Department:	***Department of Health***
Administration:	***Health Emergency Preparedness and Response Administration***
Section:	***Emergency Medical Services***
Policy Name:	***EMS Educational Institution Certification Standards***
Policy Number:	***2010-0011 R01***
Effective Date:	***01 December 2010***
Approved By:	***Beverly Pritchett, Senior Deputy Director, HEPRA***
Applies To:	***EMS Educational Institutions***
Purpose:	***Define Standards for Certification of EMS Educational Institutions***
Reference:	***Emergency Medical Services Act of 2008, Section 8***
Revision:	***Revision One***

Revision

This revision corrects the form number for the Self-Assessment form

Section 8 of the EMS Act requires that all EMS training facilities within the District obtain certification from DOH. The following policy is designed to allow the District to comply with the standards set forth by DOT/NHTSA, the NREMT, and the DC EMS Act of 2008 (DC Law 17-357).

Currently Certified Educational Facilities

Educational facilities that are currently certified in the District of Columbia at the time this policy is placed in effect will be required to complete the Self-Assessment Application (DC-DOH EMS Form 2010-0011A) by 01 March 2011. Upon completing the application process, those facilities will be certified for a two (2) year period instead of the current one (1) year period.

Institution Application

Any EMS educational institution that desires to instruct EMS courses must submit an application to the Director of the Department of Health through the District of Columbia EMS Officer. The application must include compliance with all of the items contained in this policy.

Educational Institution Policies

Each education program shall have written criteria for:

(a) Admission;

(b) Multiple evaluations of each student during the course of study including evaluation of competency in providing patient care;

(c) Student requirements for:

1. Attendance;
2. Educational performance including:
    i. Attitudes;
    ii. Knowledge; and
    iii. Behavior

(d) Student access to program information including:

1. Fees;
2. Requirements;
3. Policies;
4. Student handbook
5. Procedures; and
6. Support services;

(e) Selection of:

1. A medical director;
2. A program coordinator;
3. Faculty; and
4. Other necessary personnel;

(f) Nondiscrimination and fair practices with regard to students, faculty, and program personnel; and

(g) Review and improvement of the effectiveness of student evaluation techniques.

(h) HIPPA privacy training

Each education program shall require that each student wear distinctive identification during field and clinical internship that clearly identifies the:

(a) Student's name;

(b) Student's status; and

(c) Education program.

Each education program shall maintain an organizational chart that shows the relationships among students, the program coordinator, the medical director, and the instructors for each course.

Record Keeping

Each education program shall maintain accurate records of:

(a) Students;

(b) Faculty;

(c) Courses including:

1. Course attendance;
2. Grades for exam and other assignments; and
3. Demographics of applicants.

(d) Written agreements with facilities and agencies providing clinical and field experience which include:

1. Liability policies;
2. Scope of practice for the student;
3. Evaluation criteria; and
4. The responsibility for and level of supervision of students.

Records shall be maintained for at least five (5) years following course completion in a manner to prevent loss, destruction, or unauthorized use.

Educational Programs

Each education program shall teach the appropriate curriculum in accordance with the National Education Standards and Instructional Guidelines.

Each education program shall provide:

(a) Didactic instruction which shall impart fundamental knowledge, skills, and attitudes which contribute to the delivery of state-of-the-art pre-hospital emergency medical care;

(b) Supervised field internship which includes practice of skills while functioning in a pre-hospital environment.

Training programs may utilize distance education for cognitive components of initial training leading to EMS certification if the program:

(a) Demonstrates the methods of distance education utilized are educationally and technically appropriate for the content and audience; and

(b) Ensures the quality of the distance education method including:

1. Learning and teaching considerations;

2. Communication;

3. Educational and technology design; and

4. Program and system management.

(c) This information shall be submitted as an addendum to the application

Each education program shall have adequate space at facilities to accommodate the program.

DOH personnel will audit course sessions for quality assurance purposes.

Instructional Staff
There shall be written agreements and position descriptions stating the roles and responsibilities of the following program positions:

(a) Medical director;

(b) Program coordinator; and

(c) EMS instructors.

All education programs shall have adequate clerical and support staffing to ensure achievement of program goals and outcomes.

Medical Director
Each education program offering certification courses shall have a medical director who:

(a) Is a physician licensed to practice medicine in the District of Columbia;

(b) Has current working knowledge and experience in emergency medical care of acutely ill or injured patients;

(c) Has working knowledge of the District EMS system; and

(d) Knowledge of the District of Columbia scope of practice for Emergency Medical Services Providers and the National Educational Standards.

The medical director is responsible for oversight of the medical educational content of the curriculum.

Program Coordinator
Each education institution offering EMS courses shall have a program coordinator who has:

(a) At least two (2) years experience instructing and evaluating EMS students;

(b) Experience with administration of educational programs;

(c) An instructor certification equivalent to the course level being instructed; and

(d) Knowledge of the District Scope of Practice for Emergency Medical Services Providers and the National Educational Standards.

