

# NEW YORK STATE DEPARTMENT OF HEALTH

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## EMS PROGRAM

### Administrative Manual For EMS Educational Programs

This Administrative Manual is in the process of being re-developed.

Please use this manual in conjunction with the addendum included within your application packet entitled, "Administrative Manual for EMS Educational Programs Course Sponsorship Section".



1992





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# Administrative Manual for EMS Educational Programs

## A Letter of Introduction

Dear Instructors & Administrators:

This manual has been prepared to help familiarize both the Sponsor's Administrator and the Certified Instructor Coordinator (CIC) with the policies and procedures of NYS-EMS with respect to the administration of EMS educational programs. We have tried to make this an informative resource to assist with managing a course sponsorship, planning for courses, conducting the courses, and the end of course paperwork. We have included a number of sample forms with detailed instructions that you should refer to with each course.

It is very important that all sponsors adhere to the administrative procedures described in this manual. Attention to detail when completing the course paperwork will prevent delays and eliminate errors in the certification process.

It is no longer possible with this workload for NYS-EMS to spend countless amount of time dealing with exceptions to the administrative procedures in this manual. Thus, if you do not follow the administrative procedures, your exam will be rescheduled, courses cancelled or students will be ineligible to take the certification exams. **We need your cooperation on following these administrative procedures closely.**

Please take the time to read this manual very closely. This 1991 version incorporates numerous changes, some which are a response to the revised State EMS Code (Part 800).

Whenever possible we have tried to incorporate modifications what will decrease your workload as well as ours. If you have any questions while going through this manual or during your courses, please do not hesitate to contact the NYS-EMS Field Representative (see list in appendix) who is assigned to your county or the NYS-EMS Central Office in Albany at (518) 474-2219. Your Field Rep. is a resource person who should not be overlooked.

Finally, I would like to thank Lee Burns, Senior EMS Representative for her hard work in revising this manual and Nancy Sweetland for her assistance in proofreading.

Wishing you success in you EMS educational endeavors!

Robert Elling  
Associate Director  
NYS-EMS Program

# Administrative Manual for EMS Educational Programs

## Sponsorship

All agencies that wish to offer any type of EMS certification or continuing education course that is approved by the Department of Health's Emergency Medical Services Program (NYS-EMS) must first have an approved Sponsor's Agreement on file. The agreement is developed between the Sponsoring Agencies' Chief Executive Officer, Course Medical Director, Sponsor's Administrator AND the NYS-EMS Program. The agreement, with its required attachments, is reviewed by the Regional EMS Council for their recommendation, then sent on to the Central Office for final approval or denial by the NYS-EMS Associate Director. This agreement has filled a void in the absence of State EMS Code regulations that deal with the activities of the course sponsor. The recently drafted amendments to the State EMS Code appear in the appendix of this manual to help the reader understand the direction that NYS0EMS is heading to delineate the legal responsibilities of the Course Sponsoring Agency.

If you are reading this manual for the purpose of developing a sponsoring agency and need a copy of the current Sponsor's Agreement, contact the NYS-EMS Central Office. Since this document is revised every two years it is not included in this manual. The following sections are an annotated description of the key responsibilities of course sponsorship.

A sponsoring agency must be either a corporation, as filed with the NYS Department of State, or a NYS municipal entity (e.g. city, town, village). There are three types of course sponsors – BLS, ALS, and Specialty. This will change once the State EMS Code is adopted sometime in 1992 (see appendix for draft regulations). Within each type of sponsorship there are many specific courses that the NYS-EMS may grant approval for the sponsor to offer. **Simply because an agency applies to be a sponsor does not mean they will be automatically approved by NYS-EMS to teach all courses.** It is the position of the NYS-EMS to authorize EMT-P Original and Specialty Sponsors on an as needed and as capable basis.

Failure to have a current Sponsor's Agreement approved by NYS-EMS Central Office will result in rejection of course applications. Graduates of courses conducted by non-approved agencies will not be admitted to State certifying practical skills or written examinations. Absolutely no agency or person is authorized to conduct any NYS-EMS educational program without an approved Sponsor's Agreement on file with the NYS-EMS Certification Unit in Central Office. Approval will come in the form of a letter from the NYS-EMS Certification Unit approving a specific sponsor's agreement and authorizing the sponsor to teach a specific list of courses. The specific courses that each type of sponsor may be authorized to conduct are as follows:

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## **Basic Life Support (BLS) Sponsor Courses**

1. Certified First Responder (CFR) Original
2. CFR Refresher
3. Basic Emergency Medical Technician (EMT) Original
4. Basic EMT Refresher
5. Basic EMT-Defibrillation (EMT-D) Original
6. Basic Refresher with EMT-D
7. EMT-D Refresher

## **Advanced Life Support (ALS) Sponsor Courses**

1. CFR Original
2. CFR Refresher
3. Basic EMT Original
4. Basic EMT Refresher
5. Basic EMT-D Original
6. Basic Refresher with EMT-d
7. EMT-D Refresher
8. EMT-Intermediate (EMT-I) Original
9. EMT-I Refresher
10. EMT-Critical Care (EMT-CC) Original
11. EMT-CC Refresher
12. EMT-Paramedic (EMT-P) Original
13. EMT-P Refresher

## **Specialty Sponsor**

1. Critical Trauma Care (CTC)
2. Combined EMT Refresher/CTC
3. Ambulance Accident Prevention Seminar (AAPS)
4. Certified Instructor Coordinator (CIC)
5. Certified Lab Instructor (CLI)
6. Certified Instructor Update Version #2
7. Pre-hospital Pediatric Care Course (PPCC)
8. Emergency Vehicle Operator Course (EVOC)
9. EMS Dispatcher Course (EMS-D)
10. Crash Victim Extrication (CVE)
11. Infection Control Workshop (ICW)

# **Administrative Manual for EMS Educational Programs Administrative Requirements for Sponsors**

The Following requirements apply to all types of sponsors. As a part of implementing the sponsor's agreement supporting documentation is required to verify compliance with these requirements.

## Planning

At least twice a year the sponsor must communicate with the Regional EMS Council (see map in the appendix0. By law the Councils are responsible for three things: designating the logo or patch insignia, approving applications for new ambulance services which involves conducting certificate of need hearings, and coordinating EMS training. Approval of EMS education conducted by the sponsor is solely the responsibility of NYS-EMS. To help the Councils coordinate training it is helpful to communicate with them about the courses you plan to conduct so that the courses will fit into the regional training needs. Each course offering requires a copy of the course application, a complementary copy, to be sent to the Council to keep them informed of the educational programs being conducted within the Council's counties.

As you read through this manual it will become evident that planning for courses, once the sponsorship is in place, takes time. You cannot just throw a course together and start it tomorrow. Course planning should be done at least three to four months in advance to assure the program will have the appropriate faculty, advertisement, facilities, interim exams developed, books, supplies, resources, students and adherence to the NYS-EMS administrative procedures described in this manual. A wise person once said, "failing to plan is planning to fail."

## Faculty

Instructors are not "free agents"; they are employees of the sponsor. All sponsors must maintain on file the names, addresses, phone numbers and qualifications of all their employees including the CICs, CLIs, and guest faculty. Each course must have a CIC that is approved by NYS-EMS to conduct the specific type of course. The CIC for each certifying course must have a current Basic or Advanced EMT certification at the level of the course being taught or higher. The information on how a prospective faculty member of your agency can become certified as a CLI or a CIC is located in the Policy Statement onm Instructor Certification (appendix of this manual).

The sponsor must ensure that 50% of the faculty for the course lab sessions are CLIs (except CPR sessions, which require CPR instructors). The sponsor must notify NYS-EMS Central Office, the Field Rep., and the Regional Council in writing prior to any changes in the CIC, Course Medical Director, course schedule, examination date or location of a course.

## Academic Policies and Procedures

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A well thought out set of policies and procedures must be prepared by the sponsor and distribution to each student at or before the first class session of the course. We strongly suggest that the student be asked to sign for their copy of this “rule book”. The policy book must include the policies that are discussed below:

The course goals and objectives will be issued to every student at the beginning of each course. To assist the CFR/EMT Sponsors, this material is published in the CFR/EMR/AEMT Student Manual, which must be given to the students at the first class session. Advanced EMT sponsors will need to distribute the course advanced objectives addition to the CFR/EMT/AEMT Student Manual.

All interim exam passing grades and any provisions for re-testing of interim exams should be clear to each student at the beginning of the course as well as the entire makeup of the overall grade for the course.

Attendance requirements should be spelled out clearly to the students. It is the position of NYS-EMS that the students are responsible for 100% of the material in all courses. The procedure for waiving portions of a course is described in the individual refresher curriculum and referred to as the “Challenge Mechanism”. Advanced standing in original courses is available to students who fit the criteria described in the Policy on Advanced Standing for Allied Health Personnel and/or the Policy on Advanced Standing for EMT-Is or EMT-CCs. Both policies appear in this manual.

It is reasonable for the sponsor to develop a policy, which addresses exactly how many missed sessions they are willing to makeup with a student. Some sponsors have developed a videotape library of all the lectures in the course for this purpose. They will loan the student the video and require the student to take a quiz on the material after viewing the tape. Since EMS courses are not correspondence courses and the students miss out on the interaction in the classroom and the ability to ask questions while watching a video. This type of make up must be kept to a minimum (i.e. less than 10% of the course didactic sessions).

The clinical experience objectives and requirements for each course should be specified in your agency policies. The CFR/EMT/AEMT Student Manual has a section on the clinical observation for students in original Basic EMT sources. It must be clear to the student how they will be expected to achieve the objectives during the clinical experience and what behavior is expected.

Personal conduct and ethics should be spelled out in a policy as well as the course termination/expulsion and appeal procedure. The emergency class cancellation procedure should be spelled out so that students know how they would find out if a class were cancelled due to inclement weather or instructor illness. Most sponsors use specific procedures (i.e.: radio stations, dispatch centers, etc.) for these announcements.

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The students must be informed of the textbooks that are required for the course that the sponsor offers. Most sponsors are not in the “book business”, therefore let the students know in advance where they can purchase the books for the course.

The sponsor should have a policy on tuition refunds, if tuition is charged for courses. THE NYS-EMS requires that the sponsor refund at least 75% of the tuition if the student drops within two weeks or before the third class session unless an alternative policy has received prior approval from NYS-EMS.

The sponsor is required to have a learning contract for all refresher courses where advanced standing is offered to Allied Health Personnel of EMT-Is or EMT-CCs. The learning contract should be addressed in the policy manual. We strongly recommend that all sponsors use a learning contract for all certification courses. The learning contract is discussed in detail later in this manual.

Finally, the sponsor should maintain a complete set of the NYS-EMS policy statements on file and should provide appropriate inservice training to keep the faculty aware of current policies.

### Curricula

The sponsor must adhere to the minimum standard curriculum as published by NYS-EMS for all certification and continuing education courses. The sponsors are encouraged to exceed the minimum requirements and may feel free to add instructional hours and content as long as the course does not exceed the “scope of practice” for the certification level. All courses must be taught in the sequence with the divisions of the curriculum. The sponsor must adhere to the faculty requirements that are spelled out in the curriculum. It is strongly advised that the sponsor maintain an office copy of each curriculum for the course they offer and all CICs receive a copy of the curriculum for the specific courses they plan to teach.

### Record Keeping

The sponsor must maintain on file for a period of at least five (5) years individual student files which contain the following documentation:

- A copy of the student application sent to NYS-EMS.
- Individual student’s attendance record.
- A signed student-sponsor learning contract.
- The interim examination results.
- Practical Skills Examination sheets.
- Clinical Observation documentation for EMT Original students.

The sponsor must maintain on file for a period of at least five (5) years individual student files which contain the following documentation:

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- A copy of the student application sent to NYS-EMS.
- Individual student's attendance record.
- A signed student-sponsor learning contract.
- The interim examination results.
- Practical Skills Examination sheets.
- Clinical Observation documentation for EMT Original students.

The sponsor must maintain on file for a period of at least five (5) years individual course files which must contain the following documentation:

- Financial records showing all sources of funding taken in and all expenditures paid out for each course.
- A list of the names of each faculty member with the exact amount that they were paid for each course.
- A copy of all invoices for equipment purchased from funds taken in for each course.
- The NYS-EMS certification exam grades and other documentation received from NYS-EMS pertaining to each individual course.
- A copy of each interim examination that was administered.
- A copy of the course application and schedule with the course approval number form NYS-EMS.

### Equipment Inventory

The sponsor must maintain an inventory of supplies and equipment adequate for the teaching of the specific courses and volume of courses they choose to teach. All equipment purchased with State funds must be labeled with an inventory number and the sponsor's code. The sponsor must maintain a master inventory of all State owned equipment with their corresponding inventory numbers. It must be understood that equipment purchased with State funds is the property of New York State. Should the sponsor close or choose not to renew the sponsor's agreement all equipment must be returned to NYS-EMS issuance to another sponsor.

### Subcontracting Responsibilities

**Under no circumstances will a sponsoring agency be authorized by NYS-EMS to subcontract obligations or responsibilities specified in the sponsor's agreement or future State EMS Code Regulations.** To encourage sponsors to use evaluators other than their own faculty, the NYS-EMS does allow a different sponsor to conduct the practical skills examination. The sponsor may receive State funding, as available, for conducting the examination.

### Course Audits & Quality Control

The NYS-EMS staff or Regional Faculty as designated by the NYS-EMS Rep. may audit any class, instructor presentation or examination, either announced or

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unannounced, for purposes of instructor certification, complaint investigation or routine monitoring. NYS-EMS staff may audit the sponsor's course management and the financial aspects of courses receiving State funding. The NYS Department of Health or the NYS Comptroller's Office may conduct a financial audit of any sponsor receiving State funding at any time.

