

 COUNTY OF SAN DIEGO EMERGENCY MEDICAL SERVICES	TRAINING AND EDUCATION		S-306
	EMERGENCY MEDICAL SERVICES CONTINUING EDUCATION		
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I. PURPOSE

- A.** To establish a mechanism by which providers of continuing education may be designated an authorized provider of Emergency Medical Services (EMS) Continuing Education (CE) in San Diego County.
- B.** To establish high-quality and effective EMS professional development.
- C.** To support the evidence-based and patient-centered medical instruction provided by San Diego County EMS CE programs.
- D.** To assist CE providers in supporting clinical skill development and maintenance.
- E.** To ensure that all San Diego County EMS CE Providers and Instructors have adequate training, credentials, and/or experience in educational content and methodology to ensure that courses adequately address the educational needs of EMS personnel.

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- II. AUTHORITY:** Health and Safety Code, Division 2.5, Sections 1797.214 and 1797.220; and California Code of Regulations, Title 22, Division 9, Chapter 3.5.
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III. DEFINITION(S)

Approved EMS CE Provider: An individual or organization that has a valid California EMS Continuing Education Provider number issued in accordance with the California Code of Regulations, Title 22, Division 9, Chapter 3.5; an EMS CE Provider approved by another State, or a Commission on Accreditation for Prehospital Continuing Education (CAPCE) provider number.

Clinical Director: An individual who is responsible for monitoring all clinical and field activities approved for CE credit, approving the instructor(s), and monitoring the overall quality of the EMS content of the program. The clinical director shall be currently licensed as a Physician, Registered Nurse, Physician Assistant, or Paramedic. In addition, the clinical director shall have had two years of academic, administrative, or clinical experience in emergency medicine or EMS care within the last five years.

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EMS Continuing Education (CE): Course, class, activity, or experience designed to be educational, with learning objectives and performance evaluations to provide EMS personnel with reinforcement of basic EMS training, as well as knowledge to enhance individual and system proficiency in the practice of EMS medical care.

Instructor-Based CE: An instructor is readily available to the student during the educational time to answer questions, provide feedback, clarify, and address concerns. Some courses delivered online, such as internet-delivered CE courses where an instructor is available to the student, may meet the instructor-based standard. County of San Diego Emergency Medical Services (CoSD EMS) shall determine if a CE activity is instructor-based in accordance with California EMS Authority rules and regulations.

Internet-Based CE Program: Distance learning programs designed to provide continuing education courses utilizing Internet-based platforms.

Intranet-Based CE Program: Distance learning programs designed to provide continuing education programs utilizing a privately maintained network within an organization that can be accessed only by authorized persons within that organization.

Non-Instructor-Based CE: Learning situations where an instructor does not facilitate the instruction process. This includes media/serial production, teaching, and precepting.

EMS Personnel: Emergency Medical Technician (EMT), Advanced EMT (AEMT), or Paramedic, as defined in Health and Safety Code Sections 1797.80, 1797.82, and 1797.84, respectively. Additional credentials, including Mobile Intensive Care Nurse (MICN) or other CoSD EMS-designated prehospital personnel, may also be required to receive specific EMS CE.

Program Director: An individual qualified by education and experience in methods, materials, and evaluation of instruction. Program Directors shall produce documentation demonstrating the successful completion of at least forty hours in teaching methodology training. Program Directors are responsible for the administration of the CE program established by state regulations and CoSD EMS policies. These responsibilities include establishing instructional objectives and methods of evaluation, instructor approval and training completion records maintenance.

Tamper Resistant: A procedure or technique to prevent alteration, fraud, or forgery of a CE document designed by the CE provider.

Teaching Methodology Courses: The following, but not limited to, are examples of courses that meet the required instruction in teaching methodology: California State Fire Marshal Fire Instructor 1A and 1B, National Fire Academy Fire Service Instructional Methodology course, four (4) semester units of upper division credit in educational materials, methods, and curriculum development, or a training program that meets the U. S. Department of Transportation National Highway Traffic Safety

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Administration 2002 Guidelines for Educating EMS Instructors, such as the EMS Educator Course of the National Association of EMS Educators.

