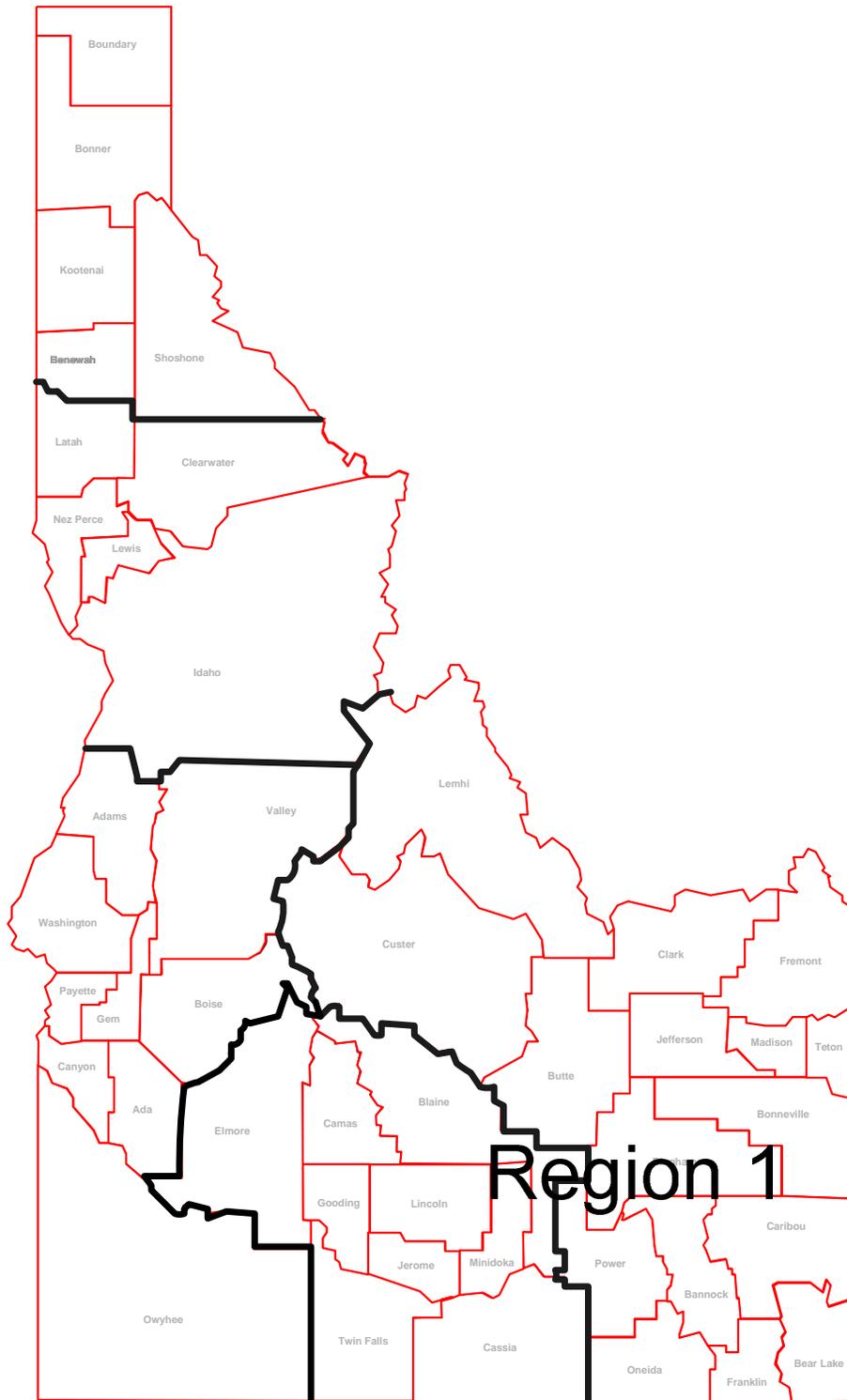
Skill Verification: The evaluation of a student or EMS providers' ability to perform a defined assessment, action or treatment.

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

Sponsoring Physician: A physician who must oversee training courses for the Advanced, Intermediate and Paramedic levels and may oversee training courses for the First Responder and /or EMT-Basic, as described within the *Idaho EMS Training Standards Manual*.

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

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



I. TRAINING PROGRAM COMPONENTS

The following standards define the minimal educational components necessary to conduct an Idaho EMS training course for initial certification or a required refresher.

A. Sponsoring Entity

- 1) Eligible sponsoring entities for First Responder, EMT Basic, Advanced, Intermediate and Paramedic courses include:
 - a) A currently licensed EMS agency,
 - b) an individual or institution in compliance with rules established by State of Idaho Department of Education, or
 - c) a recognized governmental entity within the State of Idaho.
- 2) The only eligible sponsoring entity for the First Responder to EMT Basic Bridge course is an Idaho licensed EMS agency.
- 3) Responsibilities of the sponsoring entity are:
 - a) To provide all educational components of the training program,
 - b) to provide the necessary resources to present the training program,
 - c) to assure that all students are presented with a course of study consistent with educational standards established in the Idaho EMS Training Standards Manual,
 - d) to recognize and assume the risks and liabilities associated with the presentation of the training program, and
 - e) to maintain all training records for a minimum of 4 years.

