

	<b>COUNTY OF SACRAMENTO</b> EMERGENCY MEDICAL SERVICES AGENCY	Document #	4511.07
	PROGRAM DOCUMENT:  <b>Advanced Emergency Medical Technician Training Program</b>	Initial Date:	04/19/12
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 Signature on File  
 EMS Medical Director

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 EMS Administrator

**Purpose:**

- A. To establish roles and responsibilities for Sacramento County Emergency Medical Services Agency (SCEMSA) approved Advanced Emergency Medical Technician (AEMT) Training Programs.

**Authority:**

- A. California Health and Safety Code, Division 2.5
- B. California Code of Regulations, Title 22, Division 9

**Protocol:**

- A. **AEMT Training Program Approval:**
  1. SCEMSA approved AEMT Training Programs must keep payment of AEMT training fee current to maintain AEMT Training Program 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 completed SCEMSA AEMT Training Program Application and supporting documents at least sixty (60) days prior to the date of the first activity.
  4. It shall be the responsibility of the AEMT Training Program to submit the SCEMSA AEMT Training Program Application for renewal at least sixty (60) days in advance before expiration in order to maintain continuous approval.
  5. AEMT Training Program approval is non-transferable.
  6. All AEMT Training Program requirements must be met and maintained for renewal.
  7. That SCEMSA is notified within thirty (30) calendar days of any change in program name, address, telephone number, program director, clinical coordinator, and/or principal instructor(s).
  8. That a challenge provision and examination is provided.
  9. That the SCEMSA AEMT Student Roster is forwarded to SCEMSA within fifteen (15) days of course completion. The SCEMSA AEMT Student Roster shall include the name and address of each person that receives a course completion record along with the date of course completion, type of course completed (AEMT basic or refresher) and whether the student passed the final skills examination.
  10. All records are available to SCEMSA upon request. All approved AEMT Training Programs are subject to scheduled or unscheduled site visits by SCEMSA staff.

**B. Procedure for AEMT Training Program Approval:**

1. SCEMSA has the primary responsibility for approving and monitoring the performance of AEMT Training Programs located within the SCEMSA region, to ensure their compliance with state law, regulations, guidelines and local policy.
2. AEMT training may be offered only by approved training programs. Eligibility for program approval shall be limited to the following institutions:
  - a) Accredited universities and colleges, including junior and community colleges, and private post-secondary schools as approved by the State of California, Department of Consumer Affairs, and Bureau for Private Postsecondary Education.
  - b) Medical training units of a branch of the Armed Forces or Coast Guard of the United States.
  - c) Licensed general acute care hospitals which meet the following criteria:
    - Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of Division 5; and
    - Provide continuing education to other health care professionals.
  - d) Agencies of government.

**C. Advanced EMT Training Program Teaching Staff:**

1. Medical Director:

Each program shall have an approved program medical director who shall be a Physician currently licensed in the State of California, who has two (2) years of academic or clinical experience in emergency medicine in the last five (5) years, and who is qualified by education or experience in methods of instruction. Duties of the program medical director shall include, but not be limited to:

  - a) Approval of all course content.
  - b) Approval of content of all written and skills examinations.
  - c) Approval of provision for hospital clinical and field internship experiences.
  - d) Approval of principal instructor(s) qualifications.
2. Course Director:

Each program shall have an approved course director who shall be a Physician, Registered Nurse, or Paramedic currently licensed in the State of California or an individual who holds a baccalaureate degree or equivalent in a related health field or equivalent. The course director shall have a minimum of one (1) year of experience in an administrative or management level position and have a minimum of two (2) years of academic or clinical experience in prehospital care education within the last five (5) years. The approved course director shall be 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. The courses include, but are not limited to, the following examples:

  - a) State Fire Marshall Instructor 1A and 1B,
  - b) National Fire Academy's Instructional Methodology,
  - c) Training programs that meet the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors, such as the National Association of EMS

Educators Course. Duties of the course director shall include, but not be limited to:

- Administration of the training program.
- In coordination with the program medical director, approve the principal instructor, teaching assistants, field preceptors, clinical and internship assignments, and coordinate the development of curriculum.
- Ensure training program compliance with this Chapter and other related laws.
- Sign all course completion records.