The course quality control need not only come from "outside" sources. Peer review of instructors and evaluations of employees by the sponsor for the purpose of improving the quality of the course is encouraged by NYS-EMS.

### Practical Skills Examinations

The NYS-EMS Basic Practical Skills Examination must be conducted in accordance with the procedures described in the NYS-ESM Basic Practical Skills Examination Administrative Manual in all Original and Refresher CFR and EMT courses. The Advanced Practical Skills Examination must be conducted in accordance with the procedures described in the NYS-EMS Advanced Practical Skills Examination Administrative Manual in all original and refresher EMT-I, EMT-CC and EMT-P courses. Every student in a certification course must receive a copy of the Practical Skills Examination testing sheets at least two weeks prior to the practical examination. **Absolutely no student should be admitted to a practical skills examination without completing all the course requirements including the clinical and internship experience.** Students in original advanced courses must submit a "Medical Director's Certification of AEMT Course Completion" (DOH-3379) prior to admission to the practical skills exam.

### State Written Examination

Prior to the written examination, the sponsor will receive copies of the class list and the CIC will be sent the exam roster and student exam tickets. The sponsor must review these materials as soon as they are received so corrections can be made by the Certification unit when appropriate. After grading of State certification exams, the class results for each course will be sent to the sponsor. It is the responsibility of the sponsor to inform the CIC of the student exam results for the course they have completed.

### Additional Requirements for ALS Sponsors

Conducting advanced courses is considerably more complex than running a Basic EMT course. It is the responsibility of the Sponsor to assure that all students in original advanced EMT courses have a current EMT certification, which will be valid throughout the entire advanced EMT course. This is important because the students who go to clinical sites and participate in an internship are not merely "observers". They are "participants" in the care and are required to provide advanced procedures under the supervision of a preceptor on actual patients. Many advanced sponsors require students to carry either personal or ambulance service malpractice insurance. They also require

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the appropriate health physicals and inoculations, which are consistent with the requirements of the hospital in which the clinical sites are located.

Often advanced sponsors will offer other certifications within an advanced EMT program. For example it is not uncommon for a graduate of an original EMT-P course to exit the course with a certificate for Pre-hospital Trauma Life Support, Basic Trauma Life Support or Critical Trauma Care, Pre-hospital Pediatric Care Course, American Heart Association Advanced Cardiac Life Support, Pediatric Advanced Life Support, and a CPR card as well as authorization to sit for the State EMT-P practical skills and written exams. Each of these additional training programs, when integrated into an advanced EMT course are beneficial additions which each add to the complexity of the program.

### ALS Sponsor Clinical Requirements

Each ALS Sponsor must negotiate a clinical agreement/contract with each of the clinical sites. Next, they need to develop a network of preceptors who are authorized, by the Course Medical Director, to teach students in the clinical setting and write evaluations of the student's progress in attaining the clinical objectives. This is not just a matter of keeping track of students logging clock hours, but rather to ensure students have a beneficial clinical experience which meets the specific clinical objectives.

The objectives for each clinical site should be clear and shared with each student and the preceptors prior to initiation of the clinical experience. There are State minimum required clinical hours for all EMT-I, EMT-CC, and EMT-P programs specified in the course guide of the curriculum. ALS sponsors may feel free to add clinical hours and requirements provided the requirements do not exceed the scope of practice. A copy of the clinical hours, objectives for each rotation, method of assuring competency is achieved in each objective, location of the clinical sites to be used and the contact person's name, title and phone number at that facility, must be on file with NYS-EMS.

### ALS Sponsor Internship Experience

The ALS Sponsor must also develop objectives for the internship experience, which conform with the requirements of NYS-EMS Policy #89-11 and are approved by the Course Medical Director. This will necessitate developing agreements with ambulance services and establishing a network of preceptors must write evaluations for the sponsor on the conduct and progress of the interns.

### The Course Medical Director

The ALS Sponsor must employ or contract with a Course Medical Director. In an advanced EMT course the Course Medical Director plays a very important role and therefore must be familiar with pre-hospital care and EMS education. This is not just a physician who is "willing to sign off!" Besides assuring the medical accuracy of the information being taught to the students, the Course Medical Director needs to review the exams, authorize the preceptors to supervise interns and students in clinical setting,

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review agreements with clinical and internship sites, assist the Program Coordinator (CIC) as needed with counseling students, teach some segments of the course, assist in the practical skills exam and other duties depending on the specific course sponsor. **The most important role of the Course Medical Director in an original EMT-I, EMT-CC or EMT-P course is to certify to the New York State Department of Health that each individual student has fulfilled all the course requirements and is ready to sit for the State certifying ALS Practical Skills Exam.**

### ALS Sponsors Who Plan to Conduct the Original EMT-P Course

All new ALS sponsors offering EMT-P Original courses authorized after January 1, 1988 must employ a full time Program Coordinator (CIC) whose services are dedicated solely to running the EMT-P program. The ALS sponsoring agency, authorized after January 1, 1988, must also be an accredited post-secondary education institution such as a university medical center, senior college, community college, vocational school, medical center, or other institution that meets comparable standards for education in this field. All institutions must be affiliated with an accredited medical center or hospital, and EMS system, which supports EMT-P education.

If your agency is considering applying for sponsorship of an original EMP-P program, it is important to work closely with your Field Rep. and the NYS-EMS Associate Director. It is suggested that work begin 9 months in advance to assure that you are fully aware of the complexity of conducting this type of course and that you have planned the program thoroughly. The long-term goal of NYS-EMS is to have all sponsors that offer the EMT-P original course to become CAHEA accredited. To this end NYS-EMS is not interested in permitting any new ALS sponsors that will not be able to become CAHEA accredited after their first three years of teaching EMP-P original courses. We would like to help you “get there” whenever possible.

### Additional Requirements for Specialty Sponsors

The continuing education courses and the instructor certification course are lumped together administratively and called specialty programs. NYS-EMS works with sponsors to assure that all students across the State have access to these training programs, while the volume of sponsors authorized to conduct continuing education and instructor certification courses is not so large as to make it impracticable to conduct the highest quality programs. The faculty of the CTC, AAPS, PPCC, EVOC, ICW, CLI, CIC, and Certified Instructor Updates are trained directly by the NYS-EMS for the specialty sponsor the specific course for which they have been trained by NYS-EMS. The CIC for any of the instructor certification recommended by the NYS-EMS Field Rep. and approved by the NYS-EMS Associate Director.

Specialty sponsors are required to teach their courses where they are needed, rather than only teaching at one fixed location. The specific number of instructor courses for any given State fiscal year is specified in the training plan prepared by NYS-EMS,

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dependent upon the needs and funds available. The training plan spells out exactly how many instructor courses each specialty sponsor may conduct for the current fiscal year.

Most of the administrative paperwork for conducting continuing education courses and instructor certification courses is described in this manual. However there are some specific administrative requirements for the continuing education courses and the instructor certification courses that are available directly from Central Office.

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## Pre-course Activities

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### **Course Management Responsibilities**

The sponsoring agency is responsible for the management of the entire training program including fiscal management, training administration, supervising the employees of the sponsor, and adhering to the policies and procedures in this manual. All sponsors are required to submit a Sponsor's Agreement once every two years in order to offer in the NYS-EMS Central Office, course will not be approved and students will not be allowed to sit for the certifying exams.

It takes a number of dedicated people to make a training program effective. The following is a list of the titles and job responsibilities of each of the "players" to help guide the reader to an understanding of who is responsible for what areas. Obviously the number one responsibility for each person is the ability to work together in a "people oriented" business!

#### Sponsor Administrator

The administrator has the overall responsibility for the administrative and fiscal aspects of the training program. This person does not need to be EMS qualified or have a clinical background since they are rarely involved in actual instruction. The Sponsor's Administrator is the designated liaison between the sponsoring agency, faculty, students, and NYS-EMS.

Typical responsibilities include:

- Securing adequate teaching facilities for the course.
- Timely submission of the paperwork described in this manual.
- Liaison between the faculty, students, sponsoring agency and NYS-EMS.
- Attends quarterly informational meetings with the NYS-EMS Field Rep.
- Running the courses within the established budget.
- Accounting for all receipts and expenditures for the course and ensuring that the faculty get paid in a timely manner.
- Ordering equipment, supplies and maintaining inventory.
- Assure that the CIC and sponsorship completes their duties as spelled out in the learning contract.
- Adhering to the requirements of the sponsor's agreement and NYS-EMS policies.
- Keeping the faculty informed about new policies issued by NYS-EMS.

#### Certified Instructor Coordinator

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The CIC is the person with the overall responsibility for the academic integrity of the course and the selection of the course faculty. The CIC must be knowledgeable in many aspects of pre-hospital care and certified at the level of the course being conducted or higher. The CIC needs to be clinically competent and field active to maintain credibility with the students. The CIC must be present during all the course sessions to ensure the program continuity and that course objectives are met. The CIC is an employee of the sponsor and accountable to the Sponsor's Administrator.

Typical responsibilities include:

- Providing a liaison between the students, the course sponsor, the local medical community and NYS-EMS.
- Conducting the course in compliance with the State published curriculum, policies and procedures as they appear in this manual or its updates.
- Ensuring that all learning and skill objectives are presented and met.
- Selecting faculty to teach the course and orienting them to the curriculum objectives.
- Administering the entire interim skills and didactic examinations. Assisting the NYS-EMS Proctor, if needed, with verifying identification of students at the written examination.
- Being present at all class sessions, including final written exam, to take attendance, counsel students, provide feedback to students on their performance throughout the course, and assure that each student completes his/her commitment spelled out in the learning contract.
- Assure that each student receives the CFR/EMT/AEMT Student Manual and the policies of the sponsor.
- Prepares required course paperwork in a timely manner.
- Prepares the interim exams with the review of the Course Medical Director.
- Adhering to the NYS-EMS policies in this manual.

### Certified Lab Instructor

The CLI guides the students through the practical skill portions of the course. They must be certified at least as an EMT with a minimum of one year's experience. The CLI needs to be clinically competent and field active to maintain credibility with the students. The CLI is an employee of the sponsor and accountable to the CIC.

Typical responsibilities include:

- Assuring all students are taught the skills properly.
- Maintaining consistency and uniformity when demonstrating practical skills.
- Assuring the students are supervised during practice sessions to maximize practical time and minimize lecturing "at them".
- A good role model for future EMS personnel.
- Bring problems with students to the attention of the CIC.
- Objective evaluator for practical skills examinations.

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- Adhering to the NYS-EMS policies and procedures spelled out in this manual.

### Course Medical Director

The course Medical Director is a physician who is the ultimate medical authority for the course. He/she should be an active emergency physician who understands the role of EMS, is familiar with the course curriculum and is willing to work closely with the CIC to supervise the medical quality of the training program. The Course Medical Director is an employee of the sponsor accountable to the Sponsor's Administrator.

Typical responsibilities include:

- Resolving questions and issues regarding the medical content of the course.
- Orients and approves the preceptors used in original ALS courses.
- Reviewing the clinical and internship contracts with the clinical sites.
- Resolving questions and issues regarding local medical procedures and protocols.
- Assisting the CIC in lecturing and/or recruiting other physicians or specialists to lecture.
- Review the interim examinations developed by the CIC for medical accuracy.
- Working with CIC, to assure that the students attain the clinical and internship objectives. Approve the internship per NYS-EMS Policy 89-11.
- In original ALS courses the Course Medical Director must certify to the NYS Department of Health that each individual student has completed all course requirements including the internship experience prior to their admission to the State certifying ALS Practical Skills Examination.
- Adhering to the NYS-EMS policies and procedures spelled out in this manual.

### Clinical / Internship Preceptor

The Preceptor guides the students through the clinical and internship portions of the course. Sometimes students just do not know exactly what to pay attention to or need instant feedback on their clinical performance. The preceptor should be a person with the mastery level skills who is clinically active and competent and very familiar with the objectives of the course and the students' objectives in the clinical and internship sites. They must be selected by the Course Medical Director and orientated in their role. The preceptor is an employee of the sponsor and accountable to the CIC. It is not uncommon for preceptors to be nurses in the clinical setting who are working in their role in the hospital emergency department and also receiving financial incentive to complete evaluations on students assigned to their facility.

### Continuing Education Instructor

Individuals who are selected to teach the formal continuing education courses developed by NYS-EMS (i.e.: CTC, AAPS). ICW, PPCC, EVOC, CVE) are referred to as Continuing Education Instructors. They undergo additional training in the specific

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courses that they are authorized to teach for NYS-EMS. They teach the specific course for a specialty sponsor approved to offer the course.

### Regional Faculty

Individuals who are selected to teach the instructor certification courses are referred to as Regional Faculty. They undergo additional training in the specific courses that they are authorized to teach for NYS-EMS (i.e.: CLI or CIC). They teach for a specialty sponsor that has been approved by NYS-EMS to offer instructor courses. In addition regional faculty can upon the assignment of the NYS-EMS Field Rep. conduct audits of instructors going through the certification process. To remain as a regional faculty member the individual must continue to be clinically active and teach in EMS courses.

### Program Coordinator

The CIC for the CLI, CIC or Certified Instructor Update courses are regional faculty members who are excellent role models for future instructors. The Program Coordinator is selected by recommendation of the NYS-EMS Field Rep. and authorized by the approval of the NYS-EMS Associate Director. All the responsibilities of the CIC listed above are responsibilities of a Program Coordinator for the instructor certification programs. In addition the Program Coordinator may, upon assignment of the NYS-EMS Field Rep., conduct instructor level quality assurance audits of CICs or CLIs. This is the top of the EMS Instructor “career ladder.”