B. Personnel

- 1) Course Coordinator
 - a) Eligibility criteria include:
 - (1) Completion of a current Idaho EMS Bureau Instructor Orientation course or equivalent,
 - (2) orientation to the current EMS Training Standards Manual and

(3) orientation to the NHTSA approved and /or Idaho approved curriculum for the level of course being taught.

b) The Course Coordinator responsibilities include:

(1) To represent the sponsoring entity while providing all administrative oversight of the training program including maintaining required course documents,

(2) to acquire the training equipment needed for all skills objectives within the curriculum being taught,

(3) to assure that all administrative and educational standards are adhered to throughout the training program,

(4) to be available as the primary source of contact with the EMS Bureau regarding the training programs,

(5) to schedule and coordinate all of the training program components,

(6) to register and maintain course information on National Registry's EdNet following the procedures outlined in Appendix C and

(7) to develop and maintain training program policies.

2) Primary Instructor

a) Eligibility criteria include:

(1) Approved by the Idaho EMS Bureau for the course level being taught.

b) The Primary Instructor responsibilities include:

(1) Delivery of skill and lecture lessons,

(2) supervision of skills training,

(3) review and monitoring of all assistant course instructors and guest instructors to ensure compliance with the course objectives,

(4) evaluation of student performance and competency during didactic, clinical and field internship training,

(5) delivery of skill and lecture lessons,

(6) supervision of skills training,

- (7) review and monitoring of all assistant course instructors and guest instructors to ensure compliance with the course objectives,
- (8) evaluation of student performance and competency during didactic, clinical and field internship training,
- (9) documentation of student performance and competency,
- (10) orientation of all guest instructors, clinical preceptors and field internship preceptors to the training course objectives consistent with the educational standard for the level of training and
- (11) determine pass/fail criteria and outcome for each individual student.

3) Skills Instructor

a) Eligibility criteria include:

- (1) Approval by the Idaho EMS Bureau for BLS courses or
- (2) Approval by the sponsoring physician for ILS and ALS courses based on credentials for the objectives being taught.

b) The Skills Instructor responsibilities include:

- (1) Training students in skill objectives,
- (2) evaluation of student performance and competency, and
- (3) documentation of student performance and competency.

4) Preceptor

a) Eligibility criteria include:

- (1) Orientation to the objectives of the clinical and/or field internship and the scope of practice of the EMS student

b) The Preceptor responsibilities include:

- (1) Direct supervision of students while in the clinical or field internship environment,
- (2) evaluation of student performance and competency, and
- (3) documentation of student performance and competency.

5) Sponsoring Physician

a) Eligibility criteria include:

(1) Orientation to the scope of practice of the EMS student

b) The Sponsoring Physician responsibilities include:

(1) Complete oversight and authority of the training program,

(2) verification of competency of all students,

(3) approval of individuals as clinical and field internship preceptors,

(4) approval of all clinical and field internship sites,

(5) authorization of all Advanced EMT, EMT-I and Paramedic students to take the certification exam upon successful course completion and

(6) collaborating with EMS Medical Directors, Hospital Supervising Physicians and/or Medical Clinic Supervising Physicians to establish a medical supervision plan for students participating in clinical and internship training.

6) Student

a) Student responsibilities include:

(1) Providing the course coordinator with current contact information,

(2) notifying the course coordinator of status changes to contact information or student status such as illness, injury or withdrawal from course prior to completion and

(3) registration on the NREMT EdNet.

C. Equipment

Training programs will have access to equipment and training aids related to all skill objectives within the curricula.

D. Facilities

1) Classroom facilities used for EMS training programs are required to be conducive to a learning environment to include:

- a) Environmental controls for heating, cooling and ventilation
 - b) space for adequate seating and practical skills relative to the anticipated number of students and type of course and
 - c) appropriate restroom facilities.
- 2) Clinical facilities are locations where students perform the psychomotor objectives learned in the classroom on actual patients.
- a) Clinical facilities are required to be appropriate to the objectives of the training program.

E. Course Records

Student, administrative and instructor records are to be maintained by the sponsoring agency or institution and retained for a minimum of four (4) years.

F. Approved Curricula

- 1) The State Health Officer approves all training curricula for use in EMS initial and required refresher training courses.
- 2) Training programs are required to follow the approved curricula.
- 3) proposed curricula or training program changes may be initiated by the sponsoring entity through the EMS Bureau Regional Office.
- 3) Sponsoring entities wanting to conduct a course for initial certification or refresher training using a curricula which has not been approved by the State Health Officer must submit the compiled curricula to the EMS Bureau.
 - a) The sponsoring entity must submit a comparison review of the proposed curriculum to the approved curricula.
 - b) The proposed curricula will go through a review process by the EMS Bureau, which will include a review of the curriculum by the State health officer and may include review by EMSAC and/or ICEE.
 - c) Applicant will be notified of approval or denial of the proposed curriculum.

