

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. Eligibility for paramedic training program approval is limited to:
1. Accredited universities and colleges including junior and community colleges.
 2. Private post-secondary schools as approved by the State of California, Department of Consumer Affairs, Bureau of Private Postsecondary Education.
 3. Medical training units of a branch of the United States Armed Forces or Coast Guard.
 4. Licensed general acute care hospitals holding a special permit to operate a basic or comprehensive emergency medical service, provide continuing education to other health care professionals, and are accredited by a Centers for Medicare and Medicaid Services accreditation organization with deeming authority.
 5. Agencies of government.
- B. All prospective paramedic training programs shall be accredited and shall maintain current accreditation or be in the process of receiving accreditation approval by Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) in order to operate as an approved paramedic training program. Paramedic training programs shall receive a Letter of Review (LoR) from CoAEMSP prior to starting classes, submit their application, fee, and initial Self-Study Report (ISSR) to CoAEMSP for accreditation within six (6) months of the first class's graduation, and receive and maintain CAAHEP accreditation no later than two (2) years from the date of the ISSR submission to CoAEMSP for accreditation.
1. Paramedic training programs shall provide the date the paramedic training program must submit their CAAHEP Request for Accreditation Services (RAS) form and ISSR or the date their application for accreditation renewal was sent to CoAEMSP and the date the paramedic training program must be initially accredited or the date it's accreditation must be renewed by CAAHEP, in writing to all applicants prior to applicants' enrollment in the paramedic training program.
 2. Paramedic training programs shall submit to the Authority and the County of SLO Emergency Medical Services Agency (EMS Agency) the date their initial RAS form was submitted to CoAEMSP and copies of documentation submitted to and received from CoAEMSP and/or CAAHEP verifying

- accreditation, including but not limited to, the RAS form, ISSR, and documents required for maintaining accreditation.
3. Paramedic training programs shall participate in the EMS Quality Improvement Program (QIP) of the EMS Agency.
 4. Paramedic programs shall ensure that students meet all eligibility requirements for program enrollment.
- C. All prospective paramedic training programs must apply to and receive approval from the EMS Agency prior to offering any paramedic initial or refresher courses, including modular refresher courses or continuing education formats.
 - D. Program approval is valid for four (4) years ending on the last day of the month in which it was issued.
 - E. The paramedic training program must reapply to the EMS Agency ninety (90) days prior to program expiration date for re-approval once every four (4) years.
 - F. 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.
 - G. 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.
 - H. All programs and program materials are subject to periodic review and/or on-site evaluations by the EMS Agency and/or the State EMS Authority.
 - I. Approved paramedic training programs shall 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 shall notify the EMS Agency, in writing, within thirty (30) days of any change in:
 1. Course objectives.
 2. Hours of instruction.
 3. Program director.
 4. Program Medical director.
 5. Principal instructor(s).
 6. Provisions for hospital clinical experience or field internship.
 - K. All personnel change notices must include the name, contact information, and qualifications of the replacement personnel.
 - L. The program director will ensure that the program maintains compliance with applicable EMS Agency policies, the California Code of Regulations (CCR), and training program policies.

- M. 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.
- N. The EMS Agency may suspend or revoke program approval for non-compliance with any required criteria, by following CCR processes.
- O. 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.
- P. 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, suspend, or revoke program approval.

III. PROCEDURE

- A. An institution wishing to obtain approval or request re-approval of a paramedic training program must submit an application 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 meets the requirements contained in the U. S. Department of Transportation (DOT) National Emergency Medical Services Education Standards, DOT HS 811 077 E, January 2009, or most current version.
 - 3. An outline of course objectives.
 - 4. Performance objectives for each skill.
 - 5. The names and qualifications of the training program director, program medical director, and principal instructor(s).
 - 6. Provisions for supervised hospital clinical training including student evaluation criteria and standardized forms for evaluating paramedic students; and monitoring of preceptors by the training program.
 - 7. Provisions for supervised field internship including student evaluation criteria and standardized forms for evaluating paramedic students; and monitoring of preceptors by the training program.
 - 8. The location where courses are to be offered and their proposed dates.
 - 9. Written agreements or contracts between the paramedic training program and a hospital(s) or other clinical setting(s), and provider agency(ies) for student placement for clinical education and field internship training.
 - 10. All documents submitted to, and received from, CoAEMSP and CAAHEP, including a copy of a CoAEMSP LoR issued to the training institution applying for approval or documentation of current CAAHEP accreditation.

11. Samples of written and skills examinations administered by the training program.
12. Samples of a final written examination(s) administered by the training program.
13. Evidence of adequate training program facilities, equipment, examination securities, and student record keeping.
14. Critical Care Programs (CCP) shall submit a statement verifying the CCP training program course content and documentation complies with the requirements in CCR.
15. The procedure for informing students of state regulations, the EMS Agency's policies, licensure, and accreditation processes for all categories of students.
16. Submit plan for participation in EMS Agency Quality Improvement Program.
17. A copy of the course completion certificate.
18. A copy of the student fee schedule.
19. A table of contents listing the required information with corresponding page numbers.

B. Program Review:

1. EMS Agency staff will review the required program information and documentation for completeness.
2. A program review committee may be established by the EMS Agency and will be comprised of EMS Agency staff and representatives from local EMS providers.
3. EMS Agency and/or the review committee may schedule an on-site visit with the program director to review facilities, documentation, and teaching materials.
4. A program review form will be completed, indicating the program's compliance with EMS Agency policies and CCR.
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. Additional reviews and/or on-site visits may be conducted to confirm that deficiencies have been corrected.
7. Once the program review process has been completed, the EMS Agency will provide the training program with a written notification of their decision.

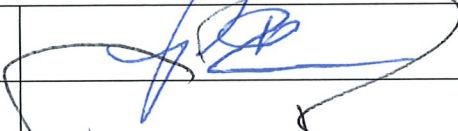
IV. AUTHORITY

- State of California Code of Regulations, Title 22, Division 9, Chapter 4, Article 2, Section 100148, Article 3, Section 100149 – 100156, Article 4, Section 100157 - 100162, and Article 8, Section 100172
- California Health and Safety code, Division 2.5, Chapter 4, Article 1, Section 1797.208 and 1797.213

V. ATTACHMENTS

A. Paramedic Training Program Application

Approvals:

EMS Agency, Administrator	
EMS Agency, Medical Director	