# **Administrative Manual for EMS Educational Programs Application for EMS Certification Programs**

The Course Application (DOH-782) and Course Schedule must be completed and submitted to NYS-EMS five or more weeks prior to the start of the course. Some sponsors have kept old versions of the Course Applications which are no longer used as they do not have all the information needed to process your course. Check the date in the lower left corner, just above the “Course Approval Notification” ticket. The date should be 10/90 or greater. If another date appears contact NYS-EMS immediately and we will send you the revised form. In order to plan for 30 days. **All Course Applications and Schedules received in less than 30 days will be returned to the sponsor unapproved and you are not authorized to conduct the course.** There are four copies to the Course Application and Course Schedule while need to be distributed as follows:

- White copy – NYS-EMS Central Office **BY CERTIFIED MAIL.**
- Yellow copy – NYS-EMS Field Rep.
- Pink copy – Regional EMS Council
- Gold copy – Sponsor’s course file.

The reason for certified mail is to assure that you receive a receipt that the NYS-EMS received your mailing in time. In addition since the date received is also important for logging first courses received for funding purposes any course applications that are not received by certified mail are handled with the regular mail rather than priority mail.

**NYS-EMS will not accept signed documents such as the course application and/or student application by FAX machine.**

The course schedule must be taught in accordance with the specific requirements of the curriculum and this manual. From time to time the NYS-EMS does entertain slight modifications to the sequence of the curriculum, however, the time to make a proposal is not on a course application. This should be done far in advance to allow the NYS-EMS time to review and react to the logical rationale for your proposed changes.

Some course sponsors have the equivalent of the Course Schedule in their computer and do not use the form printed by NYS-EMS. This is an acceptable practice **provided** The Course Schedule is in a similar format to the NYS-EMS form and includes all the same information. Be sure to make enough copies so one can accompany each of the four Course Applications when they are mailed.

# Administrative Manual for EMS Educational Programs

## Short Duration Courses & EMT-Defibrillation Courses

Any course of short duration or offered in a condensed format (i.e.: three week EMT course) must have a minimum of six weeks for the NYS-EMS to process the student application and set up the written certification examination. Therefore if you plan to run a short or condensed format course you must either delay the exam until at least 6 weeks after the student applications will be received by NYS-EMS or pre-register the students. **When pre-registering students the sponsor must attach the completed student applications, covered by the course memorandum, to the course application and schedule assuring that the complete package is sent by certified mail to NYS-EMS so that it is received by NYS-EMS absolutely no later than six weeks prior to the scheduled examination and at least 30 days prior to the first class session.**

Course applications that are submitted late, incomplete or incorrect will be returned to the course sponsor for appropriate corrections or changes and, if necessary, the rescheduling of the course or examination date.

There are two different types of EMT-D courses. The students **MUST** be certified as an EMT to be eligible to take either version. The first version is called the Basic EMT-D Original. This six-hour course is designed to stand-alone and not be attached to any other course. In the last hour of session two there is a practical skill exam and locally administered written examination.

The second version of the EMT-D course is called the **Basic Refresher with EMT-D**. This version is designed to be attached to the end of a Basic EMT Refresher course, adding six hours to the length of the refresher program. Students who are not previously certified, as EMT-Ds may not have any portion of the six hours waived by the CIC based upon demonstration competency. If a student was previously certified as an EMT-D, they may challenge the written and skills objectives of the EMT-D portion of the course similar to the challenge of the rest for the refresher course material. **At the completion of the course the student must pass the 7 stations practical (6 EMT stations and 1 EMT-D station) and the locally administered written EMT-D examination prior to admission to the State certifying written examination. After this time no student may be added to the course.**

All courses must have NYS-EMS approval. The sponsoring agency has approval when they receive a course approval number in the mail from NYS-EMS, **PRIOR** to the start of the course. The course number is assigned and the approval ticket is mailed to the address placed on the bottom of the application. The course number must be used on all correspondence with NYS-EMS since we file the courses by the course number. It is very important to inform the students of the course approval number and we suggest they write it on the cover of their CFR/EMT/AEMT Student Manual. If a student needs to retest the certifying examination, they **must** have the course number.

If for any reason the course needs to be cancelled after a course application has been submitted, it is important to notify NYS-EMS, the Field Rep., and the Regional

## **Administrative Manual for EMS Educational Programs**

Council by using the Course Cancellation Notification (DOH-80) described later in this manual.

# Administrative Manual for EMS Educational Programs

## Application for Continuing Education Courses

The Course Application (DOH-782) and Course Schedule (see sample and instructions) should be completed and submitted to NYS-EMS five or more weeks prior to the start of the course. Some sponsors have kept old versions of the Course Applications which are no longer used as they do not have all the information needed to process your course. Check the date in the lower left corner, just above the “Course Approval Notification” ticket. The date should be 10/90. If another date appears, contact NYS-EMS immediately and we will send you the revised form. In order to plan for your course NYS-EMS Central Office needs a minimum of 30 days. **All Course Applications and Schedules received in less than 30 days will be returned to the sponsor unapproved and you are not authorized to conduct the course.** There are four copies to the Course Application and Course Schedule which need to be distributed as follows:

- White copy – NYS-EMS Central Office **BY CERTIFIED MAIL.**
- Yellow copy – NYS-EMS Field Rep.
- Pink copy – Regional EMS Council.
- Gold copy – Sponsor’s course file.

The course schedule must be taught in accordance with the specific requirements of the curriculum and this manual. Some course sponsors have the equivalent of the Course Schedule in their computer and do not use the form printed by NYS-EMS. This is an acceptable practice **provided** the Course Schedule is in a similar format to the NYS-EMS form and includes all the same information. Be sure to make enough copies so one can accompany each of the four Course Applications when they are mailed.

### Short Duration Courses

Any course of short duration or offered in a condensed format (i.e.: three day CTC course or a one day AAPS course) most have a minimum of 30 days prior to class session number one for the NYS-EMS to process the application and course approval. It is not necessary to send in the Student Applications for continuing examination that needs to be set up by the State. Instead, a Student Registration Card is used for attendance purposes.

**Course applications that are submitted late, incomplete or incorrect will be returned to the course sponsor for appropriate corrections or changes and, if necessary, the re-scheduling of the course.**

All courses must have NYS-EMS approval. The sponsoring agency has approval when they receive a course approval number in the mail from NYS-EMS, **PRIOR** to the start of the course. The lower portion of the course application white copy is ripped off at the perforation and a course approval number is assigned and mailed to the address you have put on the application. The course number must be used on all correspondence with NYS-EMS since we file the courses by the course number. It is very important to inform the students of the course approval number and we suggest they write it on the cover of their CFR/EMT/AEMT Student Manual.

## **Administrative Manual for EMS Educational Programs**

If for any reason the course needs to be cancelled after a course application has been submitted, it is important to notify NYS-EMS, the Field Rep. and the Regional Council by using the Course Cancellation card (DOH-80) described in this manual.

# **Administrative Manual for EMS Educational Programs**

## **DIRECTIONS for Completing The COURSE APPLICATION**

Please note if you are running a continuing education course as an add on to a certification course then two separate course applications and course schedules are required for submission.

- 1, 2, 3. Please do not write in these sections. All of the shaded areas are for NYS-EMS use only.
4. **TYPE OF COURSE:** Please put an “x” in the box that indicates the course type you are intending to offer. You may choose only ONE box.
5. **INSTRUCTOR COORDINATOR (CIC) NUMBER:** Write the number of the certified instructor in these boxes. If no number is placed in this section, the application will be returned to the sponsor. Please make sure the CIC number is accurate. If an incorrect number is used the computer will notice the error and the application will be returned to the sponsor. If the course is continuing education course and the instructor is not a CIC use the continuing education instructor number assigned by NYS-EMS.  
  
**I/C EMT NUMBER:** The EMT certification number of the instructor must be entered here.
6. **CIC NAME:** Enter the instructor’s last name, then their first name.
7. **STREET ADDRESS:** Fill in the street address, post office box or the rural route that the instructor wishes to use when doing business with NYS-EMS. The home address is preferable for ease of contact.
8. **CITY:** Enter the city, town or village that corresponds with the street address entered.
9. **STATE:** Enter the state that corresponds with the address above.
10. **ZIP CODE:** Enter the zip code that corresponds to the address provided.
11. **COUNTY:** enter the first four letters of the county name that corresponds to the address provided. Example: St. Lawrence is “STLA”, New York is “NEWY”, etc.
12. **STARTING DATE:** Enter the date of the first class session.
13. **PRACTICAL EXAMINATION DATE:** The date that has been selected for the final practical skill examination is to be placed here.

## **Administrative Manual for EMS Educational Programs**

14. **WRITTEN EXAMINATION DATE:** The date that has been selected for the NYS-EMS written certifying examination is to be entered here. It must be one of the dates on the latest published schedule (see appendix).
15. **WRITTEN EXAMINATION TIME:** Please write the time that this course intends to take the NYS-EMS written certifying examination. It must be one of the times on the latest published schedule (see appendix).
16. **SPONSORING AGENCY NUMBER:** Each sponsoring agency is assigned a reference number. Please be sure to enter the correct one for your agency.
- NAME OF SPONSORING AGENCY:** Write the name of the sponsoring agency.
- NAME OF SPONSOR'S ADMINISTRATOR:** Please write the designated contact person for the sponsoring agency. This should be the same person that was noted on the Sponsor's Agreement. If there is a change in personnel, please notify NYS-EMS in letter prior to submitting any course application with new names on them.
- DAY TELEPHONE NUMBER:** Write in the daytime telephone number where we can contact the sponsor's administrator if the need arises.
17. **REQUEST FOR FUNDING**  **check** the box that applies to your organization. Refer to the section of this manual that describes the funding procedures and rules.
18. **CLASS LOCATION:** Where is the course being held?
19. **STREET ADDRESS:** What is the address of the facility?
20. **CITY:** What is the name of the town, city or village?
21. **STATE:** The State where the course is being held is New York State (NY).
22. **ZIP:** The zip code of the address where the course is being held.
23. **COUNTY:** The name of the county where the above address is located.

Please read the paragraph above the signature lines very carefully. Be sure that all three lines are signed by the appropriate person. All certification courses require a Course Medical Director's signature and he/she must be the same physician who is listed on the Sponsor's Agreement. Understand that forgery is a criminal offense and can be prosecuted to the full extent under the law.

All signatures must be original signatures. We will not accept an application where someone has signed for another person or an ink stamp has been used. The date should be entered after each signature is placed on the form.

## **Administrative Manual for EMS Educational Programs**

Under the last signature line is the distribution list for the different colored pages of the appellation. Please send the copies to the designated agencies. If the course-sponsoring agency does not send the Regional Council their copy of this application NYS-EMS will not, so please follow the directions on the form.

The bottom section of the application is a tear away that is returned to the sponsor by NYS-EMS notifying them of the course approval and the assigned course number. In the space provided please write the address of the sponsoring agency so that this approval can be promptly returned. Also write in the CIC's name and the course type in the space provided. If the Certification Unit personnel have to hand write your address on these forms it will be delayed. On both the application and the approval ticket there is an inventory control number. Please use that number to match the approval notification and your copy of the application so that you know which one of your course applications was approved.

**Administrative Manual for EMS**  
**Educational Programs**  
COURSE APPLICATION FORM

**Administrative Manual for EMS  
Educational Programs  
DIRECTIONS For Completing The COURSE SCHEDULE**

The Course Schedule (DOH-774) is used by the sponsor to detail the course that is described on the corresponding Course Application. The distribution is as follows:

- White copy – NYS-EMS Central Office **BY CERTIFIED MAIL.**
- Yellow Copy – NYS-EMS Field Rep.
- Pink copy – Regional EMS Council.
- Gold copy – Sponsor’s course file.

This actual form is optional. The sponsor **MUST** include a schedule however; it may be submitted on the form that best suits the sponsor’s needs. For example, many sponsors use a computer to generate these forms. When they plan a new course they simply plug in the times, dates and faculty. **If you do not use the form (DOH-774) supplied by NYS-EMS you must include the exact same information on your version of this form.** If you are running a continuing education course as an add-on to a certification course two separate course applications and schedule are required.

1. **COURSE TYPE:** fill in the title of the course that this is the schedule for. Please use the schedule for. Please use the titles that appear on the course application.
2. **NAME OF MEDICAL DIRECTOR:** This should be the same person who signed the course application.
3. **PRATICAL SKILL EXAM LOCATION AND DATE:** This should have the location date and times the practical is scheduled for. If you are running a continuing education course that does not have a practical skills exam you can leave this section blank.
4. **STATE CERTIFYING WRITTEN EXAM:** The place, date and time of the State written exam. The NYS-EMS Testing Unit may contact you to change the site if your class has a small number of students. The exam must be a time and day specified in the examination schedule if it is a certifying examination (see appendix).
5. **TEXTBOOK USED:** Please write in the name of all the textbooks that will be used in the course. If there is not enough space attach a list to the schedule.
6. **DATE & DAY:** the dates and days that the course will be held.
7. **TIME AM/PM:** The times that the classes will meet. For example “7:00pm to 10:00pm”.
8. **NYS SESSION NUMBER** the session number that corresponds with the State Content Outline for the specific course.

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9. **YOUR SESSION NUMBER:** This is the sequence of classes that the instructor will follow throughout the course.
  
10. **CONTACT/TOPIC:** The title of the class being presented on for each specific session. It should correspond with the course outline.
  
11. **PRIMARY INSTRUCTOR:** This should be the name of the person instructing the class for the specific session. If the session is a practical skill lab session please list **STAFF**.