II. TRAINING PROGRAM ADMINISTRATIVE PROCEDURES

A. All Courses

- 1) The course coordinator is responsible for ensuring compliance with the administrative procedures.
- 2) Initial certification and required refresher training programs require course application and EMS Bureau approval prior to conducting the training.
- 3) Training programs will be based on and encompass the entire approved curriculum for the approved level of training
- 4) Record Keeping: Original course records will be submitted to the EMS Bureau as directed below:
 - a) Templates of the most current versions of the following standardized forms are available on the Idaho EMS website. User generated forms submitted to the Bureau must follow the same format as the templates.
 - b) The following pre-printed forms will be provided to the course coordinator upon course approval.
 - (1) "Course Beginning Roster": Completed at the first scheduled class meeting and submitted to the EMS Bureau Regional Office within five (5) days of the course beginning date,
 - (2) "Master Course Attendance Record": Verified by the course coordinator and submitted to the EMS Bureau Regional Office within ten (10) days of course completion.
 - (3) "Master Skills Proficiency Record": Verified by the course coordinator and submitted to the EMS Bureau Regional Office within ten (10) days of course completion.
 - (4) "Course Completion Record": Verified by the course coordinator and submitted to the EMS Bureau Regional Office within ten (10) days of course completion. All students listed on the "Course Beginning Roster" are to be listed on the "Course Completion Record" with those students who did not successfully complete the course noted in the appropriate column.
 - c) The following additional class records are required to be kept by the course coordinator and may be reviewed as requested by an EMS Bureau representative:
 - (1) "Master Course Schedule": to include the course schedule as approved with documentation of canceled, modified or added classes including dates, times, instructor and location changes.

- (2) "Class Attendance Record": (per session) to include dates classes were held, lesson number, and signatures of those attending including student, instructors, and skill instructors.
- (3) "Make-up Documentation": to include a lesson plan for the session which verifies all course objectives were achieved for each student who missed class; date of make-up session; objective(s) being taught, student and instructor signature. Make-up sessions must be completed prior to course ending date.
- (4) "Remediation Documentation": that verifies all course objectives were achieved for each student who failed to demonstrate, by written examination or skill evaluation, achievement of any objective during regularly scheduled class time; to include remediation action plan, date(s) and time of remediation session, performance evaluation, student and instructor signature. Remediation sessions must be completed prior to course ending date.
- (5) "Individual Skill Evaluation Sheet": that documents the evaluation of each specific skill contained in the curriculum, pass/fail criteria, student name, student performance, date of evaluation, student and instructor signature.
- (6) Quizzes / Tests / Exams: a copy of each examination administered, student name, pass/fail criteria, individual student score and date administered.

4) The course tracking number should be utilized on all documents, records and correspondence pertaining to the approved course.

5) The sponsoring entity will only issue a course completion document for the training program to students that successfully complete the following, prior to course ending date:

- a) Has received a favorable (passing) review from the primary instructor,
- b) met attendance requirements,
- c) demonstrated competency in all didactic and psychomotor training objectives,
- d) successfully completed all clinical and/or internship requirements, and
- e) completed all other training program requirements.

- 6) The course completion document issued to the students will include:
- a) type of course,
 - b) level of course
 - c) name of the sponsoring entity,
 - d) full name of student,
 - e) EMS Bureau course tracking number,
 - f) course location,
 - g) course beginning and completion date,
 - h) printed name of course coordinator,
 - i) printed name of primary instructor and
 - j) signature of primary instructor.

B. Additional Procedures for First Responder to EMT-Basic Bridge Courses

- 1) The only eligible sponsoring entity for the First Responder to Basic EMT Bridge course is an Idaho licensed EMS agency.
- 2) The course completion document must include the course approval number, dates, number of hours and instructor name for the First Responder course already taken, so when combined with the Bridge course hours, the student can meet eligibility requirements for their National Registry exam.

C. Additional Procedures for EMT Basic Courses

- 1) The Course Coordinator will submit a written plan with the course application documents for students to achieve a minimum of ten (10) patient contacts in the field or clinical environment, to be accomplished prior to course completion,

D. Additional Procedures for Advanced, Intermediate and Paramedic Courses

- 1) Sponsoring physician approval is required for preceptors utilized in clinical and/or field internship training.
- 2) Written agreements with appropriate clinical and/or field internship training sites must be submitted with the course application documents, to include:
 - a) location and effective dates,
 - b) areas of access, and
 - c) allowable skills.

- 3) Preceptors are required to be oriented to scope of practice of the Advanced EMT and the clinical and/or field internship objectives.
 - a) Documentation of preceptor orientation to the training program should be kept on file by the course coordinator and
 - b) Orientation must occur before students arrive for training.
- 4) Skill instructors require approval by the sponsoring physician based on credentials for the objectives being taught.
- 5) Guest instructors require approval by the sponsoring physician based on credentials for the objectives being taught.
- 6) The sponsoring entity will maintain records verifying completion of the clinical and/or field internship objectives.

