DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES

SUBJECT: **CRITERIA FOR APPROVAL OF EMT-I TRAINING PROGRAMS1** REFERENCE NO. 906

PURPOSE: To establish criteria for the approval of EMT-I training programs in Los Angeles County.

AUTHORITY: California Code of Regulations, Title 22, Section 100057-100062

POLICY:

I. Program Eligibility

A. The purpose of an EMT-I training program shall be to prepare individuals to render prehospital basic life support at the scene of an emergency, during transport of the sick and injured, or during interfacility transfer within an organized EMS system.

B. EMT-I training shall be offered only by approved training programs. Eligibility for program approval shall be limited to the following institutions:

1. Accredited universities and colleges, including junior and community colleges, school districts, and private post-secondary schools.

2. Medical training units of a branch of the Armed Forces, including the Coast Guard of the United States.

3. Licensed general acute care hospitals, with a special permit to operate a Basic or Comprehensive Emergency Medical Services, and provide continuing education to other health professionals.

4. Agencies of government including public safety agencies.

5. Local EMS Agencies.

II. Required Course Hours

A. The EMT-I basic course shall consist of no less than one hundred ten (110) hours. These training hours shall be divided into:

1. A minimum of one hundred (100) hours of classroom and laboratory instruction; and

2. A minimum of ten (10) hours of supervised clinical experience. The clinical experience shall include five (5) patient contacts wherein patient assessment and other EMT-I skills are performed.

Note: Equivalent simulated patient contacts will not be accepted.

APPROVED: _____ _____
Director, EMS Agency Medical Director, EMS Agency

B. EMT-I candidates must have successfully completed a Health Care Professional or professional Rescuer CPR program prior to beginning clinical rotations. CPR programs cannot be included as EMT-I program minimum hours.

The EMT-I program instructor may:

1. Allow students to enter the program by showing their CPR cards;

2. Hold a separate CPR class prior to the beginning of clinical;

3. Have the student meet this objective by utilizing any other means necessary to satisfy the CPR requisite.

C. The EMT-I Refresher Course shall consist of at least twenty-four (24) hours of classroom and laboratory instruction. Adequate additional time must be scheduled for final written and skills examinations.

III. Clinical Requirements

Clinical resources shall be either a general acute care hospital or an operational ambulance provider agency with preceptor supervision.

IV. Procedures for Program Approval

A. Submission of a complete EMT-I Training Program Application (Ref. No. 906.1).
B. Submission of applicable fees, if established.

V. Teaching Staff Responsibilities and Qualifications

A. The program director shall be qualified by education and experience in methods, materials, and evaluation of instruction. Program director qualifications shall be documented by one of the following:

1. California State Fire Marshall (CSFM) "Fire Instructor 1A and 1B" or the National Fire Academy's (NFA) "Fire Service Instructional Methodology Course" or equivalent; or

2. Four (4) semester units of upper division credit in educational material, methods and curriculum development or equivalent; or

3. Individuals with at least five (5) years experience in prehospital emergency care, may be provisionally approved for up to two (2) years by the approving agency pending completion of the specified requirements.

B. Duties of the program director shall include, but not be limited to:

1. Attending the mandatory Los Angeles County EMS Orientation (new Program Directors only).

2. Administering the training program.

3. Approving course content.

4. Approving written and skills examinations.

5. Coordinating all skills, clinical and field activities related to the course.

   a. Assure that there are no more than ten (10) students assigned to one (1) principal instructor/teaching assistant during skills practice/laboratory sessions.

   b. Ensure that supervision for the clinical experience is provided by an individual who meets the qualifications of a principal instructor or teaching assistant. No more than three (3) students will be assigned to one (1) qualified supervisor during the supervised clinical experience.

6. Approving the principal instructor(s) and teaching assistants.

7. Signing all course completion records, and a course roster (Ref. No. 906.4) which must be submitted to the Office of Prehospital Certification within 15 days.

8. Assuring that all aspects of the EMT-I training program are in compliance with State law and Los Angeles County Prehospital Care Policies.

C. Each training program shall have an approved program clinical coordinator who shall be:

1. A physician, registered nurse, or physician assistant, currently licensed in California, or EMT-P currently certified in California, and who shall have two (2) years of academic or clinical experience in emergency medicine or prehospital care in the last five (5) years.