IV. POLICY

- A.** An EMS CE program shall be implemented per Title 22, Division 9, Chapter 3.5 of the California Code of Regulations.
- B.** Within the requirements of CoSD EMS policies regarding paramedic accreditation, EMT certification, AEMT certification, MICN authorization, and any additional accreditations, authorizations, certificates, credentials, designations, or endorsements, CoSD EMS will accept approved CE activities for recertification/authorization/accreditation purposes or re-establishing lapsed credentials.
- C.** Noncompliance with any criterion required for CE provider approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of state or local regulations may result in denial, probation, suspension, or revocation of CE provider approval by CoSD EMS, in accordance with California Code of Regulations, Title 22, Division 9, Chapter 3.5.
- D.** CoSD EMS shall maintain a list of current approved CE providers, including the contact person for the program, approval issue date and expiration date, and assigned provider number.
- E.** CE providers shall notify CoSD EMS in writing, within 30 calendar days of any change in name, address, phone number, program director, clinical director, or contact person.
- F. CE Provider Approving Authority**
 - 1. CoSD EMS is responsible for approving CE providers whose primary education facility, healthcare facility, or administrative headquarters are located within San Diego County.
 - a. If a CE provider from another county relocates its headquarters or other applicable primary facility to San Diego County, CoSD EMS shall assume jurisdictional authority. The CE provider shall be required to relinquish prior approval and apply for CoSD EMS CE provider approval.
 - 2. If a CoSD EMS-authorized CE provider relocates its headquarters to another jurisdiction, the Local EMS Agency of that county or EMS Authority of that state shall assume jurisdictional authority and may require the CE provider to relinquish CoSD EMS approval and apply for local approval.
 - 3. The California EMS Authority (EMSA) is the agency responsible for approving CE providers for statewide public safety agencies and CE providers whose headquarters are

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located out-of-state.

4. The CoSD EMS Medical Director approves EMS CE providers and activities.
5. CE providers are subject to periodic reviews by CoSD EMS and EMSA. This may involve review of all program materials and announced or unannounced on-site evaluations.
6. CE courses within the CoSD EMS jurisdiction shall not be advertised or offered until CoSD EMS CE program approval has been granted.
7. CoSD EMS CE provider approval is not transferable from person to person or organization to organization.

G. Curriculum Standards

1. CE courses shall meet one of the following curriculum standards:
 - a. Topics contained in the *National Standard Curriculum* as developed under the auspices of the US Department of Transportation, National Highway Traffic Safety Administration for the specified level of training of prehospital personnel as stated in California Code of Regulations, Title 22, Division 9, Chapter 3.5.
 - b. Advanced topics in subject matter outside the scope of practice of the certified or licensed EMS personnel but directly relevant to emergency medical care.
 - c. Topics to maintain clinical competency as authorized in other California or CoSD EMS education, credentialing, or protocol standards.
2. Courses shall use current American Heart Association Emergency Cardiovascular Care (ECC) and cardiopulmonary resuscitation (CPR) or American Red Cross guidelines.

H. Sponsorship

1. An approved CE provider may sponsor an organization or individual that wishes to provide a single course, class, or activity. The approved CE provider shall be responsible for ensuring the course, class, or activity meets all requirements and shall serve as the CE provider of record. The approved CE provider shall review the request to ensure that the course, class, or activity complies with the minimum requirements of Title 22.
2. When two or more CE providers co-sponsor a course, class, or activity, only one approved CE provider number will be used for that course, class, or activity. The CE provider, whose number is used, assumes the responsibility for meeting all applicable requirements.
3. The CE certificate of completion must be issued on the sponsoring provider's standard CoSD EMS-approved CE certificate to include all pertinent information. The organization or individual hosting the course shall be identified on the certificate and clearly identified as the host. The sponsoring provider shall issue the certificates of completion to course participants and shall be the point of contact for any feedback, surveys, or similar.