**STAFF:** All faculty members must be listed at the end of the course schedule or on a separate sheet of paper. This listing must include the CIC, guest lecturers and the entire lab faculty on the teaching staff with their NYS-EMS instructor certification numbers.

**Administrative Manual for EMS  
Educational Programs**

COURSE SCHEDULE FORM

# **Administrative Manual for EMS**

## **Educational Programs**

### **Course Admission Criteria**

Priorities for admitting students into EMS training programs vary from sponsor to sponsor (i.e.: first priority are members of ambulance services). These requirements should be based on the regional EMS needs. Admission priorities should be documented in the sponsor's policies and must be made available to applicants who request it. The sponsorship approval can be revoked if admission is denied because of race, color, ethnicity, creed sex, sexual preference or religious beliefs. We strongly advise sponsors to print their admission criteria on any advertising materials for the course. In addition the application to get into the course should collect all the appropriate information to determine if a student meets the eligibility requirements for the specific course (i.e.: date of birth).

#### **Determining Student Eligibility**

It is the responsibility of the Sponsor's Administrator and the CIC to review all applicants to courses and assure to the NYS-EMS that they do not accept students who are ineligible to take the course. Occasionally, the sponsor does not find out a student is ineligible because they student refuses to sign the student application. This is usually because they have been previously convicted or under charges to one of the crimes listed in the statement. The specifics on how to deal with this student are discussed in the section of this manual where the directions for completion of the student application are located.

Common to eligibility for all EMS levels of certification is the following requirement:

**“The candidate also must not have any convictions for any crime or crimes related to murder, manslaughter, assault, sexual abuse, theft, robbery, drug abuse or the sale of drugs or currently be under charges for any such crime (Section 800.6f Sate EMS Code).”**

#### Certified First Responder

The candidate for certification must be at least 16 years old by the last day of the month in which the State written certifying examination for the course is scheduled.

#### Basic Emergency Medical Technician

The candidate for certification must be at least 18 years old by the last day of the month in which the State written certifying examination for the course is scheduled.

#### CFR and Basic EMT Refresher

The candidate must have a current CFR or EMT card that will expire in less than eighteen (18) months.

## **Administrative Manual for EMS Educational Programs**

Candidates with a “Lapsed Certification” pursuant to Section 800.8 State EMS Code: all CFR/EMT certifications will expire at 12 midnight on the expiration date shown on the certification card. After that time the individual no longer is certified. The candidate may NOT practice as a CFR or EMT. Pursuant to Section 800.18 State EMS Code, at any time in the future, an individual may enroll in a refresher program and complete the course requirements. They must take and pass both the State certifying Practical Skills Examination and the State certifying written examination in order to renew their certification.

If the candidate who fails the Practical Skills Examination may be admitted to a Practical Skills Examination at a lower level of certification within one year of the last attempt at certification.

If the candidate fails the State written certifying examination he/she may retest once, either at the level originally sought or at a lower level of certification. After the second examination the student may enroll in an original or refresher course.

The candidate’s failure notification from NYS-EMS should be reviewed by the CIC to insure that the student will be able to complete the course within one year of the original State certifying examination date. **Please staple the student’s failure notification to the student’s application form (DOH-65) and send it to NYS-EMS along with the rest of the student applications.**

Occasionally, NYS-EMS will grant candidate permission to enroll in a refresher course based upon previous training in another state. The student must submit a letter from NYS-EMS to the CIC for proof of eligibility and any advanced standing that has been granted. **Please staple a copy of the documentation to the student’s application form (DOH-65) and send it to NYS-EMS along with the rest of the student applications.**

### Emergency Medical Technician – Defibrillation (EMT-D)

The EMT-D course is an advanced EMT course for individuals that are **already certified** as Basic EMTs. When the course is given in the Basic EMT Refresher/EMT-D in order for the student to be eligible to take the State certifying written examination, the student must have successfully completed all the course requirements including the EMT-D didactic and practical skills, the local EMT-D examination and the 7 Station State Practical Skills exam (6 basic EMT stations and 1 Defib station). If a student is “incomplete”, they may not test with this course. The incomplete must be documented by the CIC in the end-of-course paperwork. If they completed the Basic EMT refresher portion without the EMT-D sessions, they will be scheduled to test through NYS-EMS Central Office. They may **not** test with their Basic EMT Refresher EMT-D course.

When the EMT-D course is given as a stand-alone six-hour original course, it will not refresh the EMT card. Each student must fill out a separate application form called

## **Administrative Manual for EMS Educational Programs**

the Application for EMT-D Certification (DOH-3306). Upon completion of the EMT-D original course the EMT will be issued an EMT-D card which expires when their most current EMT card expires.

### Original Advanced EMT Courses (EMT-I, EMT-CC, EMT-P)

The candidate must have a current NYS Basic EMT or EMT-D certificate that will remain valid throughout the entire advanced EMT course. If the student's certification expires, he/she will not be eligible to participate in the clinical; or internship experiences and will be unable to complete the course and take the certifying examination.

### Advanced EMT Refresher Courses (EMT-I, EMT-CC, EMT-P)

The candidate must have a current advanced EMT card at the level of the course in which he/she is enrolling that will expire within the next eighteen (18) months or be an advanced EMT with a lapsed certification.

Candidates with a "Lapsed Certification" pursuant to Section 800.8 EMS Code: all Advanced EMT certifications will expire at 12 midnight on the expiration date shown on the certification card. After that time the individual is no longer certified. The candidate may NOT practice as an Advanced EMT. Pursuant to Section 800.18 State EMS Code: at any time in the future, and individual may enroll in a refresher program and complete the course requirements. They must take and pass both the States certifying Practical Skills Examination and the State certifying written examination in order to renew their certification.

A candidate who has previously failed the final Practical Skills Examination may be admitted to a Practical Skills examination at a lower level of certification within one year of the last attempt at certification.

If the student fails the State written certifying examination he/she may retest once, either at the level originally sought or he/she may take an exam at a lower level or certification. After the second examination, the candidate may enroll in an original or refresher course.

The student's failure notification must be reviewed by the CIC to insure that the student will be able to complete the course within one year of the original State certifying examination date. **Please staple the student's failure notification with the student appellation form (DOH-65) and send it to the NYS0EMS Central Office along with the rest of the student applications.**

Occasionally, NYS-EMS will grant candidate permission to enroll in a refresher course based upon previous training in another state. The student must submit a letter from NYS-EMS to the CIC as proof of eligibility and any advanced standing that has been granted. **Please staple a copy of the documentation to the student's application**

## **Administrative Manual for EMS Educational Programs**

**form (DOH-65) and send it to NYS-EMS along with the rest of the student applications.**

### Emergency Vehicle Operator's Course (EVOG)

Student's enrolling in this course must have a current driver's license. Priority should be given to active drivers for ambulance services who are CFRs or EMTs.

### Crash Victim Extrication (CVE)

Student's enrolling in this course should have a current CFR, EMT or Advanced EMT certification. Priority should be given to active members of ambulance services or fire departments that provide extrication services. All students must be at least 16 years of age prior to the first class session.

### Emergency Medical Services: Dispatcher (EMS-D)

Student's enrolling in this course should have experience dispatching or plans to work for a dispatch center in the near future. All students must be at least 16 years of age prior to the first class session.

### Critical Trauma Care (CTC)

The CTC course is designed for basic EMTs who are interested in furthering their education in treating the multi-trauma patient. CTC is intended to provide the basic knowledge and skills necessary in identifying the patient who needs rapid extrication, basic life support resuscitation, and removal to the most appropriate hospital.

### Ambulance Accident Prevention Seminar (AAPS)

AAPS is designed for any CFR or EMT who drives the ambulance. The seminar is an "attitude adjustment" course designed to increase the candidate's knowledge of safe, defensive driving techniques, the State motor vehicle laws and ambulance accident risk factors. All students must be at least 16 years of age prior to the first class session.

### Pre-hospital Pediatric Care Course (PPCC)

PPCC is designed for basic EMTs who are interested in furthering their education in treating the sick or injured children of our State. PPCC is intended to provide the basic knowledge and skills necessary in identifying problems and treating the pediatric patient in the field. All students must be at least 18 years of age prior to the first class session.

### Infection Control Workshop (ICW)

## **Administrative Manual for EMS Educational Programs**

The ICW is designed for basic EMTs who are interested in furthering their education in infection control techniques and the transmission of infectious diseases within the workplace of the EMT. ICW is intended to provide the basic knowledge and skills necessary to develop safe practices that limit the spread of infection and assist the EMT in adhering to the OSHA Infection Control Mandates for Emergency Response Agencies. All students must be at least 18 years of age prior to the first class session.

### Future Continuing Education Courses

NYS-EMS plan to develop additional in service educational courses in the following areas over the next few years:

- Ambulance Service Leadership
- Incident Command for EMS Providers
- Hazmat Awareness for the EMT
- Dealing with the Geriatric Patient

### Certified Lab Instructor (CLI)

The CLI course prepares a candidate to become certified to teach lab skills in NYS-EMS certification courses. The candidate must meet the following entry requirements:

1. Complete a CLI course application (DOH-2259).
2. Hold current certification as a NYS EMT or Advanced EMT.
3. Must have achieved 80% or greater on the NYS EMT or Advanced EMT written certification examination most recent to application for the CLI course.
4. Have a minimum of one-year experience actively treating patients in a pre-hospital environment within the last three years.\*
5. Have a letter of introduction from a course Sponsor recommending the individual for admission to the CLI course.

### Certified Instructor Course (CIC)

The CIC course prepares a candidate to become certified to teach didactic sessions and coordinate the administration of a certification course. The candidate must meet the following entry requirements:

1. Complete a CIC course application (DOH-2260).
2. Hold current certification as a NYS EMT or Advanced EMT.
3. Hold current certification as a NYS CLI.
4. Have achieved 80% or greater on the NYS EMT or Advanced EMT written certification examination most recent to application to the CIC course.
5. Have a minimum of two years experience actively treating patients in a pre-hospital environment within the last three years.\*

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6. Have a letter of introduction from a Course Sponsor recommending the individual for admission to the CIC course.

NOTE: Clinical Experience Substitution – May be given to RNs, RRTs, Pas, or other NYS licensed allied health personnel who are NYS EMTs and would like to become a CLI or CIC. Clinical experience substitution may be issued by written permission of the NYS-EMS Field Representative.

NOTE: Advanced Standing in CLI and CIC Courses – Individuals with current (permanent or provisional currently eligible to teach) teaching certification from the NYS Education Department may be granted advanced standing by providing documentation to the NYS-EMS Field Representative along with their application for the course. If approved, they will be notified of the sections of the course that they are required to attend. Advanced standing, based upon out-of-state reciprocity, will be handled by NYS-EMS central Office on a case-by-case basis.

### Certified Instructor Update

The Certified Instructor update is designed to fill the 6-hour continuing education requirement for recertification of the CLIs and CICs. The program is prepared to be a mechanism for communicating new information to the certified instructors throughout the State. This course is only open to CICs and CLIs.

### Continuing Education Instructor

As need arises NYS-EMS conducts development workshops to certify additional continuing education course instructors. To be eligible the candidate must first be certified in the course that he/she plans to teach. There are additional requirements depending on the specific course.

### Regional Faculty: CIC or CLI

As need arises NYS-EMS conducts development workshops to certify additional regional faculty to teach either the CLI or CIC courses. To be eligible the candidate must first be certified in the course that he/she plans to teach and recommended to the Associate Director by their NYS-EMS Field Representative. There are additional requirements depending on the specific course.

# **Administrative Manual for EMS**

## **Educational Programs**

### **Policy on Advanced Standing For Allied Health Personnel**

Allied health personnel frequently request the opportunity to “challenge” the exams to become an EMT or Advanced EMT. Since the abilities of individuals, even with the same credentials vary widely, we do not allow individuals to challenge the State exam. The nature of pre-hospital care demands different perspectives, skills and decision-making abilities than care of patients in a purely clinical environment. On the other hand, allied health personnel have a wealth of knowledge and experience, which can make them valuable members of the pre-hospital team. It is reasonable to assess each person’s strengths and weaknesses individually, and provide additional training, as necessary, to ensure that knowledge and skill levels are acceptable.

This individual assessment of abilities, waiving of class and clinical sessions where strength has been demonstrated, and remediation on weak areas is called granting of “advanced standing”.

Health personnel may be granted “advanced standing” for either basic or advanced EMT courses provided they are licensed in New York State as a:

1. Registered Nurse;
2. Practical Nurse;
3. Nurse Practitioner;
4. Physician; or
5. Be registered as a Respiratory Therapist or Physician’s Assistant.

Health personnel who wish to become EMTs must enroll in an **original course** and request advanced standing from the Certified Instructor Coordinator or sponsor.

Health personnel who wish to become advanced EMTs must first become certified as basic emergency medical technicians and may then enroll in advanced courses and request advanced standing. The procedure described in this policy is applicable to both basic and advanced courses. The general guidelines for granting standing are as follows:

- A. Course Medical Director and Certified Instructor Coordinator should verify the person’s credentials as an allied health provider. This should be done by obtaining a copy of their license; registration or certification documents and obtain a letter from their employer.
- B. The individual’s cognitive knowledge must be assessed compared to the learning objectives of the curriculum. This must be accomplished by administering a written pretest to determine the individual’s knowledge base. This should be done by administering appropriate interim exams as pretests. The individual’s psychomotor skills must also be evaluated. This should be done by skill assessment using course lab skill criteria.