2. Is responsible for the overall quality of the medical content of the program.

D. Each training program shall have a principal instructor(s) who shall:

1. Be a physician, registered nurse or physician assistant, currently licensed in California; or an EMT-P or EMT-II who is or has been previously certified in California.

2. Have at least two (2) years of academic or clinical experience in the practice of emergency medicine or prehospital care in the last five (5) years.

3. Be approved by the program director as qualified to teach the assigned topics.

4. Teach no less than fifty (50) percent of the didactic classroom hours of the topics assigned.

E. Each training program may have teaching assistant(s) who must be qualified by training and experience to assist with teaching of the course and shall be approved by the program director as qualified to assist in teaching the assigned topics. A teaching assistant must be supervised by the principal instructor, the program director, and/or the program clinical coordinator.

VI. Program Approval

A. Program approval or disapproval shall be made in writing by the Los Angeles County Ems Agency to the requesting training program within a reasonable period of time after receipt of all required documentation. This time period shall not exceed three (3) months.

B. The Los Angeles County EMS agency shall establish the effective date of program approval in writing upon the satisfactory documentation of compliance with all program requirements.

C. Program approval shall be for four (4) years following the effective date of program approval and may be renewed every four (4) years subject to the procedure for program approval.

VII. Refresher Courses and Certifying Skills Examinations

A. All non-public safety agency EMT-I training programs shall offer an EMT-I refresher course no less than once per year. Public safety agencies may offer refresher courses as needed for their employees.

B. All non-public safety agency EMT-I training programs shall offer an EMT-I certifying skills examination no less than once per year, and it may be offered in conjunction with the basic or refresher course. The skills examination must be open to all applicants.

VIII. Program Review and Reporting

A. All program materials specified in this policy shall be subject to periodic review by the Los Angeles County EMS Agency.

B. All EMT-I training programs shall be subject to periodic on-site evaluations by the Los Angeles County EMS Agency.

C. Any person or agency conducting a training program shall notify the Los Angeles County EMS Agency in writing, in advance when possible, and in all cases within thirty (30) days of any change in course content, hours of instruction, program director, clinical coordinator, or principal instructor.

IX. Quality Improvement

All EMT-I Training Programs approved by the Los Angeles County EMS Agency shall develop a Quality Improvement Program(s). Areas that require continued evaluation include personnel, curriculum being taught and clinical resources.

A. The Program Director shall be responsible on an annual basis for program evaluation to include evaluations of staff.

B. The training program will adhere to the Los Angeles County EMS curriculum. Periodic curriculum reviews and updates shall be mandatory for EMT-I program directors or their designee.

C. The Los Angeles County EMS Agency will periodically compile the results of the EMT-I Certification Examination to assess program core curriculum, instruction, and passing standards. The data will include overall performance of EMT-I candidates as a whole as well as that of individual training programs.

X. Withdrawal of Program Approval

Action to withdraw program approval or denial of program re-approval may be taken for either of the following:

A. EMT-I training programs must meet or exceed a minimum candidate passing rate established by the Los Angeles County EMS Agency Office of Certification. EMT-I training programs failing to maintain the minimum candidate passing rate shall be placed on probation and be required to submit a corrective plan of action to the EMS Agency. Student performance will be re-evaluated within the next twelve (12) months. EMT-I training programs failing to achieve the minimum candidate passing rate will have their program approval withdrawn.

B. An EMT-I training program may reapply by submitting a new EMT-I Training Program Application. Upon reapplying, a detailed plan of improvement must accompany the application.

C. Non-compliance with any criterion required for program approval, use of any unqualified teaching personnel, or non-compliance with any other applicable provisions of CCR, Title 22, may result in suspension or revocation of program approval by the Los Angeles County EMS Agency. From the date of written notice, an approved EMT-I training program shall comply with all program requirements within sixty (60) days.

CROSS REFERENCES:

Prehospital Care Policy Manual:
Ref. No. 802, **Emergency Medical Technician-I Scope of Practice**
Ref. No. 802.1, **Emergency Medical Technician-I Scope of Practice, Table Format**
Ref. No. 802.2, **EMT-I Expanded Scope of Practice, Field Reference**
Ref. No. 906.1, **EMT-I Training Program Application**
Ref. No. 906.2**, EMT-I Training Program – Final Written Examination Standard**
Ref. No. 906.3**, EMT-I Certifying Skills Examination**
Ref. No. 906.4**, EMT-I Course Completion Roster**
Ref. No. 1014**, EMT-I Certification**