I. CE Provider Staff Requirements

Each CE provider shall designate a program director, clinical director, and instructor(s) who meet the requirements. Nothing in this section precludes the same individual from being responsible for more than one function.

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1. Program Director

Each CE provider shall have an approved program director who is an employee of the organization who shall provide administrative direction and is qualified by education and experience in instructional development, instructional methodology, materials, and evaluation of instruction.

- a. Program director's qualifications by education and experience shall be documented by a minimum of 40 hours of training in teaching methodology such as:
 - 1) Four (4) semester units of upper division credit in educational materials, methods, and curriculum development or equivalent; OR
 - 2) California State Fire Marshall (CSFM) "Instructor I and II"; OR
 - 3) National Fire Academy's (NFA) "Fire Service Instructional Methodology Course" or equivalent; OR
 - 4) National Association of EMS Educators (NAEMSE) "Level I Instructor Course".
- b. The duties of the program director shall include, but are not limited to:
 - 1) Administering the CE program and ensuring adherence to state regulations, guidelines, and established CoSD EMS policies.
 - 2) Submitting and receiving all correspondence to and from CoSD EMS regarding the EMS CE Program.
 - 3) Approving course content and instructional objectives.
 - 4) Assigning course hours and professional categories.
 - 5) Approving all methods of evaluation.
 - 6) Maintaining all records.
 - 7) Coordinating or delegating coordination to the clinical director for clinical and field activities approved for CE credit.
 - 8) Approving instructor(s) in conjunction with the clinical director.
 - 9) Signing all rosters and course completion certificates and maintaining those records in a manner consistent with this policy.
 - 10) Signing course completion certificates may be delegated to the clinical director or a designated instructor by submitting a formal request identifying the individuals for approval to CoSD EMS
 - 11) Attending any mandatory CoSD EMS orientations, training, or meetings.
 - 12) Attending any mandatory CE program updates.

2. Clinical Director

Each CE provider shall have an approved clinical director who is an employee of or who is contracted with the organization to monitor the overall quality of the EMS content of the program.

- a. Clinical director qualifications shall be based on the following:
 - 1) Currently licensed and in good standing in the State of California as a physician, registered nurse, physician assistant, or paramedic.
 - 2) Minimum of two (2) years academic, administrative, or clinical experience in

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emergency medicine or prehospital care within the last five (5) years.

b. The duties of the clinical director shall include, but are not limited to:

- 1) Monitoring all clinical and field activities approved for CE credit.
- 2) Approving the instructor(s) in conjunction with the program director.
- 3) Monitoring the overall EMS content of the program.
- 4) Attending all mandatory CE program updates.

3. Instructor

Each CE provider instructor shall be approved by the program director and clinical director as qualified to teach the topics assigned.

a. Instructor qualifications shall be based on one of the following:

- 1) Currently licensed or certified in their area of expertise, OR
- 2) Have evidence of specialized training which may include, but is not limited to, a certificate of training or advanced education in a given subject area, OR
- 3) Have at least one (1) year of experience, within the last two (2) years, in the specialized area in which they are teaching, OR
- 4) Be knowledgeable, skilled, and current in the subject matter of the course or activity.

V. CE PROVIDER AUTHORIZATION PROCEDURES

A. Initial CE Provider Application and Approval Process

1. Complete and submit an online application to CoSD EMS at least 90 days prior to the date of the first planned educational activity. The application shall include, but is not limited to:
 - a. Evidence of compliance with all applicable California statutes and regulations.
 - b. A memo on program letterhead, signed by the program director, requesting approval or re-approval of its CE program.
 - c. Curriculum vitae or resume, copies of applicable licenses and certifications.
 - d. A complete, self-developed example course, including a lesson plan to include:
 - 1) Course title
 - 2) Instructional goals and objectives (minimum of two (2) per course)
 - 3) Lesson plan
 - 4) CE hours awarded
 - 5) Course material references
 - 6) Instructional resources (.e.g., materials, handouts, slide deck, manipulative equipment)
 - 7) Student evaluation instruments
 - 8) Student evaluation answer key