E. Out of State EMS Student Clinical and/or Field Internship Training

- 1) The out of state training program will request approval from the Idaho EMS Bureau for clinical and/or field internship training. The written request must include;
 - a) Name of training program sponsor,
 - b) contact information of training program sponsor,
 - c) written agreement with clinical and/or field internship training site(s),
 - d) roster of enrolled students,
 - e) dates of beginning and ending term,
 - f) signature of out of state sponsoring physician and
 - g) signature of Idaho authorizing physician.

F. Changes To An Approved Course

- 1) The course coordinator will contact the EMS Bureau Regional Consultant to discuss proposed changes to an approved course prior to initiating the change.
 - a) Some changes may require the submission of a written request and review by the EMS Credentialing Manager.
- 2) Proposed changes will be in compliance with the EMS Training Standards Manual and approved curriculum.

III. INITIAL COURSE APPLICATION PROCESS

A. All Initial Course Application Procedures

- 1) The sponsoring entity will use the most current standardized course application form available from the EMS Bureau Regional Office or from the Idaho EMS Bureau website, www.idahoems.org
- 2) Initial certification training courses must be approved by the EMS Bureau prior to conducting training.
- 3) The completed application, including all supporting documents, will be submitted to the appropriate EMS Bureau Regional Office.
 - a) Course application procedures in Appendix C will be followed

B. Additional Application Standards for Specific Levels of Training

- 1) First Responder
 - a) The sponsoring entity should allow at least thirty (30) days for EMS Bureau course approval after submission of all required documents for the First Responder course.
- 2) First Responder to EMT Basic Bridge Course
 - a) The sponsoring EMS agency should allow at least thirty (30) days for EMS Bureau course approval after submission of all required documents for First Responder to Basic EMT Bridge course.
 - b) The application used for the First Responder to Basic EMT Bridge course will be the same as the Basic EMT course application.
 - c) Time spent in the defined modules should be aligned to meet minimum recommended hours for the Bridge course using a Basic EMT course outline for topics, the Bridge course curriculum guide and, if used, the student pre-assessment tool.
- 3) EMT Basic
 - a) The sponsoring agency should allow at least thirty (30) days for EMS Bureau course approval after submission of all required documents for the Basic EMT course.
- 4) Advanced, Intermediate and Paramedic
 - a) Advanced, Intermediate and Paramedic EMT courses require initial application sixty (60) days in advance for course approval.
 - b) Prior to course approval being granted, the Advanced, Intermediate and Paramedic initial course application process requires a course planning meeting with the course coordinator, primary instructor, sponsoring physician

and regional consultant to review course requirements and educational standards.

C. Bureau Review of Course Applications

- 1) Upon receipt of a course application, the regional office will issue a course tracking number.
- 2) The regional consultant will review the application materials to verify compliance with the current EMS training standards and may contact the course coordinator and/or primary instructor for any necessary clarifications.
- 3) Regional office staff will enter course information into the Education Module of the EMS Bureau database.
- 4) The EMS Bureau Credentialing program will review and either:
 - a) Approve the course, notify the associated regional office and approve on EdNet, or
 - b) Deny the course request and notify the associated regional office concerning noncompliant issues and allow 30 days for compliance.

IV. REFRESHER COURSE APPLICATION PROCESS

First Responder, EMT-Basic and Advanced EMT refresher training requires course approval.

A. First Responder Refresher – A “Course Outline and Planning Guide” will be submitted for a traditional First Responder Refresher, to include

- 1) Review of the materials presented in the original training program for a minimum of 18 hours.
- 2) First Responder refresher topics must include;
 - a) Preparatory
 - b) Airway (Infant, Child and Adult)
 - c) Patient Assessment
 - d) Circulation
 - e) Illness and Injury
 - f) Childbirth and Children

B. EMT-Basic Refresher - A “Course Outline and Planning Guide” will be submitted for a traditional EMT- Basic Refresher, to include

- 1) Review of the materials presented in the original training program for a minimum of 24 hours.
- 2) EMT-Basic refresher topics must include:
 - a) Preparatory
 - b) Airway (Infant, Child and Adult)
 - c) Patient Assessment
 - d) Medical/Behavioral
 - e) Trauma
 - f) Obstetrics, Infants and Children

C. Ongoing Training and Education Program (OTEP)

- 1) An Ongoing Training and Education Program may be used to meet the requirements of the First Responder or EMT-B Refresher course.
- 2) Application must be submitted 30 days prior to the planned start date.
- 3) Application will include:
 - a) Lesson plans based on the topics defined above for review of the original training program material and
 - b) Description of delivery method used for required material,
- 4) The OTEP requires annual reporting to the EMS Bureau, to include:
 - a) Names of students enrolled,
 - b) names and dates of students successfully completing the program and,
 - c) program changes or updates.
- 5) A course completion certificate will be issued to each student successfully completing the objectives of the refresher course.

D. Advanced EMT Refresher – A “Course Outline and Planning Guide” will be submitted for an Advanced EMT Refresher, to include:

- 1) Review of the materials presented in the original training program for a minimum of 6 hours.

