

Section of EMS and Trauma Systems

Educational Program Requirements:

ADVANCED EMERGENCY MEDICAL TECHNICIAL (EMT) PROGRAM CERTIFICATION REQUIREMENTS

I. STUDENTS

1. Admissions Policies and Procedures

The Admissions Policy of each site should be nondiscriminatory in nature and meet all legal requirements. Brochures and materials describing the program should be available and disseminated. All applicants must know prerequisites and certification regulations that may affect employability must be explained. Course content should be explained along with policies and procedures. Students must have a high school diploma or equivalent, be certified as an Arkansas EMT, and meet all requirements of the Arkansas Department of Health, Section of EMS and Trauma Systems.

2. Evaluation

Evaluations should be given with sufficient frequency to provide an accurate assessment of the student's total performance. This information should provide the instructor(s), and students with timely and relevant information of the students' progress and achievement of the objectives and competencies stated in the curriculum.

Method of Evaluation

Evaluation should verify the achievement of the objectives using varied methodologies. Evaluation methods must be consistent with the competencies and objectives being tested.

Review of Evaluation Instrument

To maintain an updated test instrument the instructor should frequently and routinely review for obsolete test items and update using the latest accepted instructional material.

3. Health

A written policy for dealing with emergencies should be published and safety procedures explained before the student enters the clinical situation. All accidents should be reported in writing to the instructor, administrator, and/or the director in a timely manner. The above should incorporate public health department rules and regulations.

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4. Guidance

Confidential counseling should engage in regular and timely discussions with qualified faculty and/or counselors of the student's strengths, weaknesses, and progress in the program. In addition the student should be informed of unfavorable evaluations.

5. Disclosure

The following items shall be available to all students: the descriptive synopsis of the current curriculum; class, clinical, and field internship schedules, and teaching plans. Copies of the Training Site disciplinary policies and grievance procedures should be given to all students at the beginning of class. Costs to be borne by the students should also be made available prior to registration.

6. Identification

Students should be clearly identified during clinical and field internship by name and students status, using nameplate, uniform or any other apparent means to distinguish them from other personnel.

II. RESOURCES

1. Training Site Representative / Program Director

The Training Site shall designate a representative who has responsibility to the educational program and who contributes an adequate amount of time to assure the success of the program. In addition to other assigned responsibilities, the Representative shall be responsible for the organization, administration, periodic review, continued development, and effectiveness of the educational program. The program director shall actively solicit the cooperative involvement of the medical director of the program.

2. Medical Director

The program shall have an appointed medical director who must review and approve the educational content of the program curriculum and the quality of medical instruction and supervision delivered by the faculty. The medical director must routinely review each student's performance to assure adequate progress toward completion of the program. The medical director must attest that each graduating student has achieved the desired level of competence prior to graduation.

The medical director shall be an Arkansas licensed physician with experience and current knowledge of emergency care of acutely ill and traumatized patients. This

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individual must be familiar with base station operations including communication with, and direction of, prehospital emergency units. The medical director must be knowledgeable about the Advanced EMT educational programs and the legislative issues regarding educational programs for the prehospital EMS provider. He/she should be an ACLS provider, instructor recommended. It is recommended that the Medical Director be an ATLS provider.

3. Instructional Faculty

The faculty shall be qualified through academic preparation, training, and experience to teach the courses or topics to which they are assigned, and should be certified at the paramedic level or above.

A program should be able to provide evidence that each instructor is thoroughly qualified to instruct students in assigned topics.

A certified Advanced EMT Instructor shall teach a minimum of 50% of the curriculum.

4. Financial Resources

Financial resources adequate for the continued operation of the educational program shall be ensured for each class of students enrolled.

The budget should reflect sound educational priorities including those related to the improvement of the educational process.

5. Physical Resources

a. Facilities

Appropriate as defined by the educational institution, with sufficient space to accommodate the number of students in the program and the supporting faculty.

b. Equipment/Supplies

Must meet the current list required by the Arkansas Department of Health, Section of EMS and Trauma Systems in terms of EMS equipment. Adequate support equipment and supplies must also be available (i.e. copiers, computers, typewriters, audio-visual aids, etc.)

c. Learning Resources

Library resources related to the curriculum must be accessible and available to students, even if not at the on-site facility. If not on-site, a written policy for use should be on file.

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6. Clinical Resources

- a. Clinical affiliations shall be established and confirmed in written affiliation agreements with institutions and agencies that provide clinical experience under appropriate medical direction and clinical supervision.
- b. The clinical site(s) should be periodically evaluated with respect to continued appropriateness and efficiency in meeting the expectations of the program.
- c. Students shall have access to patients who present common problems encountered in the delivery of advanced emergency care in adequate numbers and in appropriate distribution by sex and age.
- d. Students shall be assigned in clinical settings where experiences are educationally efficient and effective in achieving the program's objectives.
- e. Program instructors or hospital personnel, such as nurses or physicians, shall provide supervision in the clinical setting if they have been approved by the program and the hospital to function in such roles. The ratio setting shall be adequate to assure effective learning.