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- 9) Instructor/course evaluations
 - e. The program's quality improvement (QI) evaluation methodology and educational needs assessment. This includes the program's supporting documents to support QI implementation.
 - f. A copy of the anticipated CE offering advertisement/course schedule for the next 12 months.
 - g. A copy of the CE Course Completion Certificate meeting the format requirements established in state regulation.
 - h. A memo on program letterhead, signed by the program director identifying the procedure for distributing tamper-resistant course completion records, including the method(s) used, process for duplicate certificate issuance, and electronic tracking mechanisms, if used.
 - i. Provision of CoSD EMS access to course delivery platforms to allow for CoSD EMS review and verification of course materials and completion records or equivalent digital record submission.
 - j. Submit the required application fee (San Diego County Base Hospitals are exempt from the fee).
2. Applications shall be considered complete when all required documentation, including program staff credentials, are received by CoSD EMS.
3. Applications inactive for more than 120 days will be archived and deactivated. Associated application fees with archived applications are non-refundable.
4. Within 14 working days of receipt of a request for approval, CoSD EMS will notify the applicant that the request has been received, and shall specify what information is missing, if any.
5. CoSD EMS shall approve or deny the CE provider application within 60 days of receipt of a completed application.
 - a. If approved, designation as an approved CE provider shall be granted for a 4-year period, and a CE provider number will be issued.
 - b. If denied, CoSD EMS will notify the applicant in accordance with applicable provisions of California Code of Regulations, Title 22, Division 9, Chapter 3.5.

B. Renewal Process

1. CE providers shall reapply for approval every 4 years.
2. To maintain continuous approval, the renewal application must be submitted at least 90 days prior to the CE provider expiration date.
3. For renewal applications, sufficient documentation shall be supplied demonstrating the program has successfully delivered a minimum of 9 EMS CE course hours within each 12-month period during the prior 4-year approval period.
 - a. For this requirement, each CE course session instructional hour shall count towards the annual CE hour requirement. CE providers will be credited for delivering the same material in different course sessions (e.g., one CE hour credit for a morning session and a second CE hour credit for an afternoon session).

C. Deactivation Process

Approved programs may request voluntary deactivation of their CE approval status. Voluntary deactivation does not extend the CoSD EMS program approval, nor does it warrant a full or partial refund of the program fee.

D. Corrective Actions Process

1. CoSD EMS may, for cause:
 - a. Deny any CE provider application for approval, reapproval, or reinstatement
 - b. Revoke CE provider approval
 - c. Place CE provider approval on probation
 - d. Causes for these actions include, but are not limited to, the following:
 - 1) Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate any of the terms of the California Code of Regulations, Title 22, Chapter 3.5 or California Health and Safety Code, Division 2.5.
 - 2) Failure to correct identified deficiencies within the specified length of time after receiving written notices from CoSD EMS.
 - 3) Misrepresentation of any material fact by a CE provider or CE provider applicant of any required information.
2. CoSD EMS may take corrective action(s) on a CE provider if CoSD EMS has determined that probation, denial, or revocation is warranted. If this occurs, the proceedings shall adhere to the California Administrative Procedure Act, Chapter 5, commencing with Government Code section 11500.
3. If CE provider approval is denied or revoked, CE credit issued after the date of action

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shall be invalid.

4. Following a denial or revocation, a CE provider is ineligible to reapply for approval for 12 months.
5. If a CE provider is placed on probation, the CE provider must obtain prior approval from CoSD EMS for all course offerings. Course documents must be submitted to CoSD EMS Agency at least thirty (30) days before each course is offered. Written notification of course approval shall be sent to the CE provider within fifteen (15) days of the receipt of the request.
6. CoSD EMS may place additional CE provider probationary terms and conditions at its discretion.
7. Renewal of unrestricted CE program approval is contingent upon completion of the probationary period.