

POLICY #172: PARAMEDIC TRAINING PROGRAM APPROVAL

I. PURPOSE

- A. To establish criteria as defined by Title 22 of the California Code of Regulations (CCR), for the approval of paramedic training programs in the County of San Luis Obispo (SLO).

II. POLICY

- A. All prospective paramedic training programs must have approval from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).
- B. All prospective paramedic training programs must apply to and receive approval from the County of SLO Emergency Medical Services Agency (EMS Agency) prior to offering any paramedic initial or refresher courses, including modular refresher courses or continuing education formats.
- C. Program approval is for four (4) years or the term specified in the current CCR governing paramedic training program approval.
- D. The training program will apply to the EMS Agency for re-approval every four years.
- E. Program approval or disapproval will be made in writing by the EMS Agency to the training program within ninety (90) days after receipt of all required documentation.
- F. An applicant for paramedic training program approval or re-approval, whose check returns for insufficient funds, may result in denial, probation, suspension or revocation of training program approval by the EMS Agency as outlined in EMS Agency policy # 101: Fee Collection.
- G. All programs and program materials are subject to on-site evaluations by the EMS Agency and/or the State EMS Authority.
- H. Program review will occur once at a minimum prior to re-approval.
- I. Approved paramedic training programs will notify the EMS Agency of all course offerings at least thirty (30) days before the starting date of any course.
- J. Approved paramedic training program staff will notify the EMS Agency, in writing, within thirty (30) days of any change in:
 - 1. Course Content.
 - 2. Hours of instruction.
 - 3. Program director.
 - 4. Medical director.

5. Program clinical coordinator.
 6. Principal instructor(s).
 7. Teaching assistant(s).
- K. All personnel change notices must include the name and qualifications of the replacement personnel.
- L. Training programs will supply the EMS Agency with a roster of all students who successfully complete any paramedic training or continuing education programs within fourteen (14) calendar days of course completion.
- M. The program director will ensure that the program maintains compliance with applicable EMS Agency policies, the CCR and training program policies.
- N. The program director will notify the EMS Agency of compliance when changes occur in either state regulations or local policies. Notification must occur within thirty (30) days of the effective date of the regulations.
- O. The EMS Agency may suspend or revoke program approval based on documented non-compliance with any required criteria, including but not limited to the utilization of unqualified teaching personnel.
- P. The EMS Agency will notify the program director, in writing, of any deficiency. The notice will include an opportunity to comply within a specified length of time.
- Q. Failure to correct deficiencies and/or otherwise respond to the EMS Agency notice will be considered cause for the EMS Agency to:
1. Place the program on a probationary status with conditions for improvement.
 2. Deny, withdraw or suspend program approval.

III. PROCEDURE

- A. An institution wishing to obtain approval or request re-approval of a paramedic training program must submit a written request to the EMS Agency, at least ninety (90) days prior to the anticipated first day of class or expiration date, along with the following items:
1. Current application fee.
 2. A statement verifying that the course content is equivalent to the U. S. Department of Transportation (DOT) National Emergency Medical Services Education Standards, DOT HS 811 077A, January 2009 and that, at a minimum, meets the content of the Paramedic Instructional Guidelines, DOT HS 811 077E.
 3. A copy of session guidelines or lesson plans.
 4. A copy of the course outline for each program offered.
 5. A copy of performance/behavioral objectives for each skill.

6. Samples of written and skills examinations used for periodic testing.
7. Details of a final skills competency examination.
8. A copy of the final written examination.
9. The name and qualifications of the program director, medical director, program clinical coordinator, principal instructor(s) and teaching assistant(s).
10. Provisions for clinical experience training for paramedic students, including performance objectives and written agreements with clinical sites.
11. Provisions for field internship training for paramedic students, including performance objectives and written agreements with field internship sites.
12. The location where courses are to be offered and their proposed date.
13. A copy of the course completion certificate.
14. The procedure for informing students of state regulations and the EMS Agency's policies and certification process for all categories of students.
15. All documents submitted to, and received from, CoAEMSP and CAAHEP.
16. Submit plan for participation in EMS Agency Quality Improvement Program.

B. Program Review:

1. EMS Agency staff will review required program information and documentation for completeness.
2. A program review committee will be established by the EMS Agency. This committee will be comprised of EMS Agency staff and representatives from at least three local EMS providers.
3. The program review committee will schedule an on-site visit with the program director to review facilities, documentation, and teaching materials.
4. The committee indicating the program's compliance with EMS Agency policies, the CCR and training program policies, will complete a program review form.
5. A copy of the program review form will be provided to the program director with any noted deficiencies giving adequate time for corrections to be made.
6. The committee will conduct a site re-visit to confirm that deficiencies have been corrected. The site re-visit may be conducted solely by EMS Agency staff at the discretion of the review committee.
7. Once the program review process has been completed, the committee will forward its recommendations to the EMS Agency.

IV. AUTHORITY

- State of California Code of Regulations, Title 22, Division 9, Chapter 4, Article 3
- California Health and Safety code, Division 2.5, Chapter 4, Article 1, Section 1797.208