2) Advanced EMT refresher topics must include

a) Advanced Airway Management

b) Vascular Access

V. TRAINING STANDARDS

A. Initial Training Course Standards

1) The course coordinator, primary instructor and/or sponsoring physician are all responsible to assure minimum training standards are maintained throughout the course.

2) The student instruction shall be conducted under the direction of the primary instructor designated on the application.

3) Each student is required to have a core textbook consistent with the objectives of the approved curriculum.

4) The student to instructor ratio shall be no greater than 6:1 for all psychomotor skills training.

5) All students will be oriented to the functional job position description from the approved curriculum no later than the second classroom session.

6) Students will be trained consistent with the current approved curriculum and their scope of practice as defined in *EMS Physician Commission Standards Manual*.

7) Training credentials and experience of guest instructors will be consistent with the objectives being taught.

8) Students are required to attend 90% of the scheduled class hours for all courses and demonstrate achievement of 100% of course objectives.

9) Minimum Personnel

a) All courses will have a minimum of a primary instructor and course coordinator; however at the First Responder and EMT-B level this may be the same person.

b) All courses will have a minimum of two students attending.

10) Make-up training is required of all students missing classes to complete minimum attendance requirements and all course objectives.

11) All courses containing distributive learning methods shall be conducted by a sponsoring entity that is approved by CECBEMS, CoAEMSP or ICEE.

12) Remediation training is required for all students who fail to meet minimum proficiency levels.

- a) Remediation will be completed, when necessary, after the student deficiency is documented, and before the student receives training beyond the module in which the need for remediation was identified.
- b) Remediation is to be scheduled in addition to the core course and prior to the course ending date.

B. Additional Training Standards for Specific Levels of Training

1) First Responder - Initial:

- a) First Responder primary instructors require EMS Bureau approval,
- b) EMS Bureau approved instructors must personally instruct 75% of the scheduled course.

2) First Responder - Refresher:

- a) First Responder primary instructors require EMS Bureau approval,
- b) EMS Bureau approved instructors must personally instruct 75% of the scheduled course,
- c) First Responders can attend a Basic EMT refresher course to meet the Refresher requirement for recertification acknowledging that:

- (1) First Responders attending a Basic EMT refresher course are required to attend the entire course,
- (2) the scope of practice or level of certification does not change for First Responders who complete a Basic EMT Refresher course,
- (3) the instructor will differentiate the scope of practice relative to each level of provider attending the refresher course, and
- (4) a Basic EMT Refresher course taken by a First Responder must have as the primary instructor a Basic EMT approved instructor.

3) First Responder to EMT Basic Bridge Course

- a) The First Responder to Basic EMT Bridge course is the same as a Basic EMT course and the same standards apply.
- b) Instructors are encouraged to use a validated preassessment exam for potential students. Exam results can then be utilized to define deficiencies to determine focus areas needed in each of the seven modules.

4) EMT- Basic - Initial

- a) EMT-Basic primary instructors require EMS Bureau approval,

b) EMS Bureau approved instructors must personally instruct 75% of the scheduled course,

c) Student Prerequisites: CPR skills are a prerequisite for Basic EMT students. Essential elements include: patient assessment, scene survey, recovery position, infection control, recognizing a heart attack, Adult, Child & Infant CPR including 1& 2 rescuer, mouth-to mouth, mouth-to mask, bag-valve mask, conscious and unconscious choking procedures.

d) The EMT Basic student must complete a minimum of ten (10) EMS patient contacts under the supervision of a preceptor, in either a clinical training site or within a field internship program.

5) EMT-Basic – Refresher:

a) EMT-Basic Refresher primary instructors require EMS Bureau approval.

6) Ongoing Training and Education Program First Responder

a) Annual Skill evaluation for the First Responder will include;

(1) Current AHA standard CPR, foreign body airway obstruction and defibrillation of the infant, child and adult,

(2) Airway management of the infant, child and adult to include use of airway adjuncts and bag-valve mask,

(3) Patient assessment of the infant, child and adult medical patient and

(4) Patient assessment of the infant, child and adult trauma patient.

7) Ongoing Training and Education Program EMT-Basic

a) Annual Skill evaluation for the EMT-Basic will include:

(1) Current AHA standard CPR, foreign body airway obstruction and defibrillation of the infant, child and adult,

(2) Airway management of the infant, child and adult to include use of airway adjuncts and bag-valve mask,

(3) Spinal immobilization of the seated and supine infant, child and adult,

(4) Patient assessment of the infant, child and adult medical patient and

(5) Patient assessment of the infant, child and adult trauma patient.