The program coordinator shall:

(a) Have overall responsibility for the success of the education program, including continuous quality review and improvement of the education program;

(b) Serve as the education program student/faculty liaison; and

(c) Identify sites where students can fulfill field internship requirements.

(d) Keep the physician medical director informed of the program schedule, progress of individual student performance, student or instructor complaints and the status of other program activities.

Program Coordinator and Instructor Accountability

A program coordinator or instructor who violates these policies is subject to enforcement action by DOH.

(a) DOH may suspend the instruction of an ongoing course or withhold issuance of certification until an investigation is concluded.

(b) A program coordinator or instructor found to be in violation of these policies following an investigation may be subject to the following:

1. Termination of the certification program.

2. Invalidation of certificates or Continuing Education (CE) hours issued to students.

3. Suspension or revocation of any or all certifications of the program coordinator.

4. Suspension or revocation of any or all certifications of an instructor.

DOH may audit and/or inspect any educational facility and/or records during normal business hours.

(a) The inspection and/or audit may be scheduled or unscheduled

(b) Failure to comply with a DOH audit will result in an immediate suspension of the educational institution's certification

Internships
Each education program, with the exception of Emergency Medical Responder, shall provide students access to internships with appropriate medical oversight and supervision within any District-approved EMS operational program which shall include:

(a) Patient assessments;

(b) EMS orientation;

(c) Additional components as required by the National Education Standards; and

(d) Additional components as may be required by DOH

If field internships are located outside the District of Columbia, the education program shall:

(a) Comply with the laws of the state where the field internships are located; and

(b) Notify the appropriate EMS officials in the state where the field internships are located of the presence of program students in those internships.

Finance
Each education program shall have sufficient financial resources to ensure complete course delivery for all enrolled students.

Program Evaluation
Each education institution shall have a written policy and procedure for evaluation of the education program.

The evaluation shall be at least annually and provide written evidence that the program is meeting its objectives and the changing needs of EMS care.

(a) This self evaluation shall be submitted to DOH as part of the institution's annual report.

The evaluation plan shall include methods for gathering and analyzing data on the effectiveness of the following:

(a) Instruction;

(b) Resources;

(c) Responsiveness to recommendations for change;

(d) Instructors; and

(e) Students' ability to function as entry-level providers upon successful completion of the course.

The results of the evaluations shall provide the basis for continuous quality improvement and future direction of the educational courses.

Each education program shall submit an annual report to the DOH in an approved format to:

(a) Update program information;

(b) Identify any major changes in the program during the year; and

(c) The annual self evaluation described in this section

Site Visit

After a completed application is accepted by the DOH, a site visit shall be scheduled at a mutually convenient time.

(a) If an applicant can demonstrate a reasonable basis for concern, DOH shall consider allegations that conflicts of interest exist between a site reviewer and an applicant.

(b) The site review team shall complete a written report within 30-days after the site visit.

(c) The site review team shall finalize the site visit report and shall submit a recommendation to the State EMS Officer.

Additional Requirements

National Registry of EMT Testing Requirement
To be approved by the District of Columbia for purposes of the National Registry for Emergency Medical Technicians (NREMT), all educational institutions must obtain approval under this policy.

(a) To be approved for the purposes of NREMT – Paramedic certification testing, educational institutions must be CoAEMSP accredited in accordance with NREMT policy by 01 July 2013.

Office of the State Superintendent of Education Licensing
Those EMS educational institutions that are not part of the District of Columbia government or a component of an accredited institution of higher learning must be licensed through the District Office of the State Superintendent of Education (OSSE) in addition to being certified by the DOH.

(a) EMS educational institutions required to be licensed through OSSE must maintain their license in order to maintain their certification as an EMS educational institution.

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
CoAEMSP accredited programs must apply for DOH approval under this policy.

(a) Sections of the application approval process that parallel the CoAEMSP accreditation process may be waived if a DOH representative participates in the CoAEMSP site visit as an observer (CoAEMSP will notify DOH of any site visits scheduled for District educational institutions).

(b) Complies with the other sections of this policy;

(c) Remains an accredited program in good standing with CoAEMSP; and

(d) Provides the DOH a copy of the self study submitted to CoAEMSP and a copy of documentation provided to the program by CoAEMSP.

Institutional Certifications

Provisional Certification

If DOH determines that the application and the site visit indicate limitations in meeting requirements for full approval that can be resolved within one (1) year, it may approve the application for one (1) year.

(a) EMS educational institutions that are placed in a one (1) year provisional status by OSSE shall automatically be placed in a one (1) year provisional status by the DOH even if all DOH certification requirements are met.

(b) An applicant receiving a one (1) year approval shall submit written progress reports to the DOH semiannually.

(c) A second site visit may be required to verify the resolution of limitations.

(d) Before a second site visit, a revised report shall be prepared by the educational institution which includes changes made since the initial site visit.

