

	<b>COUNTY OF SACRAMENTO</b> EMERGENCY MEDICAL SERVICES AGENCY	Document #	4302.18
	<u>PROGRAM DOCUMENT:</u> <b>Continuing Education Provider</b>	Initial Date:	11/28/94
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Signature on File

EMS Medical Director

Signature on File

EMS Administrator

**Purpose:**

- A. To define roles and responsibilities for Continuing Education (CE) Providers.

**Authority:**

- A. California Health and Safety Code, Division 2.5
- B. California Code of Regulations, Title 22, Division 9
- C. Sacramento County Board of Supervisors, Resolution #2013-0478

**Protocol:**

**A. Application for Approval:**

1. Sacramento County Emergency Medical Services Agency (SCEMSA) approved CE Providers must keep payment of CE Provider fee current to maintain SCEMSA CE Provider approval.
2. The applicant's legal place of business and primary training site shall be within the geographical jurisdiction of Sacramento County.
3. The applicant shall submit the Sacramento County Emergency Medical Services Agency (SCEMSA) application at least sixty (60) days prior to the date of the first activity:
  - Name and address of the applicant,
  - Name of the program director, program clinical director, and contact person, if other than the program director or clinical director
  - The type of entity or organization requesting approval; and,
  - The resumes of the program director and the clinical director.
4. SCEMSA shall, within fourteen (14) business days of receiving a request for approval, notify the CE provider that the request has been received and shall specify what information, if any, is missing.
5. SCEMSA shall approve or disapprove the request for a CE course within sixty (60) calendar days of receipt of the completed request.
  - a. Submit a course summary FORM for each CE course being offered prior to teaching.
6. Once the CE provider is approved, SCEMSA shall issue a CE provider number.
7. Once a CE provider is approved, the CE provider can conduct CE courses statewide.
8. CE Provider approval is non-transferable.
9. All CE providers are subject to annual site visits to ensure compliance with SCEMSA policies.
10. The CE provider shall apply for renewal at least sixty (60) calendar days before the expiration date of their CE provider approval in order to maintain approval.

**B. CE Provider Requirements:**

Approved CE Providers shall ensure that:

1. The content of all CE is relevant, enhances the practice of prehospital emergency medical care, and is related to the knowledge base or technical skills required for the practice of emergency medical care.
2. Records are maintained by the CE Provider for a period of four (4) years and shall contain the following:
  - Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation, and a record of participant performance.
  - Record of time, place, and date each course is given, and the number and type of hours granted.
  - A curriculum vitae or resume for each instructor with certifications and license numbers attached.
  - A roster signed by course participants, or in the case of media based/serial production courses, a roster of course participants, to include the name and certificate or license number of EMS personnel taking any CE course, class, or activity and a record of any course completion certificate(s) issued.
3. SCEMSA shall be notified within thirty (30) calendar days of any change in name, address, telephone number, program director or clinical director, or contact person.
4. All records are available to the approving agency upon request. A CE Provider is subject to scheduled or unscheduled site visits by SCEMSA.
5. Individual classes/courses are open for scheduled or unscheduled visits by SCEMSA and/or the Local Emergency Medical Services Agency (LEMSA), in whose jurisdiction the course is given.

**C. Training Program Staff Requirements:**

Each CE Provider shall provide for the functions of administrative direction, medical quality coordination, and actual program instruction through the designation of a program director, a clinical director, and instructors. Nothing in this section precludes the same individual from being responsible for more than one of the functions.

**1. Program Director:**

Each CE Provider shall have an approved program director that is qualified by education and experience in methods, materials, and evaluation of instruction, which shall be documented by at least forty (40) hours in teaching methodology following, but not limited to, are examples of courses that meet the required instruction in teaching methodology:

- a. California State Fire Marshall "Fire Instructor 1A and 1B" Course; or
- b. National Fire Academy (NFA) "Fire Service Instructional Methodology" course; or
- c. Training program that meets the U.S. Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors, such as the EMS Educator Course of the National Association of EMS Educators.
- d. Individuals with experience may be provisionally approved for up to two years by the approving agency pending completion of the specified requirements. Individuals with experience in areas where training resources are limited and who do not meet the above Program Director requirements may be approved upon review of experience and demonstration of capabilities.