8) Advanced EMT – Initial:

- a) Primary instructors require EMS Bureau approval,
- b) Advanced EMT courses require sponsoring physician oversight and approval,
- c) guest instructors require sponsoring physician approval,
- d) students shall be eligible for or hold current Idaho certification or a National Registry card at the Basic EMT level, to enroll in an Advanced EMT course,
- e) students shall demonstrate competency in the corresponding didactic course objectives prior to clinical or field internship training related to those objectives,
- f) clinical and/or field internship training sites will be consistent with the objectives of the training program and approved by the sponsoring physician,
- g) students may act only under direct supervision of an approved preceptor during clinical and/or field internship training, and
- h) clinical training will meet the requirements outlined in the approved “Advanced EMT Clinical Objectives.” (See Appendix A)

9) Advanced EMT – Refresher:

- a) Primary instructors require EMS Bureau approval,
- b) Advanced EMT refresher courses require sponsoring physician approval and oversight.

10) EMT-Intermediate - Initial:

- a) Primary instructors require EMS Bureau approval,
- b) primary instructor will personally instruct or monitor at least 90% of the didactic training of the course and must instruct or oversee the skills training sessions.
- c) EMT-Intermediate courses require medical director oversight and approval,
- d) students must be eligible for or hold current Idaho certification, or a National Registry card at the Basic EMT level, to enroll in an EMT Intermediate course,
- e) students must demonstrate competency in the corresponding didactic course objectives prior to clinical training related to those objectives,

- f) clinical training will be completed at locations consistent with the objectives of the training program and approved by the course sponsoring physician,
- g) clinical training will meet the requirements outlined in the approved EMT-Intermediate curriculum guide,
- h) students must complete all course objectives prior to initiating field internship and
- i) students may act only under direct supervision of an approved preceptor during clinical training and field internship.

11) EMT-Intermediate Refresher

- a) A formal refresher course for Intermediates is not required for recertification; therefore, the EMS Bureau does not establish criteria for approval.

12) EMT-Paramedic – Initial (Non Accredited):

- a) Primary instructors require EMS Bureau approval,
- b) EMT-Paramedic courses require sponsoring physician oversight and approval,
- c) students must be eligible for or hold current Idaho certification, or a National Registry card at the Basic EMT level, to enroll in a Paramedic course,
- d) students must complete and demonstrate competency in the didactic course objectives prior to initiating clinical training,
- e) students must demonstrate competency in the corresponding didactic course objectives prior to clinical training related to those objectives,
- f) clinical training will be completed at locations consistent with the objectives of the training program and approved by the course sponsoring physician,
- g) clinical training will meet the requirements outlined in the approved EMT-Paramedic curriculum guide,
- h) students must complete and demonstrate competency in the didactic and clinical course objectives prior to initiating field internship,
- i) students may act only under direct supervision of an approved preceptor during clinical training and field internship.

13) EMT-Paramedic – Refresher:

a) A formal refresher course for Paramedics is not required for recertification; therefore the EMS Bureau no longer establishes criteria for course approval.

VI. INSTRUCTOR STANDARDS

A. Application and Approval Process

- 1) An individual seeking approval as an Idaho EMS instructor will submit an instructor application to the EMS Bureau Regional Office, using the most current standardized application which is available from the EMS Bureau Regional Office or from the Idaho EMS Bureau web site, www.idahoems.org.
- 2) At the time of application for instructor status, an individual must possess current state EMS certification or National Registry registration at or above the level of instructor status being requested.
- 3) Primary instructors must be Idaho EMS Bureau approved instructors.

B. First Responder Instructor Qualifications

- 1) Certification at or above the First Responder level for a minimum of three (3) years.
- 2) Completion of an Idaho EMS Bureau Instructor Orientation course within 24 months prior to application.

C. EMT Basic Instructor Qualifications

- 1) Certification at or above the Basic EMT level for a minimum of three (3) years.
 - a) A three (3) year certification history at the EMT-Basic level is required of any allied health care professional. (e.g. Nurse, PAs)
 - b) Applicants eligible for Basic EMT level instructor approval will also be approved to teach the First Responder level training course.
- 2) Completion of an Idaho EMS Bureau Instructor Orientation course within 24 months prior to application.
- 3) Successful completion of an Adult Instructional Methodology course approved by the EMS Bureau based on content that includes the following course content:
 - 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.
- 4) For courses already approved as acceptable Adult Instructional Methodology courses, see Appendix B.
- a) The EMS Bureau may request additional documentation to facilitate a comparison of equivalency to alternative Adult Instructional Methodology courses; include a copy of the course transcript or course completion certificate from the institution conducting the equivalent training and a copy of the learning objectives from the course being considered for determination of equivalency status.
 - b) Determination of equivalency for orientation to the curriculum will be made on a case-by-case basis.

D. Advanced EMT Instructor Qualifications

- 1) Completion of an Idaho EMS Bureau Instructor Orientation course within 24 months prior to application.
- 2) Successful completion of an Adult Instructional Methodology course approved by the EMS Bureau based on content defined in Section V.D.3, see Appendix B.
- 3) Submission of a Detailed Resume: To include work history, education levels with dates of completion and contact references.
- 4) Submission of EMS Certification History: Certification at or above the Advanced EMT level for a minimum of three (3) years is required.
- 5) Proof of Mentored Teaching Hours: Sixty (60) Hours in Advanced EMT instruction documented by the primary instructor/mentor of an approved course.
- 6) Submission of a Letter of Recommendation: from an EMS agency medical director, an EMS agency educational program sponsoring physician or agency administrator regarding applicant's overall applicability and fitness for instruction of EMS health care topics.