(e) Upon satisfactory resolution of limitations, or at the end of the one (1) year provisional period, the DOH shall:

1. Confer approval for the remainder of the two (2) year period if the applicant has satisfied all requirements for approval; or

2. Deny or revoke approval.

(f) The DOH may deny or revoke program approval if an educational institution is not in compliance with this policy.

(g) The program shall be notified by mail of the DOH's decision.

1. If the decision is other than a two (2) year approval, the notice shall:

   i. State the reasons for the decision;

   ii. Advise the education institution of appeal rights;

Full Certification

If the DOH determines that the applicant meets the requirements of this chapter, DOH shall grant the applicant a two (2) year approval as an EMS educational institution.

(a) To maintain approval, the education institution shall:

1. Comply with the provisions of this policy;

2. Advise the District EMS Officer in writing within thirty (30) days of any changes in:

i. Program personnel other than instructional faculty;

ii. Organizational changes; or

iii. Programmatic changes;

(b) Maintain a process of continuous quality improvement;

(c) Conduct at least one full length certification course every two (2) years.

Renewal of Certification

Each educational institution will be required to renew their certification at the end of their certification period. Institutions that submit their annual reports and keep the District EMS Officer updated on the following changes at the institution will qualify for renewal through submission of the EMS Educational Institution Certification Renewal Short Form (DC-DOH EMS Form 2010-0011B);

(a) Changes in Medical Director

(b) Changes in Program Coordinator

(c) Organizational Changes

(d) Changes to locations (including additions)

(e) Changes to District certified courses and curriculums

Those institutions that do not update the District EMS Officer will be required to complete the Self Assessment Application (DC-DOH EMS Form 2010-0011A) as part of their renewal process.

All educational institutions will be notified six months prior to the end of their certification period which application they will need to submit.

District of Columbia Department of Health
Health Emergency Preparedness and Response Administration
Division of Emergency Medical Services

Self Assessment and Application for EMS Educational Institution Certification

December 2010

EMS Educational Institution Certification Application

Release Notes

01 December 2010 – Initial Release

Regulation and Policies

The following table identifies the regulations and policies that influence this application.

Regulation	Policy	Title	Effective Date
DC Law 17-357		EMS Act of 2008, Sections 8 and 9	01 June 2009
	DOH EMS 2010-0011	EMS Educational Institution Certification Standards	01 Dec 2010
	DOH EMS 2010-0012	EMS Instructor Standards	01 Dec 2010

Instructions

This application is for those educational institutions that desire to engage in EMS Educational Certification activities in the District of Columbia. In accordance with the EMS Act of 2008, it is illegal for any person to operate an EMS educational institution without first receiving a certification from the Department of Health. When completing the self-assessment, please check the appropriate 'Yes' or 'No' block to indicate if the requirement has been met. If you answer 'No' to any item in the **Mandatory Requirements** section you must provide an explanation and any corrective action that is being taken.

When completing this application, ascertain that all required documents are attached. The listing of required documents can be found beginning on page 14 of the application.

It is required that signatures from the leadership of the educational institution be attached to verify that they have met all of the requirements of the applicable policies and regulations. The completed application, along with the required documentation, should be submitted to the District of Columbia Emergency Medical Services Officer. The application and the assorted documents should be submitted in a three-ring binder as well as on CD in electronic format (Mircosoft® Word® doc format or Adobe® Acrobat® pdf format).

We are unable to process the application if any items or signatures are missing.

Renewal of Certification

You do not have to complete the self-assessment as part of your renewal process unless specifically directed by the District EMS Officer. This application is intended primarily for those educational institutions seeking initial certification in the District of Columbia.

Institutions that submit their annual reports and keep the District EMS Officer updated on the changes at the institution will qualify for renewal through submission of the EMS Educational Institution Certification Renewal Short Form (DC-DOH EMS Form 2010-0011B).

CoAEMSP Accreditation

Educational institutions that have been accredited by CoAEMSP should complete the application. Sections of the application approval process that parallel the CoAEMSP accreditation process are highlighted in yellow and do not need to be repeated with the application. District certification will remain in force provided the institution;

(a) Complies with all other sections of the policy and regulations;

(b) Remains an accredited program in good standing with CoAEMSP; and

(c) Provides the Director a copy of the self study submitted to CoAEMSP and a copy of documentation provided to the program by CoAEMSP.

Institution Information

Owner _____

Name _____

Address _____

City _____ State _____ Zip _____

Name Doing Business Under _____

Locations of Operation

Primary Address _____

City _____ State DC Zip _____

Other Location Address _____

City _____ State DC Zip _____

Other Location Address _____

City _____ State DC Zip _____

Other Location Address _____

City _____ State DC Zip _____

Level of Certification Requested (check all that apply)

Basic Life Support Programs

☐ Emergency Medical Responder (EMR)

☐ Emergency Medical Technician (EMT)

Advanced Life Support Programs

☐ Advance EMT (AEMT)

☐ EMT-Intermediate (EMT-I)

☐ Paramedic

Current Accreditations

☐ Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)

☐ Office of the State Superintendent of Education (OSSE)