**Duties of the program director shall include, but are not limited to:**

- a. Administering the CE program and ensuring adherence to State regulations and established SCEMSA policies.
- b. Approving course, class, or activity, including instructional objectives, and assigning CEH to a CE program that the CE provider sponsors, approving all methods of evaluation, coordinating all clinical and field activities approved for CE credit, approving the instructor(s), and signing all course, class, or activity completion records and maintaining those records in a manner consistent with this policy. The responsibility for signing course, class, or activity completion records may be delegated to the course, class, or activity instructor.

**2. Clinical Director:**

Each CE Provider shall have an approved clinical director who is currently licensed as a physician, registered nurse, physician assistant, or paramedic. In addition, the clinical director shall have had two (2) years of academic, administrative, or clinical experience in emergency medicine or EMS care within the last five (5) years. The duties of the clinical director shall include but are not limited to monitoring all clinical and field activities approved for CE credit, approving the instructor(s), and monitoring the overall quality of the prehospital content of the program.

**3. Instructor:**

Each CE Provider instructor shall be approved by the program director and clinical director as qualified to teach the topics assigned or have evidence of specialized training, which may include but is not limited to, a certificate of training or an advanced degree in a given subject area, or have at least one year of experience within the last two years in the specialized area in which they are teaching, or be knowledgeable, skillful and current in the subject matter of the course, class or activity.

**D. Continuing Education Hours:**

The CE Provider will identify hours of approved continuing education on the following basis:

1. One continuing education hour (CEH) is any one of the following:
  - a. Every fifty (50) minutes of approved classroom or skills laboratory activity.
  - b. Each hour of structured clinical or field experience when monitored by a preceptor assigned by an EMS training program, EMS service provider, hospital, or base station.
  - c. Each hour of media based/serial production CE as approved by the CE provider approving authority.
2. Continuing Education courses or activities shall not be approved for less than one hour of credit.
3. For courses greater than one CEH, credit may be granted in no less than half-hour increments.
4. Ten CEHs will be awarded for each academic quarter unit, or fifteen CEHs will be awarded for each academic semester unit for college courses in physical, social, or behavioral sciences (e.g., anatomy, physiology, sociology, psychology).
5. CE hours will not be awarded until the written and/or skills competency-based evaluation has been passed.

**E. Record Keeping:**

Each CE Provider shall maintain the following for four (4) years:

1. Records on each course offered, including but not limited to course title, course objectives, course outlines, qualifications of instructors, dates of instruction, location, participation, sign-in rosters, and records of course completion issued.
2. Summaries of test results, course evaluations, or other methods of evaluation. The type of evaluation used may vary according to the instructor, content or program, number of participants, and method of presentation.

**F. Certificates and Documents as Proof of Completion:**

1. Providers shall issue to the participant a tamper-resistant document or certificate of proof of successful completion of a course, class, or activity within thirty (30) calendar days of completion of the course, class, or activity. The CE certificate or documentation of successful completion must contain the name of the participant, certificate or license number, class title, CE provider name and address, date of course, class, or activity, and signature of the program director or class instructor. A digitally reproduced signature of the program director or class instructor is acceptable for media based/serial production CE courses. In addition, the following statements shall be printed on the certificate of completion with the appropriate information filled in:
  - “This course has been approved for (number) hours of continuing education by an approved California EMS CE Provider and was (check one) \_\_\_\_\_ instructor-based, \_\_\_\_\_ non-instructor based.”
  - “This document must be retained for a period of four years.”
  - “California EMS CE Provider # \_\_\_\_\_ - \_\_\_\_\_”

**G. Advertisement:**

Information disseminated by CE Providers publicizing CE must include, at a minimum, the following:

1. CE provider's policy on refunds in cases of nonattendance by the registrant or cancellation by the provider.
2. A clear, concise description of the course, class or activity content, objectives, and the intended target audience (e.g., paramedic, EMT-II, EMT-I, First Responder, or all).
3. CE provider name, as officially on file with the approving authority; and
4. Specification of the number of CE hours to be granted. Copies of all advertisements disseminated to the public shall be sent to SCEMSA and the local EMS agency in whose jurisdiction the course, class, or activity is conducted prior to the beginning of the course, class, or activity.

**H. Co-Sponsoring a Course:**

When two or more CE Providers co-sponsor a course, only one approved provider will be used for that course, and that CE Provider assumes the responsibility for all applicable provisions.

**I. Sponsorship of One-Time Activity/Course:**

An approved CE Provider may sponsor an individual or organization that wishes to provide a single activity or course. The CE Provider shall be responsible for ensuring that the course meets all requirements and shall serve as the CE Provider of record. The CE Provider shall review the request to ensure that the course/activity complies with the minimum requirements.