## **Administrative Manual for EMS Educational Programs**

- C. The individual's clinical training and experience should be compared to the clinical objectives of the curriculum.
- D. Based on the assessment of cognitive and psychomotor results and evaluation of clinical experience, the student may have requirements waived for course sections where competence is demonstrated.
- E. Once a decision is made by the Course Medical Director and the Certified Instructor Coordinator to waive any course sessions, a written agreement of course requirements (attendance at mandatory sessions, etc.) between the sponsor and the student is essential. The student should sign this "learning contract" and receive a copy.
- F. The individual must be registered in an original course for the level of certification desired and must complete all course requirements as set by the sponsor (as previously agreed upon in E above).
- G. Many pre-hospital protocols and skills may differ significantly from day to day clinical care. Therefore, it is essential that enough review and practice be provided to ensure that each individual:
  - 1. Is proficient in pre-hospital procedures and knows the protocols.
  - 2. Understands the limitations and expectations of pre-hospital care.
  - 3. Has developed sound pre-hospital decision-making skills (can think like an EMT or Advanced EMT).
- H. Upon successful completion of course requirements the individual must take state certification examinations as per current testing requirements.

The procedures involved in granting advanced standing to allied health professionals certainly requires additional effort on the part of the Certified Instructor Coordinator, sponsors and the Course Medical Director. However, this procedure may begin to tap the manpower resources of people in our communities who have careers in health care and are inclined to become EMTs and volunteer their time. This procedure may allow these individuals to bypass significant portions of training programs, thus, saving them time. As such, they are more than likely to obtain certification.

It will endure that allied health personnel gain the necessary knowledge and skill to function in the pre-hospital environment. This approach gives the Certified Instructor Coordinator, Course Medical Director and the sponsor some latitude in tailoring the course to individual and local EMS system needs.

### **Policy 91-4: Advanced Standing for Certified EMT-Is and/or EMT-CCs**

This policy was issued for the purpose of clarifying the NYS-EMS requirements on the issuance of advanced standing to certified EMT-Is and EMT-CCs. **Since there is additional administrative time required to manage this process it is up to the ALS**

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**course sponsoring agency to determine if they will offer advanced standing to students who meet the requirements described in this policy.** We do not intend to require ALS sponsors to offer this service to their students. Advanced standing will not be offered in a refresher course.

### **Requirements for ALS Sponsors Granting Advanced Standing**

1. Each student must meet the eligibility requirements for the course they are enrolled in as defined in the Administrative Manual for EMS Educational Programs.
2. The ALS Sponsor must submit to the EMS Program Central Office for review and written approval at least 30 days prior to the start of the course the written interim examinations they plan to use to measure competency of the students. The exam items must be referenced to the didactic objectives of the course. The EMS Program reserves the right to use the best of your exam items on future state certifying examinations.

**Exam submission is not required for sponsors offering EMT-CC original courses (1992 version) who wish to grant advanced standing to currently certified EMT-Is for the EMT-I portion of the course.**

3. Advanced Standing for Didactic Classroom objectives – Students who meet the eligibility requirements listed below should be given the interim exams they go through the course rather than taking a barrage of exams on the front end of the course.

Sponsors may only grant advanced standing in didactic section of the course that the student has previously received training within a NYS EMS certified course. For example a certified EMT-CC may take a NYS EMS approved interim exam on EKGs given in an original EMT-P course. If the student demonstrates competency, by obtaining an 80% or greater, on the interim exam the ALS sponsor may grant advanced standing in the sessions of the EMT-P original course that cover the EKG objectives in which the student has demonstrated competence.

A learning contract would be developed which clearly states the sessions that the student is required to attend. Based upon their demonstration of competency on interim written examination the learning contract may waive specific sessions of the course. The student, the ALS sponsor and the CIC should maintain a copy of the learning contract.

4. Advanced Standing for Classroom Lab Skills- No classroom lab skills may be waived. Each student is required to attend all the classroom lab skill sessions.
5. Advanced Standing for the Clinical Experience and/or Internship Experience – The waiver of clinical and/or internship can be done on an hour for hour basis within the same content area upon the approval of the Course Medical Director. The Medical

## **Administrative Manual for EMS Educational Programs**

director may choose to do an assessment of the certified EMT-I or EMT-CC prior to issuing any advanced standing for clinical experience and/or internship experience.

6. State Practical Skills and Written Examinations – Certification exams must be given to all students in the standard manner. Neither can be waived for any student.
  
7. The Student File – The sponsor’s student file must clearly show the student’s performance on the interim exams and contain a copy of the learning contract. If the Course Medical Director authorized any advanced standing for a portion of the clinical experience and/or the internship experience, a letter, signed by the Course Medical Director, must be placed in the student’s file explaining the assessment process that was done and advanced standing granted.

### **Student Requirements**

Any EMT-I who is currently certified is eligible to receive advanced standing in an original EMT-CC (1992 version) course or an original EMT-P course provided the following requirements are met:

1. They take the interim examinations covering the content objectives that they wish to obtain advanced standing in and demonstrate competency to the sponsor and the CIC.
2. They abide by the attendance requirements as outlined in the learning contract they have signed with the sponsor and CIC.
3. They may only receive advanced standing for the didactic objectives in the EMT-CC original course.

### **Policy 91-1: CPR Requirements for Certification Courses**

This policy was issued for the purpose of clarifying the NYS-EMS requirements on CPR testing in EMS certification courses both original and refresher excluding the EMT-D Stand Alone course.

In accordance with a motion passed at the September 6, 1990 meeting of the NYS EMS Council upon recommendation from the Training & Education Committee, **“If a student has certification in either of the AHA or ARC courses discussed below, which is less than one year old at the time of the final practical skills examination for the course, the student does not need to be re-tested.”** In this situation, the Course Sponsor must maintain a photocopy of the student’s CPR certification on file.

In order to be admitted to the State final practical skills examination all CFR, EMT and Advanced EMT original and refresher candidates must pass the CPR testing for American Heart Association “CPR Course C – BLS for Healthcare Providers” or American Red Cross “Professional Rescuer.” This includes passing an AHA or ARC

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written examination and demonstrating acceptable performance in all the following skills according to the current AHA or ARC performance sheets:

- \*Adult: One & Two Rescuer CPR,
- \*Child: One & Two Rescuer CPR,
- \*Infant: One Rescuer SPR,
- Foreign Body Obstructed Airway Procedures:  
Conscious & Unconscious Adult, Child and Infant.

Testing in the use of a pocket mask will be completed in Station # 2 of the CFR/EMT or EMT-I State Practical skills examination. The Course Sponsor, as evidence of successful completion must maintain written test results and CPR performance sheets in the student's individual file.

The AHA CPR Course "E", which is CPR for the physically challenged, is not an acceptable substitute for demonstration of CPR competency. CFRs, EMTs and AEMTs must be able to actually demonstrate acceptable CPR knowledge and skills according to the written exams and the performance sheets.

### **Policy: field Internship for Original Advanced Courses**

This policy is intended to describe the field internship requirement. It is also designed to issue notice to ALS Course Sponsors offering EMT-Intermediate (EMT-I) or EMT-Paramedic (EMT-P) or EMT-Critical Care (EMT-CC 1992 revised curriculum) courses which begin after January 1, 1990 that students will not be eligible to take the State certifying examination until they have completed all the course in-house experience and the field internship experience.

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## What is the Field Internship Experience?

The field internship experience is a period of **supervised experience** on a pre-hospital ALS unit. It provides the student with increasing patient care responsibilities, which proceed from observation to working as a member of a team. It is the responsibility of the CIC and the Course Medical Director to prepare the behavioral objectives for the internship program. Students should be familiar with these objectives before the internship begins so the students know exactly what will be expected of them during this phase of their training. The internship generally begins after the students have mastered the skills of the course in the classroom and clinical setting and comes **before** the final practical skills examination. There should be a provision for physician evaluation of student progress in acquiring the desired skills developed through this experience.

The pre-hospital ALS unit must have communications with on-line Physician Medical Control. The student must be under the direct supervision and observation of a physician, or preceptor who is certified at the level he/she is supervising or higher level and has been approved by the Course Medical Director to evaluate the performance of the student during this field internship.

The internship experience has three distinct phases: observation, participation and then leadership. The initial position, if the student on the pre-hospital care team should be that of an observer. After progressing through record keeping and participation in actual patient care the student should be placed in a position of running the call. Of course this is always done as an extra team member with the preceptor directly observing the student in case it becomes necessary to intervene. Since the student has not yet been certified by the NYS-EMS as an EMT-I, EMT-CC, or EMT-P during the internship he/she is not authorized to provide any ALS patient care in the absence of the specified preceptor that the Course Medical Director has named and authorized to act in a supervisory capacity during the internship.

Since the student will be applying his/her skills, under supervision, on patients in both the clinical experience and the internship experience of the training program, it is essential that the student continue to hold a current EMT certification throughout the entire advanced EMT course. For this reason the admission requirements in this manual specifically state that all applicants for an Original EMT-I, EMT-CC, and EMT-P course must hold a valid EMT certification that extends throughout the entire Advanced EMT training course.

### **EMT-I, EMT-CC, EMT-P Field Internship Requirements**

The student needs to see a sufficient number of patients requiring ALS procedures to ensure a sufficient number of patients requiring ALS procedures to ensure appropriate patient care exposure. It is not the intention of NYS-EMS to define the term “sufficient”. At this time the specific quality, aside from the list of the skills below, and quantity of

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exposure will rest in the hands of the Course Medical Director in concert with any existing Regional Medical Control requirements that specifically address the field internship. Since the Course Medical Director is ultimately responsible for the quality of the student's education, he/she must define the number of procedures or calls each student must experience during the internship. Requirements for internship in the Original EMT-CC course will not take effect until the 1992 curriculum takes effect. Before successful field internship completion, the student must exhibit competence in the following skills while caring for a patient(s):

1. Patient assessment. [EMT-I, EMT-CC, EMT-P]
2. Venipuncture and administered of intravenous fluids. [EMT-I, EMT-CC, EMT-P]
3. Endotracheal intubation (EOA/EGTA optional). [EMT-I, EMT-CC, EMT-P]
4. Automated External Defibrillation. [EMT-I]
5. Manual Defibrillation (Cardioversion optional). [EMT-CC, EMT-P]
6. Subcutaneous & intramuscular injections. [EMT-CC, EMT-P]
7. ECG interpretation. [EMT-CC, EMT-P]
8. Care of the pediatric patient (IO infusion optional). [EMT-P]
9. Care of the emotionally disturbed patient. [EMT-P]
10. Medical communications. [EMT-I, EMT-CC, EMT-P]

It is the responsibility of the Course Medical Director to certify to NYS-EMS that each student in an Original EMT-I, EMT-CC and EMT-P course has completed all the course requirements including the clinical and field internship, **by completing a DOH-3379 PRIOR** to their admission to the Final Practical Skills Examination.

Because these skills, with the exception of radio medical communications, are going to be learned in the classroom and hospital environment, it is important that the advanced EMT student learn how to handle the peculiarities of these skills, which the field environment brings. Starting an Iv in a wrecked automobile in the dark with the rain pouring down is much more difficult than starting it in the clean environment of an operating room or emergency department. It is the same skill, but more difficult in one area than another.

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### **Course Cancellation**

If a course must be cancelled for any reason, a Course Cancellation Notification (DOH-80) must be completed. There are many reasons to cancel a course such as: low enrollment, CIC sickness, unavailability of faculty, etc. This card, the DOH-80, is used when the course has been applied for by sending the Course Application, the sponsor has received the written approval notification and the course has been assigned a course number. **The sponsor's administrator is responsible for sending in the course cancellation notification as soon as the course is cancelled.**

If notification is not done in a timely manner, a written examination and proctor will be assigned to either course scheduled exam date. If this occurs, the sponsor may be required to incur all the costs involved in the testing setup. The course cancellation notification is sent to the following distribution:

1. The actual card is sent directly to NYS-EMS Certification Unit. We have already addressed the card and paid the postage.
2. A photocopy of the card should be sent to the following:
  - A) The NYS-EMS Field Rep.
  - B) The Regional EMS Council.
  - C) Maintain a copy in the course file.

If a course is cancelled after the first session and the sponsor has filed a voucher for NYS-EMS payment, it is the sponsor's responsibility to contact the Funding Unit to arrange the return of funds to the New York State Department of Health. If you are able to stop a check from being issued to the sponsor, you will prevent the need for a refund check to the State. Please note that refund checks to the State go into the "General Fund" and cannot be reassigned to another EMS Sponsor to fund their training program so your prompt notification in this instance may help fund another EMS course.

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**DIRECTIONS for the Course Cancellation Notification**

Please write in the information that the form asks for:

1. **NAME IF SPONSORING AGENCY:** Write the name of the sponsoring organization.
2. **SPONSOR'S CODE:** Write in the identification number assigned to the sponsor by NYS-EMS.
3. **COURSE TYPE:** Put in the type of course. I.E.: Basic EMT, Original CFR, EMT-P Refresher, etc. It would also be helpful if you include the COURSE NUMBER since we file courses by course number.
4. **LOCATION:** Where the course was scheduled to take place.
5. **CANCELLATION DATE:** When the decision was made to cancel this course.
6. **CERTIFIED INSTRUCTOR COORDINATOR:** The name of the CIC that was going to teach the course.
7. **START DATE:** When the application said the course was planned to start.
8. **EXAM DATE:** When the application said the course exam was planned.
9. **REASONS FOR CANCELLATION:** Please tell us, briefly, why the course was cancelled.