3. Principal Instructor(s):

Each program shall have principal instructor(s) who may also be the program medical director or course director, who shall:

- a) Be a Physician, Registered Nurse, or a Physician Assistant currently licensed in the State of California; or
- b) Be a Paramedic or an Advanced EMT and/or EMT-II currently licensed or certified in the State of California.
- c) Have two (2) years academic or clinical experience in emergency medicine within the last five (5) years.
- d) Be approved by the course director in coordination with the program medical director as qualified to teach those sections of the course to which s/he is assigned.
- e) Be responsible for areas including, but not limited to, curriculum development, course coordination, and instruction.
- f) Be 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. The courses include, but are not limited to the following examples:
  - State Fire Marshal Instructor 1A and 1B,
  - National Fire Academy's Instructional Methodology,
  - Training programs that meet the United States Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course.

4. Teaching Assistants:

Each program may have a teaching assistant(s) who shall be an individual(s) qualified by training and experience to assist with teaching of the course and shall be approved by the course director in coordination with the program medical director as qualified to assist in teaching the topics to which the assistant is to be assigned. A teaching assistant shall be directly supervised by a principal instructor, the course director, and/or the program medical director.

5. Field Preceptors:

Each course shall have a field preceptor(s) who shall:

- a) Be a Physician, Registered Nurse, or Physician Assistant currently licensed in the State of California; or

- b) Be a Paramedic or an Advanced EMT currently licensed or certified in the State of California; and
  - c) Have two (2) years academic or clinical experience in emergency medicine within the last five (5) years.
  - d) Be approved by the course director in coordination with the program medical director to provide training and evaluation of an Advanced EMT trainee during field internship with an authorized service provider.
  - e) Be under the supervision of a principal instructor, the course director and/or program medical director.
6. Hospital Clinical Preceptor(s):  
Each program shall have a hospital clinical preceptor(s) who shall:
- a) Be a Physician, Registered Nurse, or Physician Assistant who is currently licensed in the State of California.
  - b) Have two (2) years academic or clinical experience in emergency medicine within the last five (5) years.
  - c) Be approved by the course director in coordination with the program medical director to provide evaluation of an Advanced EMT trainee during the clinical training.

**D. Advanced EMT Training Program Didactic and Skills Laboratory:**

An approved Advanced EMT Training Program shall assure that no more than six (6) trainees are assigned to one (1) instructor/teaching assistant during the skills practice/laboratory sessions.

**E. Advanced EMT Training Program Hospital Clinical Training:**

1. An approved Advanced EMT Training Program shall provide for and monitor a supervised clinical experience at a hospital(s) which is licensed as a general acute care hospital. The clinical setting may be expanded to include areas commensurate with the skills experience needed. Such settings may include surgical centers, clinics, jails or any other areas deemed appropriate by the local emergency medical services agency (LEMSA).
2. Training programs in nonhospital institutions shall enter into a written agreement(s) with a licensed general acute care hospital(s) which holds a permit to operate a Basic or Comprehensive Emergency Medical Service for the purpose of providing this supervised clinical experience as well as a clinical preceptor(s) to instruct and evaluate the student.
3. Advanced EMT clinical training hospital(s) shall provide clinical experience, supervised by a clinical preceptor(s) approved by the training program medical director. Hospitals providing clinical training and experience shall be approved by the program medical director, and shall provide for continuous assessment of student performance. No more than two (2) trainees will be assigned to one (1) preceptor during the supervised hospital clinical experience at any one time. The clinical preceptor may assign the trainee to another health professional for selected clinical experience. Clinical experience shall be monitored by the training program staff and shall include direct patient care responsibilities including the administration of additional drugs which are designed to result in the competencies specified in this

Chapter. Clinical assignments shall include, but not be limited to: emergency, surgical, cardiac, obstetric, and pediatric patients.

4. The Advanced EMT Training Program shall establish criteria to be used by clinical preceptors to evaluate trainees. Verification of successful performance in the prehospital setting shall be required prior to course completion or certification.

**F. Advanced EMT Training Program Field Internship:**

1. An approved Advanced EMT Training Program shall provide for and monitor a field internship with a designated Advanced EMT or Paramedic service provider(s) approved by the training program medical director.
2. After obtaining the approval of SCEMSA, the Advanced EMT Training Program shall enter into a written agreement with an Advanced EMT or Paramedic service provider(s) to provide for this field internship, as well as for a field preceptor(s) to directly supervise, instruct and evaluate students. The field internship shall include direct patient care responsibilities which, when combined with the other parts of the training program, shall result in the Advanced EMT competencies specified in the California Code of Regulations.
3. The field internship shall be medically supervised and monitored in accordance with the policies of SCEMSA.
4. No more than one (1) Advanced EMT trainee shall be assigned to an Advanced EMT or Paramedic response vehicle during the field internship.
5. The Advanced EMT Training Program shall establish evaluation criteria to be used by field preceptors to evaluate trainees.