Medical Director

Name _____

Office Phone _____ Cell Phone _____

E-mail Address _____

Program Coordinator

Name _____

Office Phone _____ Cell Phone _____

E-mail Address _____

Primary Point of Contact

Name _____

Title _____

Office Phone _____ Cell Phone _____

E-mail Address _____

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I. Educational Institution Policies

Mandatory Requirements

Requirement		
The education program has written criteria for:		
☐Yes	☐No	Admission
☐Yes	☐No	Frequent evaluation of each student during the course of study including evaluation of competency in providing patient care
☐Yes	☐No	Student requirements for attendance
☐Yes	☐No	Student requirements for educational performance including attitudes knowledge, and skills
☐Yes	☐No	Student requirements for behavior
The education program has written criteria for student access to program information including:		
☐Yes	☐No	Fees
☐Yes	☐No	Requirements
☐Yes	☐No	Policies
☐Yes	☐No	Student handbook
☐Yes	☐No	Procedures
☐Yes	☐No	Support services
The education program has written criteria for the selection of:		
☐Yes	☐No	A medical director
☐Yes	☐No	A program coordinator
☐Yes	☐No	Faculty
☐Yes	☐No	Other necessary personnel
The education program has written criteria for:		
☐Yes	☐No	Nondiscrimination and fair practices with regard to students, faculty, and program personnel
☐Yes	☐No	Review and improvement of the effectiveness of student evaluation techniques
☐Yes	☐No	HIPPA privacy training
The program requires that each student wear distinctive identification during field and clinical internship that clearly identifies the:		
☐Yes	☐No	Student's name
☐Yes	☐No	Student's status
☐Yes	☐No	Education program
The program maintains:		
☐Yes	☐No	An organizational chart that shows the relationships among students, the program coordinator, the medical director, and the instructors for each course.

II. Record Keeping

Mandatory Requirements

Requirement		
The program maintains accurate and appropriate records of:		
☐Yes	☐No	Students
☐Yes	☐No	Faculty
☐Yes	☐No	Courses including course attendance, grades for exam and other assignments, and demographics of applicants
There are written agreements with facilities and agencies providing clinical and field experience which include:		
☐Yes	☐No	Liability policies
☐Yes	☐No	Scope of practice for the student
☐Yes	☐No	Evaluation criteria
☐Yes	☐No	The responsibility for and level of supervision of students
The program has a written policy on record maintenance to include:		
☐Yes	☐No	Records shall be maintained for at least five (5) years following course completion in a manner to prevent loss, destruction, or unauthorized use.

III. Educational Programs

Mandatory Requirements

Requirement		
The education program:		
☐Yes	☐No	Teaches the appropriate curriculum in accordance with the National Education Standards and Instructional Guidelines
☐Yes	☐No	Has adequate space at facilities to accommodate the program
The program provides:		
☐Yes	☐No	Didactic instruction which imparts fundamental knowledge, skills, and attitudes which contribute to the delivery of state-of-the-art pre-hospital emergency medical care
☐Yes	☐No	Supervised field internship which includes practice of skills while functioning in a pre-hospital environment

III. Educational Programs

Optional Services

Optional		
Training programs may utilize distance education for cognitive components of initial training leading to EMS certification if the program:		
☐Yes	☐No	Demonstrates the methods of distance education utilized are educationally and technically appropriate for the content and audience
Ensures the quality of the distance education method including:		
☐Yes	☐No	Learning and teaching considerations
☐Yes	☐No	Communication
☐Yes	☐No	Educational and technology design
☐Yes	☐No	Program and system management

IV. Instructional Staff

Mandatory Requirements

Requirement		
There are written agreements and position descriptions stating the roles and responsibilities of the following program positions:		
☐Yes	☐No	Medical director
☐Yes	☐No	Program coordinator
☐Yes	☐No	EMS instructors
All education programs shall have		
☐Yes	☐No	Adequate clerical and support staffing

V. Medical Director

Mandatory Requirements

Requirement		
Each education program offering certification courses shall have a medical director who:		
☐Yes	☐No	Is a physician licensed to practice medicine in the District of Columbia
☐Yes	☐No	Has current working knowledge and experience in emergency medical care of acutely ill or injured patients
☐Yes	☐No	Has working knowledge of the District EMS system
☐Yes	☐No	Knowledge of the District of Columbia scope of practice for Emergency Medical Services Providers and the National Educational Standards
☐Yes	☐No	Is responsible for oversight of the medical educational content of the curriculum.