E. EMT-Intermediate Instructor Qualifications

- 1) Certification as one of the following must be documented:
 - a) three (3) or more years at or above the Idaho EMT-I certification level;

- b) Idaho licensure as a physician, licensed professional nurse or other mid-level health care provider and current certification at any EMS provider level, or
 - c) employment as an instructor by a college or university with a paramedic program accredited by the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP).
- 2) Completion of an Idaho EMS Bureau Instructor Orientation course within 18 months of the proposed course start date or instructor application submission.
 - 3) Successful completion of an Adult Instructional Methodology course approved by the EMS Bureau based on content defined in Section V.D.3, see Appendix B.

F. EMT-Paramedic Instructor Qualifications

- 1) Completion of an Idaho EMS Bureau Instructor Orientation course within 24 months prior to application.
- 2) Successful completion of an Adult Instructional Methodology course approved by the EMS Bureau based on content defined in Section V.D.3, see Appendix B.
- 3) Submission of a Detailed Resume: To include work history, education levels with dates of completion and contact references.
- 4) Submission of EMS Certification History: Certification at or above the Paramedic level for a minimum of three (3) years.
- 5) Mentored Teaching Hours: 150 Hours in Paramedic instruction documented by the primary instructor/mentor of an approved course.
- 6) Submission of a Letter of Recommendation: From an EMS agency medical director, an EMS agency educational program sponsoring physician or agency administrator regarding applicant's overall applicability and fitness for instruction of EMS health care topics.

VII. TRAINING PROGRAM EVALUATION

A. EMS Bureau Review Process

- 1) EMS Bureau staff may monitor courses for compliance with training and educational standards.
- 2) Training programs and/or sponsoring entities may be evaluated for compliance to training standards by EMS Bureau staff or designee.
- 3) Instructor performance may be evaluated by:

- a) students using a standard evaluation tool adopted or developed, and executed by the EMS Bureau.
 - b) EMS Bureau staff or designee by review of student performance on National Registry exam and/or other standardized course exams or course monitoring.
- 4) Course coordinator performance may be evaluated for compliance to training standards by EMS Bureau staff or designee.

B. Training Program Evaluation Findings

- 1) The information obtained from training program evaluations and summary findings will be reviewed with the course coordinator.
- 2) Summaries of training program findings may be made available to licensed EMS services and organizations sponsoring EMS training programs upon request.

C. Non-Compliance Issues

- 1) Sponsoring entities found to be non-compliant with Idaho EMS training and/or educational standards may have course approval revoked or be denied approval of future course(s) or be denied eligibility to training grant funds.
- 2) Instructors found to be non-compliant with training and/or educational standards may have their instructor approval status revoked upon Bureau review, considering recommendations from the Emergency Medical Services Advisory Committee and/or ICEE.
- 3) Course coordinators found to be non-compliant with training and/or educational standards may be denied the ability to act as course coordinators for future courses, based on review findings of EMS Bureau staff.

APPENDIX A

IDAHO EMS BUREAU TRAINING STANDARDS MANUAL

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

IDAHO EMS BUREAU TRAINING STANDARDS MANUAL

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

IDAHO EMS BUREAU TRAINING STANDARDS MANUAL

Course Coordinator Instructions for NREMT EdNet Registration

The Course Coordinator is responsible for course registration with the National Registry of EMT's (NREMT) for initial training courses. This registration must be completed so students can have access to their certification examination.

1. Apply for initial training course approval with the Idaho EMS Bureau, as directed on page 11 of the Training Standards Manual.
2. Register as a "Program Director"¹ on the NREMT web site (this is only required once; see Step 1 below.)
3. Upon receipt of the EMS Bureau issued "Authorization to Register" letter, register your "Education Program"² on the NREMT web site. (This is required for each course; see Step 2 below.)
4. Upon receipt of the "Course Approval Notification" from the EMS Bureau, begin classes as scheduled. (For ongoing course management, See Step 3 below.)
5. Verify education program (course) approval on NREMT web site by revisiting the NREMT website and assuring your education program (course) had been approved by the state.
6. Inform students of their responsibilities to apply for the NREMT Written Exam on-line and provide the students with their "Course Tracking Number." (Appendix D)
7. Upon completion of the course, submit required course documentation to the EMS Bureau.
 - a. Verify student course completion status (Pass, Fail, Not My Student) on the NREMT web site. (See Step 3)

Step 1. Registration as a Training Program

The Course Coordinator (Program Director) Registration with National Registry: You will only have to complete this step once, even if coordinating multiple courses. You must have an active e-mail account in order to register on the NREMT web site. If you do not have an e-mail account, you may obtain one through your internet service provider or at web sites such as [Google](#), MSN, Yahoo, Hot Mail, etc.