**G. AEMT Training Program Required Course Hours:**

An Approved AEMT Training Program shall ensure:

1. The AEMT Training Program shall consist of not less than one hundred sixty (160) hours; that shall be divided into a minimum of eighty (80) hours of didactic instruction and skills laboratory.
2. The hospital clinical training shall consist of no less than forty (40) hours and field internship shall consist of no less than forty (40) hours.
3. The trainee shall have a minimum of fifteen (15) ALS patient contacts, as defined, during the combined hospital clinical training and field internship. An ALS patient contact shall be defined as the performance, by the trainee, of one or more of the skills specified in Section 100106(b) of California Code of Regulations. The fifteen (15) ALS patient contacts shall be distributed among these skills. Each ALS patient contact by an Advanced EMT student shall be documented in writing on a standard form and shall be signed by the training program medical director as verification of the fact that the ALS contact met the criteria set forth in this section.
4. The trainee shall demonstrate competency, in all of the following skills listed in Section 100106 (b) of California Code of Regulations:
  - a) Perform pulmonary ventilation by use of a supraglottic airway adjunct.
  - b) Perform tracheo-bronchial suctioning of an intubated patient.
  - c) Institute intravenous (IV) catheters, saline locks, needles or other cannulae (IV) lines, in peripheral veins.

- d) Administer the following intravenously:
    - Glucose Solutions;
    - Isotonic balanced salt solutions (including Ringer's lactate solution);
    - Naloxone;
    - Intravenous administration of 50% dextrose for adult patients, and 10% or 25% dextrose for pediatric patients;
  - e) Establish and maintain interosseous access in a pediatric patient;
  - f) Obtain venous and/or capillary blood samples for laboratory analysis;
  - g) Use blood glucose measuring device;
  - h) Administer, the following drugs in a route other than intravenous:
    - Sublingual nitroglycerine preparations;
    - Aspirin;
    - Glucagon;
    - Inhaled beta-2 agonists (bronchodilators);
    - Activated charcoal;
    - Naloxone;
    - Epinephrine.
5. During the field internship, the student shall demonstrate competency as the team leader while on-scene delivering patient care at least five (5) times.
  6. Competency and success in the skills listed in subsections (c) and (d) of this section shall be evaluated and documented on student evaluation forms included in the Advanced EMT Model Curriculum (EMSA #133, June 2008) by either the clinical or field preceptor.
  7. The minimum hours shall not include the following:
    - a) Course material designed to teach or test exclusively EMT knowledge or skills including CPR.
    - b) Examination for student eligibility.
    - c) The teaching of any material not prescribed in Section 100120 of California Code of Regulations:
    - d) Examination for Advanced EMT certification.
- H. **AEMT Training Program Required Course Content:**  
 The content of an Advanced EMT course shall meet the objectives contained in the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009), incorporated herein by reference, to result in the Advanced EMT being competent in the Advanced EMT basic scope of practice specified in section 100106 of California Code of Regulations. The U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009) can be accessed through the U.S. DOT National Highway Traffic Safety Administration at the following website address: <http://ems.gov/pdf/811077a.pdf>
- I. **AEMT Training Program Required Testing:**  
 Each component of an approved Advanced EMT Training Program shall include periodic examinations and final comprehensive competency-based examinations to test the knowledge and skills. Satisfactory performance in these written and skills examinations shall be demonstrated for successful completion of the course. Satisfactory performance

shall be determined by pre-established standards developed and/or approved by SCEMSA.

**J. AMET Training Program Course Completion Record:**

1. An approved Advanced EMT Training Program shall issue a course completion record to each person who has successfully completed the Advanced EMT Training program.
2. The course completion record shall contain the following:
  - a) The name of the individual;
  - b) The date of course completion;
  - c) The type of course completed (i.e., Advanced EMT) and the number of hours completed;
  - d) The following statement from an approved Advanced EMT Training Program:
    - “The Individual named on this record has successfully completed an approved Advanced EMT course”,
  - e) The name of the Advanced EMT Approving Authority;
  - f) The signature of the course director;
  - g) The name and location of the training program issuing the record;
  - h) The following statement in bold print: “This is not an Advanced EMT certificate”;
  - i) The following statement: “This course completion record is valid to apply for Certification for a maximum of two (2) years from the course completion date and shall be recognized statewide”;
3. The name and address of each person receiving a course completion record and the date on which the record was issued shall be reported in writing to the appropriate Advanced EMT Certifying Entity within fifteen (15) working days of course completion.