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NOTICE OF COURSE CANCELLATION FORM

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COURSE CANCELLATION MEMO

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**NYS EMS Course Funding Policies & Procedures**

Previous versions of this manual contained the course funding policies and procedures for completing a standard voucher for State funding of EMS training. Funding may be available, if funds are made available in the yearly State budget, to subsidize the costs of training various levels of EMS certifications and to pay for the costs of conducting the State CFR/EMT/AEMT Practical Skills exams. As the availability of funds fluctuates decisions are made by NYS-EMS to fund specific types of courses and sponsors in specific countries. Since at the time this manual was written the availability and amount of funding for EMS courses was in question, the decision was made to remove all funding policies from this manual. NYS-EMS will issue at a later date an Addendum to this manual which deals with funding.

# Administrative Manual for EMS Educational Programs

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## The First Class Session

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### General Comments

Each NYS-EMS curriculum begins with introduction of faculty and student registration. During this time period, and additional time if it becomes necessary, it is the CIC's responsibility to assure that every student meets the eligibility requirements of the specific course and is properly registered. It is helpful for the students to be introduced to the CIC, the Course Medical Director, the sponsor's administrator and the lab faculty.

Determining eligibility should actually be done as a part of the application process to avoid ineligibles from showing up the first session of the course. However, even if the applications have been screened for student eligibility, the CIC should confirm that all students meet the requirements in this manual. The end of the course is not the time to find out the student is too young to be eligible or the student in an advanced course does not have a valid EMT certification.

Make sure that you have not accepted more than 42 students in the course. If you find that you have more than 42 potential students then cut it off at 42 and advise the overflow that you will plan an additional course in another 5 to 6 weeks. If an additional course needs to be planned remember the NYS-EMS deadlines for application discussed in the prior section of this manual.

Each individual student for the purpose of registering with NYS-EMS in the course must complete a student application. If this is not done, or left till later in the course the students will not be registered and will not be authorized to take either the practical skills or written examination. We suggest that the CIC read the instructions to the class and they complete the student application together line by line to assure accuracy. **This is the first test in the course which many students who choose to stray off on their own and complete the student application without instructions fail.**

Please impress upon the students that these forms deserve their careful attention. Mistakes made on these forms will have an impact on the student in a number of ways. One way is that they may not be able to take the certification exams, or their name may end up misspelled or the certification card may be mailed to the wrong address. Please understand that illegible application forms may be returned to the sponsor, making unnecessary delays in the processing of the paperwork resulting in the possible postponement or cancellation of the state written examination.

After completing the student applications have the students proofread the form then sign and date it. Make sure that the students carefully review the statement at the bottom of the application. If the student has committed any of the crimes listed, NYS-EMS has the right not to certify them according to Part 800.6f of the State EMS Code.

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Also, please advise them that it is illegal to file a false instrument with a government agency and that such an offense could be grounds for revocation of their certification. Only the student application form with the student's original signature should be submitted to NYS-EMS.

The CIC must fill out a Course Memorandum (DOH-263) as a cover sheet to the student application forms for each course that is submitted to the Certification Unit. Please read the forms carefully as you are signing that this is the complete course and no additional student application can be submitted at a later date for this course. By the course session number two is it is the responsibility of the sponsor's administrator to send, via certified mail, to NYS-EMS Certification Unit the course memo and the student applications which have been alphabetized as it state on the form.

Course faculties who need to refresh their certification must also submit a student application form in the above-described package. They must check the box on the form marked "student on faculty" to indicate to the Certification Unit that they are teaching the program. They must also appear on the back of the Course Memorandum. They must participate in all the course sessions as well as take the practical skills examination and the written examination at the end of the course in the same manner as the rest of the students in the course. Failure to complete the course requirements will make the faculty member ineligible to take the state certifying examinations.

If a student's name does not appear on the class list, or an ineligible message appears, they will NOT be enrolled in the course and they will NOT be allowed to take the State certifying examinations. The class list is the official listing of students in the course from NYS-EMS. The class list is generated directly form the student applications and course memo the sponsor sent us so please be sure your paperwork is absolutely correct and complete.

The students enrolled in the course must be informed of all the course policies, procedures and requirements. This includes, study assignments, interim examinations and the final State practical skills and written examinations. The best way to accomplish this is to hand all policies, in a booklet form, to all students in class session one and have them sign that they have read them and will follow them during class session two. This protects the student and the sponsor from future misunderstandings.

**Each student in all certification courses at each level, both originals and refresher must be given their own copy of the CFR.EMT.AEMT Student Manual.** Have the students write the course number on the cover of the manual. In addition later in the course once the class list arrives have the students write their student identification number on the cover of the Manual. Both of these will be important should they miss the certifying exam and need to reschedule it.

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## DIRECTIONS for Completing the Application for E M S Certification

Please have the students fill out this form legibly and accurately. Failure to do so may result in unnecessary mistakes, inaccurate information on the certification card or a delay in your examination date. **Be sure to put only one letter in each box using upper case/capital letters only.**

1. These six spaces are used to indicate the number of the course that the student is applying for. Please make sure that the students know this number for future reference.
2. Type of certification: Check **ORIGINAL CERTIFICATION** box it:
  - A. This is the first time that the student has been enrolled in a course.
  - B. The student is applying for an EMS certification in which the student is not currently certified.

Check the **RECETIFICATION** box if the student is applying for rectification at any level.

3. **IDENTIFICATION NUMBER:** If the student has a NYS-EMS identification number assigned to them, please enter it in the six boxes provided. If a student is a CFR, their ID number should be placed in the boxes. Do not write out-of-state ID numbers on this form. If the number does not have the full six digits please put zeros in front of the numbers. For example the number 94 should be entered as [0] [0] [0] [0] [9] [4].

A student who failed, or did not complete the previous course was assigned an ID number when they enrolled. When the student re-enrolls in a course, please have the student enter the ID number that they were originally assigned. This will help eliminate duplicate numbers. If the student does not know the number attach a note to course memo so we can check it prior to sending the applications to keypunch.

4. **NAME:** Please have the student enter their last name in the box provided. If the student uses “junior”, “senior” or “III”, it belongs after the last name. Do not list educational degrees held. On the next line the first name and middle initial. Leave a space between the first name and the middle initial. If there is not enough room for the complete name then abbreviate.
5. If the student is recertifying and there is a mistake in the way their card currently reads then check this box. The line below is for the student to indicate the proper spelling of their name. **Instruct them not to write in this space if there are no corrections to be made.**
6. **ADDRESS:** Have the student write their mailing address or the address where they want the certification card to be sent. Leave blank spaces between words and

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members. Include P.O. Box numbers and apartment designation. The second line is for the city and state.

7. **ZIP CODE:** The student must enter the correct zip code for the mailing address. If the zip code is left blank or it is incorrect, the student will not be enrolled in the course. Failure to correct this error can cause the student to be denied admission to the state written examination.
  
8. **COUNTY:** Enter the first four (4) letters of the county of the address entered above. Do not enter "USA". Note that Manhattan is New York county [N] [E] [W] [Y], Staten Island is Richmond County [R] [I] [C] [H], Brooklyn is Kings county [K] [I] [N] [G] and St. Lawrence is [S] [T] [L] [A]. If the student's address is out of state they should enter [O] [U] [T] [S].
  
9. **DATE OF BIRTH:** The date of birth must be filled in correctly. Please ensure the students carefully enter their date of birth. None of your students were born this year! Use zeros where no number applies here; for example March 30, 1958 would be [0] [3] [3] [0] [5] [8].
  
10. **SEX:** Mark [M] for male and [f] for female.
  
11. **STUDENT ON FACULTY:** Check this box if the student is also part of the teaching staff of this course. Any faculty member needing to recertify must enroll in a course and complete the course requirements including both the practical skill exam and the state written examination.
  
12. **DAY TELEPHONE #:** Have the student enter the telephone number they can be reached during the daytime working hours (9:00am to 5:00pm). This number is used by NYS-EMS Certification Unit when a detail must be clarified with the student.
  
13. **PRACTICAL SKILLS EXAMINATION DATE:** The date of the practical skill examination must be entered in this space.
  
14. **NYS WRITTEN EXAMINATION DATE:** The date of the written examination is to be entered in this space.
  
15. **SIGNATURE OF APPLICANT:** The statement in this section MUST be read and acknowledged that the information is true and the line below SIGNED as the student normally signs his or her name. If the student does not sign the application form, he/she will not be enrolled in the course. The NYS-MS cannot accept the application if the sponsor notes that the signature is I their file. We must have the student sign the Student Application form that comes to Central Office.

Part 800.6f requires that the applicant for EMS certification programs not have been charged or convicted of any of the listed crimes. If a student in the course fits into the outlined categories, NYS-EMS reserves the right not to certify them. This

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must be explained to the entire class. If the sponsor knows of a student who fits into the category, NYS-EMS would like the sponsor to inform us, in writing when the Student Application forms are submitted for the class. Each individual will be reviewed. If they will be allowed to continue in the course, the sponsor will be notified. If NYS-EMS will not certify the student, both the student and the sponsor will be notified in writing.

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APPLICATION FOR EMERGENCY MEDICAL SERVICES CERTIFICATION

# **Administrative Manual for EMS Educational Programs Direction for the EMT-D Student Application**

If the students are taking the Basic Refresher with EMT-D, they are to complete the regular Student Application (DOH-65). It is not necessary to have them complete any other application form.

Each student applying for the Basic EMT-D Original must complete a special application called the Application for EMT-Defibrillation Certification (DOH-3306). If an application is not submitted for each student any forgotten student will not be certified.

Please have the students fill out the forms legibly and accurately. Failure to do so may result in unnecessary mistakes, inaccurate information on the EMT certification or a delay in certification. **Be sure to put only one letter in each box, making sure to use only capital letters.** Please do not allow the students to write in the gray areas of the application.

1. **IDENTIFICATION NUMBER:** The student has a New York State identification number assigned to them. Please enter this number in the six boxes provided. Do not write out-of-state ID numbers on this form. If the number does not have the full six digits, please put zeros in front of the numbers. For example the number 94 should be entered as [0] [0] [0] [0] [9] [4]. **Again please remember that each student must have a valid NYS EMT certification prior to being allowed to take this course.**
2. **NAME:** Please have the students re-enter their last name in the boxes provided. If the student uses “junior,” “senior” or “III” it belongs after the last name. Next the first name and middle initial are written in. Leave a space between the first name and the middle initial. If there is not enough room for the complete name, please abbreviate.
3. **NAME CHANGE:** If the student has changed his/her name or there is a mistake in the way their card currently reads then check this box. **Instruct the students not to check this box if they do not have any corrections to make.**
4. **ADDRESS:** Have the student write their mailing address or the address where they want the certification card to be sent. Leave blank spaces between words and numbers. Include P.O. Box number and apartment designation. The next line is for the city and state.
5. **ZIP CODE:** The student must enter the correct zip code for the mailing address. If the zip code is left blank or it is incorrect, the student will not be enrolled in the course. Failure to correct this error can cause the student to be denied admission to the date written examination or certification as an EMT-D.
6. **COUNTY:** Enter the first four letters of the county of the address entered above. None of your students live in a county called “USA”. Please note that Manhattan is New York County [N] [E] [W] [Y], Staten Island is Richmond county [R] [I] [C] [H],

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Brooklyn is Kings county [K] [I] [N] [G] and St. Lawrence is [S] [T] [L] [A]. If the student's address is out of state they should enter [O] [U] [T] [S].

7. **DATE OF BIRTH:** The date of birth must be filled in correctly. Please ensure the students carefully enter their date of birth. None of your students were born this year! Use zeros where no numbers applies, for example [0] [3] [3] [1] [5] [8].
8. **SEX:** Mark [M] for make or [F] for female.
9. **SOCIAL SECURITY NUMBER:** Each student must enter his or her social security number in the spaces provided.
10. **COURSE NUMBER:** Please make sure that every student in this course knows and has written down the NYS-EMS assigned course number on the application. Failure to do so will result in denying the student certification as an EMT-D.
11. **EXPIRATION DATE:** The student must enter the expiration date as it appears on their most current EMT certification card. If an incorrect data is entered, it will be an error and the computer will not accept the application. If this happens the student is not enrolled and will not receive a card.
12. **COURSE DATE and LOCATION:** The date that the course is scheduled to finish should be entered in the spaces provided. The student should write the name of the facility and the town, village, city where the course was conducted on the line next to the date.
13. **STUDENT SIGNATURE:** The statement in this section **MUST** be read and acknowledged that the information is true and the line below **SIGNED** as the student normally signs his or her name. If the student does not sign the application form, he/she will not be enrolled in the course. The NYS-MS cannot accept the application if the sponsor notes that the signature is in their file. We must have the student sign the Student Application form that comes to Central Office.

Part 800.6f requires that the applicant for EMS certification programs not have been charged or convicted of any of the listed crimes. If a student in the course fits into the outlined categories, NYS-EMS reserves the right not to certify them. This must be explained to the entire class. If the sponsor knows of a student who fits into the category, NYS-EMS would like the sponsor to inform us, in writing when the Student Application forms are submitted for the class. Each individual will be reviewed. If they will be allowed to continue in the course, the sponsor will be notified. If NYS-EMS will not certify the student, both the student and the sponsor will be notified in writing.

14. **DATE:** Enter the date that the student signed the application.

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15. **CIC AFFIRMATION:** The Certified Instructor Coordinator must affirm that the student has completed the course and is comment in the didactic and practical skill objectives of the EMT-D course. The CIC must print his/her name legibly on the line under the affirmation statement and signs their name on the next line. The CIC number assigned to the instructor by NYS-EMS must be entered in the spaces provided. The date that the CIC completed this application must be entered into the space provided.