VI. Program Coordinator

Mandatory Requirements

Requirement		
Each education program offering certification courses shall have a program coordinator who has:		
☐Yes	☐No	At least two (2) years experience instructing and evaluating EMS students
☐Yes	☐No	Experience with administration of educational programs
☐Yes	☐No	An instructor certification equivalent to the course level being instructed
☐Yes	☐No	Knowledge of the District Scope of Practice for Emergency Medical Services Providers and the National Educational Standards
The program coordinator shall:		
☐Yes	☐No	Have overall responsibility for the success of the education program, including continuous quality review and improvement of the education program
☐Yes	☐No	Serve as the education program student/faculty liaison
☐Yes	☐No	Identify sites where students can fulfill field internship requirements
☐Yes	☐No	Keep the physician medical director informed of the program schedule, progress of individual student performance, student or instructor complaints and the status of other program activities

VII. Internships

Mandatory Requirements for EMT Courses and Above

Requirement		
Each education program shall provide students access to internships with appropriate medical oversight and supervision within any District-approved EMS operational program which shall include:		
☐Yes	☐No	Patient assessments
☐Yes	☐No	EMS orientation
☐Yes	☐No	Additional components as required by the National Education Standards
☐Yes	☐No	Additional components as may be required by DOH
If field internships are located outside the District of Columbia, the education program shall:		
☐Yes	☐No	Comply with the laws of the state where the field internships are located
☐Yes	☐No	Notify the appropriate EMS officials in the state where the field internships are located of the presence of program students in those internships

VIII. Finance

Mandatory Requirements

Requirement		
☐Yes	☐No	Each education program shall have sufficient financial resources to ensure complete course delivery for all enrolled students.

IX. Program Evaluation

Mandatory Requirements

Requirement		
☐Yes	☐No	Each education institution shall have a written policy and procedure for evaluation of the education program.
☐Yes	☐No	The evaluation shall be at least annually and provide written evidence that the program is meeting its objectives and the changing needs of EMS care.
The evaluation plan shall include methods for gathering and analyzing data on the effectiveness of the following:		
☐Yes	☐No	Instruction
☐Yes	☐No	Resources
☐Yes	☐No	Responsiveness to recommendations for change
☐Yes	☐No	Instructors
☐Yes	☐No	Students' ability to function as entry-level providers upon successful completion of the course

IX. Program Evaluation (continued)

Mandatory Requirements

Requirement		
☐Yes	☐No	The results of the evaluations shall provide the basis for continuous quality improvement and future direction of the educational courses.
Each education program shall submit an annual report to the Director in an approved format to		
☐Yes	☐No	Update program information
☐Yes	☐No	Identify any major changes in the program during the year
☐Yes	☐No	The annual self evaluation described in this section

X. Competency Based Evaluations

Mandatory Requirements

Requirement		
A competency-based evaluation, developed and administered by the Medical Director for the following educational programs;		
☐Yes	☐No	Emergency Medical Responder Instructor
☐Yes	☐No	Emergency Medical Technician Instructor
☐Yes	☐No	Advanced EMS Instructor
The Medical Director of the educational institution shall establish its;		
☐Yes	☐No	Continuing Education Instructor approval process.

Required Documents

The following documents are attached to this application:			Section
☐Yes	☐No	CoAEMSP Accreditation Approval (Paramedic Only)	
☐Yes	☐No	OSSE Approval (Private Educational Institutions Only)	
☐Yes	☐No	Written criteria for admission	I
☐Yes	☐No	Criteria for frequent evaluation of each student during the course of study including evaluation of competency in providing patient care	I
☐Yes	☐No	Student requirements for attendance	I
☐Yes	☐No	Student requirements for educational performance including attitudes knowledge, and skills	I
☐Yes	☐No	Student requirements for behavior	I
☐Yes	☐No	Written criteria for student access to program information including fees, requirements policies, student handbook, procedures and support services	I
☐Yes	☐No	Written criteria for the selection of a medical director, program coordinator, faculty, and other necessary personnel	I
☐Yes	☐No	Written criteria for nondiscrimination and fair practices with regard to students, faculty, and program personnel	I
☐Yes	☐No	Written criteria for the review and improvement of the effectiveness of student evaluation techniques	I
☐Yes	☐No	HIPPA privacy training curriculum	I
☐Yes	☐No	An organizational chart that shows the relationships among students, the program coordinator, the medical director, and the instructors for each course.	I
☐Yes	☐No	Sample copy of student record and faculty record	II
☐Yes	☐No	Sample copy of course records including course attendance, grades for exam and other assignments, and demographics of applicants	II
☐Yes	☐No	Written agreements with facilities and agencies providing clinical and field experience which include scope of practice for the student, evaluation criteria and the responsibility for and level of supervision of students	II
☐Yes	☐No	Written agreements with facilities and agencies providing clinical and field experience which include liability policies.	II
☐Yes	☐No	Curriculums for each course to be taught	III
☐Yes	☐No	Written agreements and position descriptions stating the roles and responsibilities of the Medical Director, Program Coordinator and EMS instructors	IV
☐Yes	☐No	Copy of the Medical Director's physician license to practice medicine in the District of Columbia	V
☐Yes	☐No	Documentation showing that the Program Coordinator has at least two (2) years experience instructing and evaluating EMS students and experience with administration of educational programs	VI