7. Field Internship

- a. Internship must be done with a Paramedic or Intermediate licensed service with whom there is an agreement allowing students to actively participate in patient care. The student must be in the patient compartment during transport.
- b. Affiliations must be established and confirmed in written affiliation agreements with the licensed Paramedic or Intermediate services utilized for internship.
- c. Students shall have access to patients who present common problems encountered in the delivery of advanced emergency care and in appropriate distribution by gender, age, etc.

III. SPONSORSHIP

The sponsoring institution of an Advanced EMT program should be an accredited postsecondary educational institution such as a vocational technical school, technical college, community college, college or university. The institution must be affiliated with an accredited medical center or hospital that has the appropriate facilities and patient census to provide adequate clinical

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experiences for students. This must include a licensed emergency department that interacts with prehospital patient care providers. Conversely, the sponsoring institution may be a hospital or medical center, which is affiliated with an accredited postsecondary school as defined above.

The following should be available:

1. An organizational chart for the training program and sponsoring institution(s). Chain of command and responsibilities should be identified.
2. Affiliation agreements.
3. Program policies and procedures.

An institution wishing to become a new training site must meet all criteria set forth in this document and have completed a needs assessment showing a local need for the training site without duplication of services.

IV. CURRICULUM

Curriculum must meet or exceed the Department of Transportation's National Standard Curriculum of 1985. The hours to meet the Arkansas minimum requirements for Intermediate education for the 1985 DOT Curriculum include:

A. Program Hours

1. Didactic , 75 hours
2. Clinical, 24 hours
3. Field Internship, 16 hours

Courses must include the addition of Dual Lumen (Pharyngo-tracheal Lumen [PTL] and Combitube©) airway devices for training, testing and certification.

It shall be organized to provide the student with knowledge of acute, critical changes in physiology, psychological and clinical symptoms as they pertain to the pre-hospital emergency medical care of the infant, child, adolescent, adult and geriatric patient. Students must have an opportunity to acquire clinical experience and practice skills related to the emergency care of these patients. Students should also understand the ethical and legal responsibilities, which they assume as students, and which they are being prepared to assume as graduates.

The program shall consist of four components: didactic; clinical instruction, in-hospital clinical practice, and a supervised field internship in an advanced life support unit which functions under a medical command authority.

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Evidence of student competency in achieving the educational objectives of the program shall be kept on file. Documentation should include both written and practical examinations.

The following should be available:

1. Full curriculum outline, including contact hours, etc.
2. Textbooks and other references required for students
3. Clinical and field internship rotation schedules
4. Evaluation forms used in clinical and field internship

V. OPERATIONAL POLICIES

- A. Student matriculation practices and student and faculty recruitment shall be nondiscriminatory with respect to race, color, age, creed, sex or national origin. Recruitment practices are to be consistent with all laws regarding nondiscrimination.
- B. Announcements and advertising about the program shall reflect accurately the education and training being offered.
- C. The program shall be educational and students shall use their scheduled time for educational experiences.
- D. Health and safety of students, faculty, and patients shall be adequately safeguarded.
- E. Cost to the students shall be reasonable, accurately stated and published.
- F. Policies and processes for student withdrawal and refunds on tuition and fees shall be fair, published and made known to all applicants.

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The following sections relate/refer to training at all levels of EMS Instruction in Arkansas.

VI. Off Site Courses

- A. All instructor requirements remain the same.
- B. The facility where the class is located must meet with the approval of the sponsoring institution.
- C. Off site courses can be sponsored only in an area where a need exists, i.e. no other sites/courses are available.
- D. Written documentation should verify one of the following concerning equipment.
 1. All equipment needed for the course (i.e. Section of EMS and Trauma Systems list) is available at the course location without removing any equipment from a licensed ambulance. Site is available for inspection by the Section of EMS and Trauma Systems at any time during a course.

-or-

2. The training site sponsor provides all equipment. For off site courses, due to loading/transport/use time, that set of equipment cannot be considered available for any other course unless a specific policy exists requiring return in a certain time span.

-or-

3. Equipment used for the course may be provided as a combined effort by the training site and the location where the course is offered. Such an agreement must be signed prior to submission of the course request form, and should be submitted with it.

VII. Sponsorship of Multiple Courses

Any training site may offer concurrent courses providing the following criteria have been met.

- A. On site courses scheduled for the same dates and times must have separate sets of equipment available for each course.
- B. On site courses scheduled for different dates and times can share one set of equipment, not to exceed two courses per set of equipment.