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APPLICATION FOR EMT-DEFIBRILLATION CERTIFICATION

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**DIRECTIONS for Completing the COURSE MEMORANDUM**

The Course Memorandum (DOH-263) is used as a cover sheet for the entire batch of Student Applications submitted for each course. No Student Applications are to be sent to the NYS-EMS without a Course Memorandum. If this form does not accompany applications, they will be returned to the sponsor for the inclusion of a Course Memorandum.

1. **COURSE NUMBER:** Write the course number in the spaces provided.
2. **NUMBER OF ATTACHED APPLICATIONS:** Write the exact number of student applications attached to the Course Memorandum.
3. **STARTING DATE:** Enter the starting date of the course.
4. **PRACTICAL EXAM DATE:** Enter the date that the practical examination is scheduled to be held.
5. **NYS EXAM DATE:** Enter the date that the course is scheduled to take the state certifying examination.
6. **SPONSOR'S ADMINISTRATOR:** Enter the name of the Sponsor's Administrator.
7. **PHONE # (HOME & BUSINESS):** Write in the telephone number of the sponsor's administrator. The telephone is the best way to contact the representative in the event of question or a problem.
8. **SPONSORING AGENCY:** Write the name of the sponsoring organization in this space.
9. **COURSE INFORMATION:** Check the box for the course type of the attached Student Applications. Write in the name of the continuing education course type if it is not listed.
10. **CERTIFIED INSTRUCTOR COORDINATOR NAME:** Print the CIC for the course in the space provided.
11. **DATE:** Enter the date that the Course Memorandum was submitted to NYS-EMS Central Office.
12. **CLASS DATE AND TIME:** Enter the normal days and times that the course is scheduled to meet.
13. **(BACK OF THE FORM) LISTING OF STUDENT APPLICATIONS:** Please type or print legibly the names of the people for whom the sponsor has attached student applications. If the class contains people who are, or have been previously

## **Administrative Manual for EMS Educational Programs**

certified, write their ID number in the space provided. **There should be no more than 42 students in one course.** If for some reason, more space should be necessary, please attach additional forms.

14. **SIGNATURE OF THE CIC:** The CIC must read the statement, sign on the line and date the form in the space provided. When the CIC signs and sends this form in, he/she is affirming that the following:

**”This class list includes ALL students enrolled in this course. Only the persons listed will be admitted to the State Certifying Examination upon successful completion of all course requirements. An application form (DOH-65) is attached for each student. I understand that no additional names can be added to this list after I have submitted this form with the student applications to the EMS Program”**

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COURSE MEMORANDUM**

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**BACK OF PAGE**

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**Directions for the Continuing Education Course Registration Card**

The continuing education courses do not use a student application. Instead the EMS Program has developed a student registration card which is used for taking attendance in the course and maintaining mailing information on the student. Previously, sponsors of continuing education courses were required to submit these cards along with the end of course paperwork for the course to NYS-EMS Central Office. Effective July 1, 1991 it is no longer necessary to submit these cards to NYS-EMS as all the needed information is on the certified class list. These cards can be ordered from NYS-EMS and a sample appears in this manual. Instructions for completion of the registration card are below:

1. **Course Type: Check** the type of course i.e.: CTC, AAPs, PPCC, Other (Infection control Workshop).
2. **Name:** Enter complete name of student.
3. **Street Address:** Enter mailing address of student.
4. **City:** Enter the city of mailing address.
5. **State:** Enter NY.
6. **Zip:** Enter the standard 5-digit zip code.
7. **EMS Agency:** Enter the primary agency that student is an employee/volunteer for.
8. **Level of Training:** Check off the highest level of training.
9. **EMT Number:** Enter the student's certification identification number.
10. **Expires:** This is a good opportunity for the student's to pull out their cards and remind himself or herself when they expire. Enter the expiration on this latest certification card.
11. **Course Sponsor:** Enter the name of the continuing education course sponsor. Do not enter the name of a sponsor that is not approved to conduct continuing education courses.
12. **Course Location:** Enter the name of the location where the course was held.
13. **Course Number:** Enter the course number as issued by NSY-EMS.

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14. **Attendance:** Write the date and initial that the student was present for the entire session.

### **Continuing Education Course Pre-quiz**

Each of the continuing education courses (i.e.: CTC, AAPS, PPCC) use both a pre-quiz and a post-quiz. A supply of quizzes and quiz answer sheets can be ordered from NYS-EMS. Please do not allow the students to write on the quiz and collect them after the students are completed with the quiz. They are not for general distribution and should be kept in a secure place. After administering the quiz the CIC should enter the grades on the quiz summary sheet and calculate the class average. This average is compared with the average of the post-quiz and the quiz summary sheet becomes a part of the end of course paperwork for a continuing education course. A sample quiz answer sheet is included in the next few pages.

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Student registration card

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Quiz answer sheet

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The Learning Contract**

NYS-EMS requires that the sponsors of refresher courses use a student/sponsor learning contract. A learning contract is also strongly recommended for original courses. The purpose of the learning contract is to come to an agreement on what the sponsor plans to offer the student and what is expected of the student to complete the course. The following is a good example of a learning contract that was designed for an EMT-Intermediate Refresher course.

-----**Learning Contract**-----

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<b>[Print student name]</b>	<b>[Student ID #]</b>
-----------------------------	-----------------------

Quality EMS Training, Inc. is committed to providing the very highest standards in EMT-Intermediate Refresher Training.

We promise to provide qualified and competent faculty for the respective lecture or practical labs that you encounter while in the program in accordance with the State standards.

We promise to apply our best efforts to organize the program, following and when necessary building upon the State EMS Program’s published curriculum, in a manner that will facilitate learning and enhance retention.

We promise to make every attempt within our ability to begin and end the classes on schedule.

We promise to provide fair and objective evaluation, based on the objectives, textbook material, practical skill sheets, and presentations in the classroom setting.

We promise to treat the students in the program with respect and dignity and make every attempt to assist you according to your individual needs during the program.

Based upon your performance on the Challenge Written Examinations that are listed below, you are required to attend all sessions listed with an **[X]**

**Exam # 1**

Med Legal/Amb Ops/Pt. Handing/MCI [ ] This can be made up by reading assignment and/or remediation session.

Pt. Assessment/Airway Mgt. [ ] Lesson 4

Shock [ ] Lesson 6

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## Exam #2

Trauma Assessment/Kinematics/ Head & Spine Trauma	[ ] Lesson 8
Thoracic Trauma/Extremity Trauma	[ ] Lesson 10
Abdominal Injuries	[ ] Lesson 11
Burns	[ ] Lesson 14

## Exam #3

CPR	[ ] Lesson 12
Defibrillation	[ ] Lesson 13
Cardiac & Respiratory Emergencies/ Communicable Diseases	[ ] Lesson 14

## Exam #5

Medical Emergencies/OB /GYN/Neonatal	[ ] Lesson 15
Pediatrics	[ ] Lesson 16
Emotional Crisis/ Abused Pts./ EMT Stress	[ ] Lesson 18

Based upon your performance on the Practical Skills Examination that are listed below, you are required to attend all sessions listed with an **[X]**.

## NYS EMT Practical

Station #1 (Patient Assessment)_____	[ ] Lesson 5, 11, 17
(Airway Adjuncts)_____	[ ] Lesson 5, 17
Station #3 (Bleeding & Fracture Mgt.)_____	[ ] Lesson 17
Station #4	

## **Administrative Manual for EMS Educational Programs**

(Traction Splinting)\_\_\_\_\_ [ ] Lesson 17

Station #5

(Spinal Immobilization)\_\_\_\_\_ [ ] Lesson 9

Station #6

(MAST)\_\_\_\_\_ [ ] Lesson 7

### **Advanced Practical for EMT-I**

Station #7

(Endotracheal Intubation)\_\_\_\_\_ [ ] Lesson 5

Station #8

(Defibrillation)\_\_\_\_\_ [ ] Lesson 13

Station #9

(IV Therapy)\_\_\_\_\_ [ ] Lesson 7

### **Waiver of Skills Challenge**

I (student)\_\_\_\_\_ will be waiving the challenge practical.

I understand that I am required to attend all of the following sessions of the course:

Lesson # 1,3,5,7,9,11,12,13,16,17,19, and 20.

---

Signature date

### **Waiver of Written Challenge**

I (student)\_\_\_\_\_ will b waiving the challenge

written examination. I understand that I am required to attend all of the following

sessions of the course: Lesson # 2, 3,4,6,8,10,11,12,13,14,15,16,18, and 20.

---

Signature date

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\* \* \* \* \*

I, (student name) promise to apply my best effort to develop my knowledge and skills as an EMT-Intermediate Refresher student.

I promise to make every attempt to attend classes and arrive on time according to the policies set forth in the sponsor's policy manual I have been issued.

I promise to make every attempt within my ability to study and provide home and clinical work as is needed to meet the objectives of the program.

I promise to exercise complete honesty and integrity during all aspects of this program.

I promise to maintain patient confidentiality in my activities associated with the program.

I promise to treat the faculty, fellow students and patients with respect and dignity.

This document serves as a binding commitment between Quality EMS Training, Inc. and EMT-Intermediate Refresher student.

I (student) have received the lesson schedule with dates, location, times, and topics, the reading assignment list and the NYS CFR/EMT/AEMT Student Manual from the course sponsoring agency. We (student & CIC) agree to follow this contract and fully understand the requirements for completion of this EMT-I Refresher course.

Student signature	Date
-------------------	------

CIC signature	Date
---------------	------

# Administrative Manual for EMS Educational Programs

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## Activities During The Course

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### Attendance Records

Attendance records must be maintained by the CIC for every student. The record must clearly show which sessions the student was present at, which sessions the student was absent and describe how the missed sessions were made up. If a master attendance list is used for all students it must be transcribed into each individual student's class file. The learning contract for refresher courses should also be placed in the student file as it shows which session of the course the student was required to attend.

If a student misses sessions they should be counseled at least twice with a specific plan for correction prior to being expelled from the course for poor attendance. The key here is to always be sure to follow the attendance policy that you distribute to the students at the beginning of the course.

### Class List

After the first class session or at least six weeks prior to the written examination, whichever come first, the sponsor sends in the Student Applications and course Memo to NYS-EMS Central Office. Once received by the Certification Unit the forms are keypunched and a Class List is produced. This print out is exactly the information that was supplied to the Certification Unit by the CIC from the students. A copy of this print out is then sent to the sponsor several weeks into the course so that it can be carefully reviewed by the sponsor and CIC. If ineligibility messages and mistakes are noted, it is essential that the sponsor immediately contact the Certification unit by either calling (518) 474-2219 or writing a certified letter (remember first class mail gets lost often). **If you do not correct a problem of ineligibility on a class list the student will not be allowed to take the practical skills exam and the state written certifying exam because they are not registered in your course.**

The following is a list of the ineligible messages:

1. **Ineligible candidate Too Young-** This means that the student is either too young to be enrolled in the course or that the date of birth is incorrect. A candidate who is ineligible for the course because he/she is too young will not be allowed to complete the course and take the examinations. When they become old enough they must enroll in a new course to be eligible for certification. The student who is too young should not have been allowed to enroll in the course in the first place. This problem will not occur if the CIC checks the student's date of birth the first class session and reads the eligibility requirements in the pre-course activities section of this manual.

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2. **Ineligible No Prior Certification-** This message is for refresher. It means that the student has no record of previous certification. If this situation exists the student may not enroll in a refresher course because they do not meet the eligibility requirements.

If a candidate who has a certificate and meets the eligibility requirements receives an ineligible message, the CIC should ask the student for proof of certification and as much information as can be provided so that the mistake can be researched by NYS-EMS. Often a student will enter an incorrect student identification number on the student application form and the computer will find an error comparing the name to the ID#.

If a student is certified in another state, they are not authorized to take a New York State refresher course until they have applied for reciprocity (legal recognition) and received written approval from NYS-EMS to take a refresher course. Please refer this student to NYS-EMS Certification Unit to obtain information on obtaining reciprocity in NYS.

3. **Ineligible No Valid EMT Certificate-** If a candidate enrolls in an advanced EMT course (EMT-D, EMT-I, EMT-CC, EMT-P) and does not have a basic EMT card this message will appear on the class list. This student does not meet the eligibility requirements to be enrolled in this program. They must complete a basic EMT course first.
4. **Ineligible Failed Original Test over One Year Ago-** If a student failed the State written examination the student is allowed to take the exam a second time. This must be completed within one year of the original exam date. If the candidate failed the written exam a second time the student is allowed to enroll in a refresher course that will test within one year of the candidate's original examination date. If the candidate can not meet this requirement he/she must enroll in an original EMT course and complete all the course requirements to become eligible for certification,

When the class list is reviewed by the sponsor and CIC and invalid messages are noted please write a notation on the copy of the Class List which will be returned with the end of course paperwork and complete the Students Ineligible to Take the State Certifying Examination form (DOH-79) which must be filled out to reflect the corrections. The invalid Messages are listed and described below:

1. **Invalid county or Missing County** – If this message appears the student did not enter the county correctly on the Student Application. Please make the appropriate correction on the class list copy sent in as end-of-course paperwork and list the student's correction on the Students ineligible to take the State Certifying Examination (DOH-79) form.
2. **Invalid Zip Code** – If this message appears the student did not enter the zip code correctly on the Student Application. Please make the appropriate correction on the

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class list copy sent in as end-of-course paperwork and list the student's correction on the Students ineligible to take the State Certifying Examination (DOH-79) form.

3. **Invalid State** – If this message appears the student did not enter the State abbreviation correctly on the Student Application. Please make the appropriate correction on the class list copy sent in as end-of-course paperwork and list the student's correction on the Students Ineligible to Take the State Certifying Examination (DOH-79) form.

The following page has a sample Class Last for you to review.