Required Documents - continued

The following documents are attached to this application:			Section
☐Yes	☐No	Copy of an instructor certification equivalent to the course level being instructed, or application for instructor certification	VI
☐Yes	☐No	For field internships outside of the District of Columbia, written agreements demonstrating compliance with the laws of the state where the field internships are located	VII
☐Yes	☐No	Demonstration of sufficient financial resources to ensure complete course delivery for all enrolled students.	VIII
☐Yes	☐No	A written policy and procedure for evaluation of the education program.	IX
☐Yes	☐No	Competency-based evaluation for EMR Instructors	X
☐Yes	☐No	Competency-based evaluation for EMT Instructors	X
☐Yes	☐No	Competency-based evaluation for Advanced EMS Instructors	X
☐Yes	☐No	Competency-based evaluation for CE Instructors	X

Documents for Optional Programs

The following documents are attached to this application:			Section
☐Yes	☐No	Training programs that utilize distance education for cognitive components of initial training leading to EMS certification if the program submits documentation that demonstrates the methods of distance education utilized are educationally and technically appropriate for the content and audience	III

Certification

I hereby certify that the information contained within this application is true and complete to the best of my knowledge and belief. I understand and acknowledge that the making of a false statement in connection with this application is punishable by criminal penalties, and may also subject me to civil penalties and to the denial or termination of the certification.

_____ _____

Signature of the Medical Director *Date*

_____ _____

Signature of the Program Coordinator *Date*

Government of the District of Columbia - Department of Health

EMS Educational Institutions
Certification Renewal Short Form

Instructions

Please review the following information. If the information is correct, check the box in the Certification Section indicating there are no changes. If any of the information is incorrect, please provide any necessary corrections and check the Corrections Attached box. Please sign the Certification section and return the form to the District EMS Officer.

DC Department of Health

64 New York Avenue, NE
Suite 5000
Washington, DC 20002
Web Site http://doh.dc.gov

DC & NREMT Institution Number 4000
Certified through 12/31/2010
Phone: (202) 671-4222
E-mail:

Authorized to teach the following BLS Courses	*Authorized to teach the following ALS Courses*
☑ Emergency Medical Responder (EMR)	☐ Advanced EMT (AEMT)
☑ Emergency Medical Technician (EMT)	☐ EMT-Intermediate (EMT-I)
	☐ Paramedic

Medical Director Information

Name: Dr. Brian Amy DC License

Address: 64 New York Ave, NE
Suite 5000

City: Washington State: DC Zip Code: 20002-

E-mail:

Office: (202) 671-4222 Ext: Mobile:

Fax: Pager:

Start Date: 11/01/2009 End Date:

SAMPLE

Government of the District of Columbia - Department of Health

EMS Educational Institutions
Certification Renewal Short Form

Program Coordinator Information

Name: Robert Austin

Address: 64 New York Avenue, NE
Suite 5000

City: Washington State: DC Zip Code: 20002-

E-mail:

Office: (202) 671-0704 Ext: Mobile:

Fax: (202) 671-0707 Pager:

Start Date: 12/07/2009 End Date:

Corrections

Please provide any corrections below. If necessary use additional sheets

Certification

☐ No Changes Necessary ☐ Corrections Noted Above

I hereby certify that the information contained within this application is true and complete to the best of my knowledge and belief. I understand and acknowledge that the making of a false statement in connection with this application is punishable by criminal penalties, and may also subject me to civil penalties and to the denial or termination of the certification.

Signature of the Medical Director *Date*

SAMPLE

Sample Emergency Medical Services Education Program

Annual Report 2011

SAMPLE

The Division of EMS at the DC Department of Health is providing this document as a sample to illustrate the type of information that might apply. The names used are fictitious and any resemblance to actual persons or locations is purely coincidental and unintentional.

Since each program is unique, responses provided in the sample document would not be exactly the same for another program. It is not appropriate for programs to copy and paste verbatim any sample information into their own documents.

Specific questions about the preparation of annual report documents can be directed to the Division of EMS at the DC Department of Health – HEPRA

GOVERNMENT OF THE DISTRICT OF COLUMBIA
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DEPARTMENT OF HEALTH
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Sample EMS Education

The Sample EMS Education Program provides initial and continuing education to the District's EMS Providers. We provide education at the Emergency Medical Responder and Emergency Medical Technician level. We have been educating EMS providers in the District since 1984.

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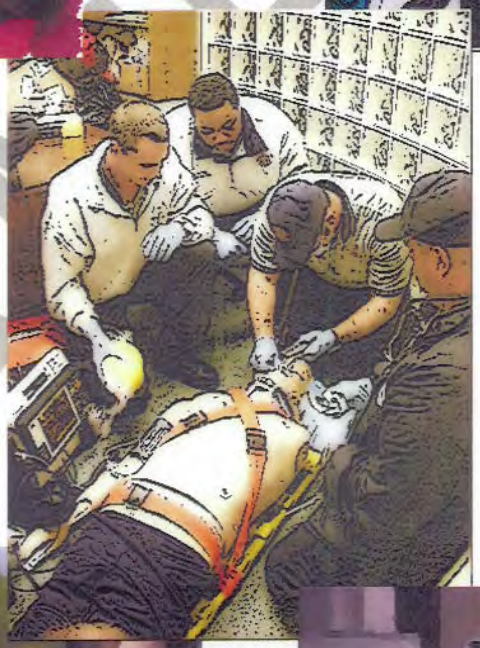

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Mission Statement

The Sample EMS Education Program is committed to educating the most highly trained and professional EMS providers possible. We are dedicated to providing an excellent education in pre-hospital care and to graduate students dedicated to providing professional, compassionate care.