**K. AEMT Student Eligibility:**

1. To be eligible to enter an AEMT training program, an individual shall meet the following requirements:
  - a) Possess a high school diploma or general education equivalent; and
  - b) Possess a current EMT certificate in the State of California; and
  - c) Possess a current healthcare provider level CPR) card.

**L. Record Keeping:**

Each approved AEMT Training Program shall maintain for four (4) years:

1. Records on each course offered, including but not limited to, course title, course objectives, and course outlines, qualification of instructors, dates of instruction, location, participation sign-in rosters, and course completion records 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.
3. The name and address of each person receiving a course completion record and the date on which the record was issued shall be reported in writing to the appropriate Advanced EMT Certifying Entity within fifteen (15) working days of course completion.

**M. Advertisement:**

Information disseminated by approved AEMT Training Programs publicizing AEMT courses must include, at a minimum, the following:

1. A copy of all advertisements disseminated to the public shall be sent to SCEMSA and the local EMS agency in whose jurisdiction the course is presented prior to the beginning of the course/class;
2. Provider's policy on refunds in case of non-attendance by the registrant or cancellation by provider, if applicable;
3. Provider name, as officially on file with the approving agency.

**N. Advanced EMT Training Program Approval:**

1. Eligible training programs shall submit a written request for Advanced EMT Training Program approval to the SCEMSA.
2. SCEMSA shall receive and review the following prior to program approval:
  - a) A statement verifying that the course content is equivalent to the U.S. Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009).
  - b) A course outline.
  - c) Performance objectives for each skill.
  - d) The name and qualifications of the training program course director, program medical director, and principal instructors.
  - e) Provisions for supervised hospital clinical training, including standardized forms for evaluating Advanced EMT trainees.
  - f) Provisions for supervised field internship, including standardized forms for evaluating Advanced EMT trainees.
  - g) The location at which the course(s) are to be offered and their proposed dates.
  - h) Provisions for course completion by challenge, including a challenge examination (if different from the final examination).
  - i) The Advanced EMT Approving Authority shall review the following prior to program approval:
    - Samples of written and skills examinations used for periodic testing.
    - A final skills competency examination.
    - A final written examination.
    - Evidence that the program provides adequate facilities, equipment, examination security, student record keeping, clinical training and field internship training.
  - j) SCEMSA shall make available to the Authority, upon request, any or all materials submitted pursuant to this Section by an approved Advanced EMT training program in order to allow the Authority to make the determinations required by Section 1797.173 of the Health and Safety Code.
3. Program approval or disapproval shall be made in writing by SCEMSA to the requesting training program after receipt of all required documentation. This time period shall not exceed three (3) months.
4. SCEMSA shall establish the effective date of training program approval in writing upon the satisfactory documentation of compliance with all program requirements.



5. Program approval shall be for four (4) years following the effective date of approval and may be renewed every four (4) years subject to the procedure for program approval specified in this policy.

**O. Denial or Withdrawal of AEMT Training Program Approval:**

1. Noncompliance with any criteria required for program approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision, may result in denial, probation, suspension or revocation of program approval by SCEMSA.
2. Notification of noncompliance and action to place on probation, suspend, or revoke shall be done as follows:
  - a) SCEMSA shall notify the approved AEMT training program course director in writing, by certified mail, of the provisions of this policy with which the AEMT training program is not in compliance.
  - b) Within 15 working days of receipt of the notification of noncompliance, the approved AEMT training program shall submit in writing, to SCEMSA, one of the following:
    - Evidence of compliance with the provisions of this policy, or
    - A plan for meeting compliance with the provisions of this policy within 60 calendar days from the day of receipt of the notification of noncompliance.
  - c) Within 15 working days of receipt of the response from the approved AEMT training program, or within 30 calendar days from the mailing date of the noncompliance notification if no response is received from the approved AEMT training program, SCEMSA shall notify the Authority and the approved AEMT training program in writing, by certified mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, place on probation, suspend or revoke the AEMT training program approval.
  - d) If SCEMSA decides to suspend or revoke the AEMT training program approval or place the AEMT training program on probation the notification specified in this section shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting of the probation or suspension or the effective date of the revocation, which may not be less than 60 calendar days from the date of SCEMSA's letter of decision to the Authority and the AEMT training program.

**P. Site Inspections:**

Approved AEMT Training Programs shall be subject to periodic site inspections by SCEMSA staff: inspections may include, but are not limited to:

1. Inspections of individual student records;
2. Attendance in classroom or laboratory sessions;
3. Attendance in testing sessions.