¹ The National Registry term "Program Director" is the same as the Idaho "Course Coordinator"

² The "Education Program" name is the Idaho "Course Tracking Number" (e.g. 207099BI)
EMS Training Standards Manual

1. Go to the NREMT website at www.nremt.org
2. Once on the NREMT site click on “login” located at the top of your screen.
3. Click on “Set Up New Account.”
4. The website will prompt you to enter your personal information and create a username.
5. Request the “Program Director” user role. The Idaho term “*Course Coordinator*” and NREMT term “*Program Director*” are the same.
6. Write down your user name and password for future reference and keep it in a secure place.
7. This completes the steps to create a personal account.

Step 2. Register Each Course (Education Program).

The course coordinator will need the “Authorization to Register” letter issued by the EMS Bureau for reference during this process.

1. Go to the NREMT website at www.nremt.org
2. Click on “login” located at the top of your screen.
3. Log into your personal account created in step one.
4. Review and edit any changes to your information, if necessary.
5. Click on the link to the “Request Authorization of an EMS Education Program.”
 - a. If this is your second course, click on “Edit Your Profile” located on the right hand column of the Log-In page above your user name. Choose “Request Authorization of an EMS Education Program.” and continue as instructed.
6. Choose ID as the authorizing state
7. Enter the ***Course Tracking Number*** issued to you by the EMS Bureau in the “Authorization to Register” letter, as the “Education Program” name on the NREMT web site.
8. Verify or enter your Program Director information.
9. Select a single registration level for your course. (I/85 is the same as Idaho’s Advanced EMT-A level)
10. Verify address and contact information are accurate for the requested course.
11. Enter a physical address and contact information for the course.
12. In the field “ALS Practical Exam Host” choose “No we do not want to be a practical exam host.” This option is not currently available in Idaho.

13. When reviewed for completeness click submit.

14. If your course request is denied you will be sent an automated e-mail from the NREMT web program advising you to contact the State EMS Office. You should direct your call to the Idaho EMS Bureau regional office for further assistance.

Step 3. Managing Your Approved Course on the NREMT Web Site

After you have received the course approval documents from the EMS Bureau, you can log on to the NREMT web site as before and review your approved course information for accuracy.

1. Contact the regional EMS office to discuss any course changes. Some changes can be made by you on EdNet, some changes would need to be made by an authorized state representative.

2. Provide your students with instructions (appendix D) to set up their personal candidate account associated with your training program on the NREMT web site. You will need to give your students the course tracking number issued by the EMS Bureau in order for them to associate with your course.

3. When a student associates with your course, you will be sent an e-mail directing you to log on to NREMT web site to review the student information. The NREMT web site allows you three options for the student:

- a) “Successfully completed program requirements as well as CPR and skill competency” (Pass)
- b) “Did not successfully complete program requirements” (Fail)
- c) “Not Our Student”

4. When your course is complete, review the information and choose the appropriate statement for each student.

5. Click ‘Submit.’ for the accurate course completion status for each student. The student will then be removed from the list. By submitting you are attaching your electronic signature to that candidate’s application and approving them to take the National Registry exam.

APPENDIX D

IDAHO EMS BUREAU TRAINING STANDARDS MANUAL

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.

Step 1: Create Your Account

1. Go to www.nremt.org
2. Click on 'Login'. (Found in the blue bar at the top of the page)
3. Click on 'Set Up New Account'.
4. Complete all information in this section as prompted.
5. Request user role of 'Registrant or Candidate' (Do not complete any information within the gray box.)
6. Read the submission statement.
7. Click on "Submit".
8. Write down your user name and password and keep them in a secure place for future reference.
9. After you have completed these steps, you can follow the link and login with the username and password you created.

Step 2: Manage Your Account Information

1. Complete all information in the Personal Account Information fields as prompted. *Note: This is the name that will appear on your application, National Registry certificate and card upon successful completion of the examination.*
2. When you have completed all fields, click 'Save'. You will receive a message indicating 'Account Saved'

Step 3: Create a New Application (Apply to Test)

1. Click on ‘Create a New Application’.
2. Review the Personal Information Summary – if any items are incorrect, make corrections by clicking on ‘Manage Account Information’.
3. Select the application level you wish to complete (EMT I/85 is the same as Advanced EMT-A).
4. Review the Entry Requirements; check the acknowledgement to complete the online application.
5. Complete any statements as prompted.
6. Click on ‘Next’ and complete all information in this section as prompted.
7. Read the acknowledgement prior to clicking ‘Submit’. Clicking ‘Submit’ is your electronic signature and indicates that you have read, reviewed and agree to the acknowledgement.
8. Pay Application Fee
 - a. NREMT recommends that you pay your application fee at the time you complete your online application.
 - b. You can pay by credit/debit online or print a money order tracking slip for mailing your money order to the NREMT.
9. An Authorization to Test (ATT) will not be issued until payment has been received and all other verifications are complete.
10. Printing your “Authorization to Test” letter

NREMT/Person Vue Test Centers

Boise, ID

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

Idaho Falls, ID

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

Pocatello, ID

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

Coeur d’Alene, ID

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

Lewiston - tbd**Twin Falls, ID**

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