Vision Statement

The Sample EMS Education Program strives to be the sought-after agency in the field of EMS training. We want to be seen as an organization that cares about the educational experience of our students by providing a quality, enriched learning environment.

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Who We Are

We are pleased to have an excellent staff that is dedicated to delivering the best possible EMS education to our students. Our leadership consists of our Medical Director, Dr. Doctor, and our Program Director, Sample Instructor.

Sample Doctor, MD, FACEP
Medical Director

Dr. Sample has been involved in EMS education since 1994. He is a graduate of Big City University and continues to provide care at Big City Hospital and the Local Community Hospital Center.

Sample Instructor, BS, NREMT-Paramedic
Program Director

Sample is an active paramedic and brings her knowledge of EMS into the classroom, enhancing the students learning experience. She received her Bachelor's degree in EMS from the State University. She has been involved in EMS education since 1998.

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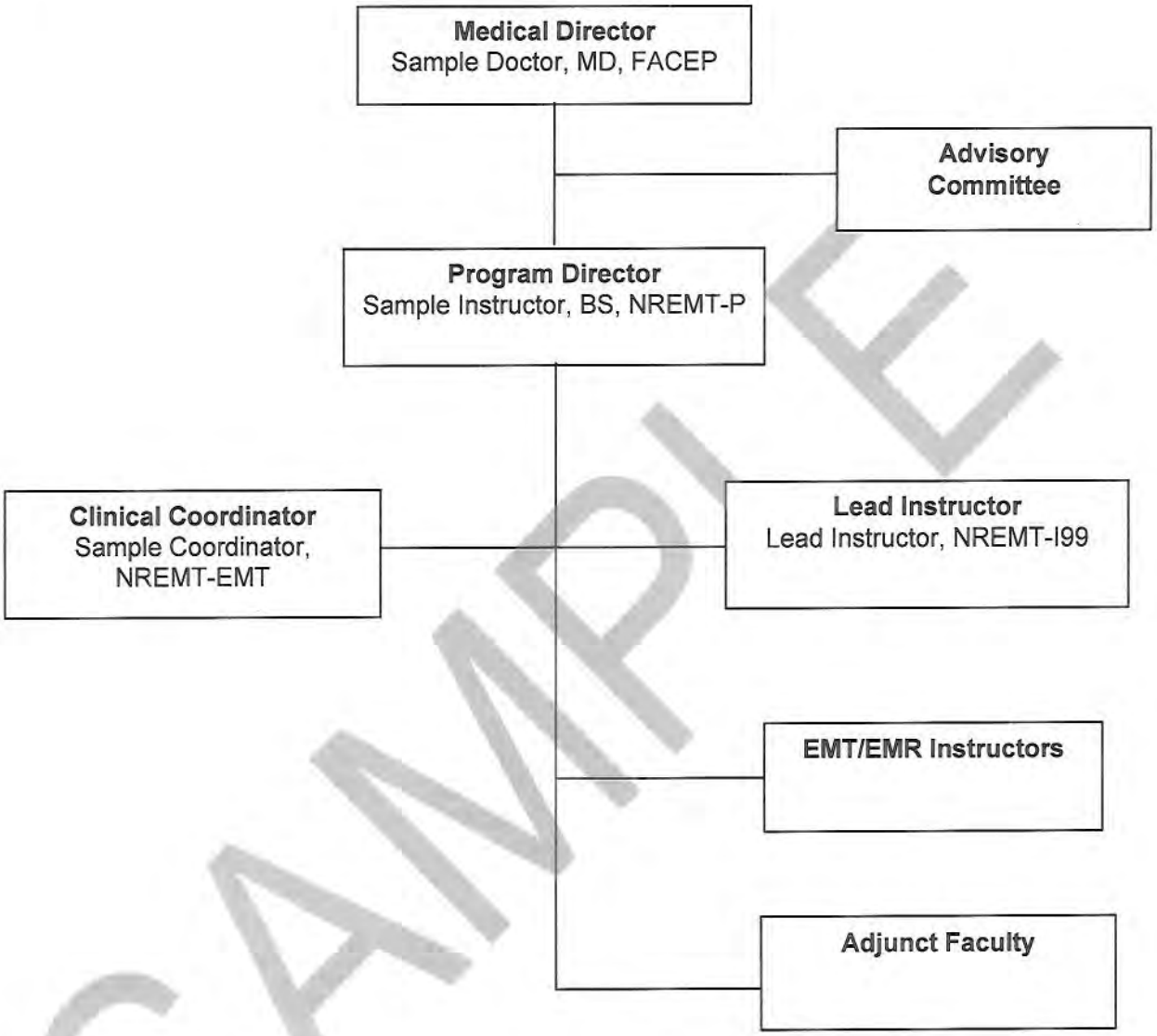
Organizational Chart



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Emergency Medical Responder Program

2011 marked the first year we offered an Emergency Medical Responder certification program, and it has been a big success. A total of four classes were offered, and were quickly filled up. Our overall graduation rate was 90% with an 88% pass rate on the National Registry exam.

- **Class 1:** March 5 through March 31
- **Class 2:** June 15 through July 5
- **Class 3:** August 17 through September 4
- **Class 4:** October 21 through November 16

	Class 1	Class 2	Class 3	Class 4	Overall
Students Start	24	24	24	23	95
Pass Course	22	21	23	20	86 (90%)
A	4	2	5	2	14 (14%)
B	8	7	10	9	34 (36%)
C	10	12	7	9	38 (40%)
Fail	0	0	1	0	1 (1%)
Did Not Finish	2	3	0	2	7 (7%)
Pass Registry 1st Attempt	18	16	14	19	67 (70%)
Pass Registry Within 6	21	21	23	19	84 (88%)

National Registry Exam: Breakdown of Subject Areas (combined for four classes)

Topic	Above Passing	Near Passing	Below Passing
Airway	52%	20%	28%
Cardiology	50%	24%	26%
Trauma	36%	11%	53%
Medical	51%	21%	27%
EMS Ops.	51%	20%	29%

Lessons Learned

While the majority of our students performed well, it became evident that the education they received in the area of trauma management was lacking. Working with our medical director and the advisory committee we have reviewed and adjusted the curriculum with respect to trauma management. These changes will be implemented with our first class in 2012.

Placement

We are pleased to report that all 84 students who successfully passed the NREMT exam are now actively involved with either a Fire or EMS agency in the Washington Metropolitan area.

Emergency Medical Technician Program

Three Emergency Medical Technician courses were conducted this past year. This is part of our long-standing education program that has consistently performed well. As in past years our students who completed the course were consistently about the national average on the NREMT exam.

- **Class 1:** January 9 through April 3
- **Class 2:** April 17 through July 30
- **Class 3:** August 6 through November 4

	Class 1	Class 2	Class 3	Overall
Students Start	20	20	20	60
Pass Course	15	16	15	46 (77%)
A	5	2	4	11 (18%)
B	7	9	6	22 (37%)
C	3	5	5	13 (22%)
Fail	1	2	2	5 (8%)
Did Not Finish	4	2	3	9 (15%)
Pass Registry 1st Attempt	13	12	10	35 (58%)
Pass Registry Within 6	15	15	14	44 (73%)

National Registry Exam: Breakdown of Subject Areas (combined for three classes)

Topic	Above Passing	Near Passing	Below Passing
Airway	62%	20%	18%
Cardiology	58%	24%	18%
Trauma	56%	11%	33%
Medical	61%	21%	17%
EMS Ops.	64%	20%	16%

Lessons Learned

This year we saw a drop in the trauma scores. This mirrored what we observed in the EMR course. We are reviewing our current curriculum with our Medical Director, Program Director and Advisory Committee.

Placement

Of the 44 students who passed the NREMT exam 35 have obtained employment with various private ambulance service providers in the area. Five are currently members of volunteer Fire and EMS organizations, and two have moved out of the area. The remaining two students are actively seeking employment in the health care field.

Continuing Education Program

Our continuing education program consists of a series of short courses as well as two refresher courses each year. The refresher courses are in accordance to the NREMT requirements for Emergency Medical Technician. Our Continuing Education Program continues to be one of our most successful programs, drawing providers from up to eight different states.

Continuing Education Courses

Date	Course	Hours	Students
January 7	Asthma Review	2	18
January 21	Street Drug Update	3	45
February 4	CPR Updates	4	22
February 18	Management of Head Injuries	4	26
March 4	Issues in Stroke Management	3	14
March 18	CPR Updates	4	27
April 1	Asthma Review	2	12
April 15	Management of Head Injuries	4	6
April 29	Street Drug Update	3	19
May 13	Issues in Stroke Management	3	15
May 27	CPR Updates	4	23
June 10	Management of Head Injuries	4	19
June 24	Street Drug Update	3	18
July 8	Asthma Review	2	22
July 22	Issues in Stroke Management	3	21
August 5	CPR Updates	4	17
August 19	Management of Head Injuries	4	31
September 2	Street Drug Update	3	24
September 16	Role of the First Responder in a MCI	3	29
September 30	Asthma Review	2	11
October 14	Keys to Chart Writing	2	5
October 28	Management of Head Injuries	4	16
November 18	CPR Updates	4	13
December 16	Issues in Stroke Management	3	9
Totals	**24 Courses**	**77**	**462**

EMT Refresher Courses

- January 9-12: 45 Students
- December 6-9: 45 Students