### **The Course Number & Student ID Number**

It is the responsibility of the CIC to see to it that every student in every course is given their course number and their student identification number. For recertification courses and advanced course the EMT number is the student's identification number. Please make sure that all students write these numbers in the place provided on the CFR/EMT/AEMT Student Manual because they will become very important should the student ever need to communicate with NYS-EMS for any reason (i.e. scheduling a retest, future course applications, scheduling a makeup exam).

### **Verification of ED Observation Completion**

The specific responsibilities of the EMT student, the Emergency Department Physician's role, the responsibilities of the nurse preceptor are defined in the EMT Student Clinical Experience Guide. This clinical guide appears in the CFR/EMT/AEMT Student Manual along with a preceptor evaluation of the EMT student clinical experience which should be completed and returned to the CIC maintain in the Sponsor's student course file.

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CLASS LIST

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**PHYSICIANS ROLE DURING THE IN-HOSPITAL OBSERVATION AND**  
**TRAINING FOR BASIC EMT STUDENTS**

I. The hospital Emergency Department Medical Staff should be directly involved with the EMT student during the in-hospital-training period.

- a) The nurse preceptor should introduce the student to the physician on duty in the department at the beginning of the shift and should advise the physician of the level of training involved.

II. The physician should attempt to expose the student to patients with those conditions most likely to require pre-hospital medical care. While it is clearly impossible to provide the student with a broad clinical exposure during the limited time available, the physician should be sure to maximize the opportunity to see all the available patients.

III. The physician should explain the presenting signs and symptoms in terms of the pathophysiology and mechanism involved and the rationale for management.

IV. The physician should use the opportunity to explain to the student how the various hospital services interact for the emergency patient and how the different medical specialties are utilized.

**RESPONSIBILITIES OF THE NURSE PRECEPTOR DURING THE IN-**  
**HOSPITAL OBSERVATION AND TRAINING FOR BASIC EMT**  
**STUDENTS**

The Nurse Preceptor should be a staff nurse, knowledgeable and experienced in emergency nursing, as well as pre-hospital emergency medical services, including the EMT training program. The nurse preceptor, in collaboration with the course medical director and the hospital administrator should provide an environment conducive to learning for the EMT student. The Nurse Preceptor should:

- Using the BUDDY ASSIGNMENT (one nurse per one EMT student maximum), host the EMT student during his/her stay in the emergency department.
- Work with the EMT student to ensure appropriate and relevant clinical training experience.
- Serve as liaison between the EMT observer and all other nursing and medical staff.
- Serve as a resource, resolving questions and issues regarding immediate clinical procedures, protocols, or other questions.
- Assist in improving public relations by setting an example for the purpose of fostering and demonstrating increased collaboration and communicating to

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make the transition from pre-hospital care to emergency department care a smooth and comfortable process for all.

### **LEARNING AND EXPERIENCE GUIDELINES:**

During the ten-hour emergency department experience, the EMT student should learn how patients are received, triaged, and treated. Under direct nursing supervision, the EMT students should endeavor to improve their skills.

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## **RESPONSIBILITIES OF THE EMT STUDENT DURING THE IN-HOSPITAL OBSERVATION AND TRAINING FOR BASIC EMT STUDENT**

The EMT student must report to the charge nurse of the emergency department at the participating hospital on the date and time assigned by the instructor/Coordinator for the EMT course:

In addition to strict compliance with all hospital policies the EMT student will:

- Be neatly attired and in a physical and mental state conducive to learning.
- Be identified with a name tag provided by the hospital or Course Sponsor
- Be under the direct supervision of a medical professional employed and assigned by the hospital.
- Observe rules of patient confidentiality.

### **SKILLS OF EMT**

The following skills have been completed by the EMT student at the time of his/her observing in the emergency department and, under supervision, he/she is capable of performing any of the following:

- A. Assessment (Primary and Secondary Survey; Triage)
  1. Vital signs including pulse, BP, respiration, level of consciousness, skin, and pupils.
  2. History – past and injuries, current medications, allergies, chief complaint, and current history.
  3. Physical exam – to detect injury, fractures, pain, bleeding, (internal and external) deformity.
  4. Rapid identification of Life-threatening problems.
- B. Airway Management
  1. Oxygen administration with nasal cannula, simple face, non-rebreathing and Venturi masks.
  2. CPR and Bag-Valve-Mask ventilation.
  3. Oral suctioning.
  4. Use of oropharyngeal airways.
- C. Hemorrhage Control
  1. Basic hemorrhage control.
  2. Basic dressings and bandages.
- D. Simple splinting.
- E. Lifting and moving patients.
- F. Document information and communicate it to necessary personnel.
- G. Use of the NYS Pre-hospital Care Report for data collection.

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PRECEPTOR EVALUATION OF EMT CLINICAL EXPERIENCE

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STUDENT EVALUATION OF EMT CLINICAL TRAINING

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**Verification of Advanced Clinical Experience Completion**

A form which verifies that the students have achieved the objectives of each clinical site for the clinical experience in each original advanced EMT course is developed by the sponsor and approved by NYS-EMS as a part of the Sponsor's Agreement package. Any form used should clearly show the student's name, the date and time in the clinical site, procedures accomplished successfully, and the evaluation by the clinical preceptor. Completion of all clinical is a requirement of the course prior to admission to the State Practical Skills Examination.

**Verification of Advanced internship Experience completion**

A form which verifies that the students have achieved the objectives of the internship experience in each original advanced EMT course is developed by the sponsor and approved by NYS-EMS course is developed by the sponsor and approved by NYS-EMS as a part of the Sponsor's Agreement package. Any form used should clearly show the student's name, the date and time on the internship ALS unit, procedures accomplished successfully, and the evaluation by the internship preceptor and a review by the Course Medical Director. Completion of all three phases of the internship (i.e.: observation, participation and leadership) is a requirement of the course prior to admission to the State Practical Skills Examination.

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MEDICAL DIRECTOR'S CERTIFICATION OF AEMT COURSE COMPLETION

# **Administrative Manual for EMS Educational Programs**

## **Directions for the Medical Director's Certification of Course Completion**

It is the responsibility of the Course Medical Director is original advanced EMT courses which have an internship requirement to certify to the NYS-EMS Program that each student has completed to his/her satisfaction all the didactic, skills, clinical and internship objectives of the Advanced Practical Skills Examination. No student may be admitted to the Advanced Practical Skills Examination prior to having this form completed and signed by the Course Medical Director. This admission ticket should be attached to the Final Practical Skills Examination Summary Sheet (DOH-2733) and should be placed in the blue envelope and returned to the NYS EMS Program with the end of course paperwork.

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## **Educational Programs**

### **Exam Tickets (Practical Skills & Written)**

After the CIC has reviewed and notified the Certification Unit of any corrections to the Class List, the CIC will receive the Student Examination tickets by mail. The tickets are sent to the address that the CIC has given to the EMS Certification Unit on the Course Application. Each student enrolled in the course will receive an exam ticket. This ticket is used to admit the student to the state certifying practical skills examination and then the state certifying written examination if they passed the practical. Without this ticket the student will **not** be allowed to take a written certifying examination unless a letter of authorization is issued to the student by the NYS-EMS Examination Services Section.

On the back of the examination ticket, space is provided for the recording of the results of the student's Practical Skills Examination Coordinator must:

1. Complete the back of each student's examination ticket. If they have passed the practical issue the student the ticket and remind them they must bring it to the written exam or they will not be allowed to sit for the exam. **If the student failed the practical the ticket should be given to the course CIC to be filed in the blue envelope with the NYS-EMS Certification Unit as part of the course end-of-course paperwork.**
2. Fill out the Practical Examination Skills Summary Sheet (DOH-2733). A sample of this form appears in the last section of this manual, as this document is an essential part of the course end-of-course paperwork. If the student is not listed on the practical examination skills summary sheet which is on file at the NYS-EMS Certification Unit and the student attempts to schedule a retest we will be unable to verify that he/she passed the practical and the student will **nit** be allowed to retest.

If a student should fail the practical skill examination he/she will not be allowed to take the state written exam. The student may enroll in a refresher course, complete the course requirements and then may take the practical skills examination again.

If a student enters your training program after having failed their last practical skill examination, please have them show documentation proving that they are eligible to take the refresher course. This information may include the student's practical examination forms, a letter from the previous CIC, or any other information that will satisfy the CIC of the refresher course. Have the student fill out another student application form using their already assigned identification number. This number appears on the class list. Heave the student contact the past CIC or the NYS-EMS Certification Unit if they do not know their student identification number.

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Exam ticket

# **Administrative Manual for EMS Educational Programs NYS Certification Examination Requirements**

**Sequence** – The NYS-EMS Practical Skills Examination must precede the written certification examination. The practical skill examination and scheduled retest date should precede the written certification exam by at least seven days.

**Minimum Physical Requirements** – The only physical requirement for becoming a Basic or Advanced EMT or CFR is the ability to pass the practical examination using standard EMS equipment with simulated patients positioned in typical positions. The use of “adaptive” EMS equipment or EMS equipment designed to overcome physical handicaps is **not** allowed (i.e.. Braille sphygmomanometers, amplified stethoscopes). Personal pocket masks and non-amplifying stethoscopes may be used by students to minimize the cross infection.

**Admission Prerequisites** – In order to be admitted to the practical skill examination students must successfully complete **all** course requirements to the satisfaction of the course medical director and course sponsor. These include, but are not limited to:

- Acceptable attendance in the course.
- Minimum grade requirements
- Completion of the required clinical observation (EMT students).
- Successful passing of CPR testing according to the current AHA/ARC standards for rescuers. In accordance with a motion passed at the September 6, 1990 meeting of the NYS EMS Council: If a student has certification in ARC “CPR for Professional Rescuer” or AHA-Course C “BLS for Healthcare Providers” which is less than one year old at the time of the final practical skills examination, the student does not need to be retested. In this situation, a photocopy of the student’s CPR certification must be maintained in the student file.
- In accordance with the State EMS Code, section 800.11: “A candidate, to qualify for initial certification at any level above EMT-Basic, in addition to meeting the requirements set forth in section 800.6 shall:
  - (1) Have current certification as an EMT-Basic at the time of the written certification examination, and
  - (2) Submit documentation of satisfactory completion of an internship approved by the course sponsor for any course for which an internship is described in the curriculum.
- Prior to admission to the practical skills examination a candidate for initial advanced certification must submit a “Medical Director’s Certification of Course Completion” on the form provided by the NYS EMS. This form will become a part of your permanent student file in the NYS-EMS Certification Unit.

## **Required Practical Skills Testing Stations**

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Certified First Responder – The practical skills examination consists of the following stations:

1. Patient Assessment Station  
Expanded Primary Assessment/Resuscitation  
Vital Signs  
Secondary Assessment
2. Airway Adjuncts Station  
Airway Insertion  
Suctioning  
Oxygen Therapy  
Bag Valve Mask/Pocket Mask Ventilation
3. Hemorrhage Control

EMT – The practical skills examination consists of the following stations:

1. Patient Assessment Station  
Expand Primary Assessment/Resuscitation  
Vital Signs  
Secondary Assessment
2. Airway Adjuncts Station  
Airway Insertion  
Suctioning  
Oxygen Therapy  
Bag Valve Mask/ Pocket Mask Ventilation
- 3a. Hemorrhage Control
- 3b. Fracture Management
4. Traction Splinting
5. Spinal Immobilization
6. MAST

EMT – Intermediate – The practical skills examination consists of the following stations:

1. Patient Assessment Station  
Expanded Primary Assessment/Resuscitation  
Vital Signs  
Secondary Assessment
2. Airway Adjuncts Station

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- Airway insertion
- Suctioning
- Oxygen Therapy
- Bag Valve Mask/Pocket Mask Ventilation
- 3a. Hemorrhage Control
- 3b. Fracture Management
  
- 4. Traction Splinting
  
- 5. Spinal Immobilization
  
- 6. MAST
  
- 7. Peripheral I.V. Insertion
  
- 8. Endotracheal Intubation
  
- 9. Defibrillation

EMT-Critical Care & EMT-Paramedic – The EMT – Intermediate practical skills examination must be administered in all EMT-CC and EMT-P courses. Additional stations are added by the sponsoring agency, with prior approval from NYS-EMS, to cover the additional skills in these courses. In the future (1992-93) it is expected that the State EMT-CC and EMT-P Practical Skills will also be standardized statewide.

## **Retesting Policy**

As a student in the course, along with instructors registered for a course, you must pass all of the stations in order to be admitted to the New York State written certification examination. The provisions for retesting must be in accordance with the following NYS-EMS Retest Policy and should be posted at the exam site by the Practical Skills Examination Coordinator.

## **CFR Retesting Policy**

CFR candidates who fail one station of the practical skill exam may be retested on that station. Failing two or more stations constitutes a failure of the practical skill exam. The candidate must complete a refresher course prior to being permitted to be tested again.

1. If a retest is allowed, the first retest may occur on the same day as the initial examination, or on another date.
2. The second retest must be conducted on another date and the candidate must be provided with remedial instruction. Failure of the second retest constitutes a failure of the practical skills examination and a refresher course must be completed prior to being permitted to test again.

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3. A different examiner will be used for retesting.

### **EMT Retesting Policy**

EMT candidates who fail one or two stations on the practical skill exam may be retested on those situations. Three or more failed stations constitute a failure of the practical skill exam and the candidate must complete a refresher course prior to being permitted to test again.

1. If a retest is allowed, the first retest may occur on the same day as the initial examination, or on another date.
2. The second retest must be conducted on another date and the candidate must be provided with remedial instruction. Failure of the second retest constitutes a failure of the practical skills examination and a refresher course must be completed prior to being permitted to test again.
3. A different examiner will be used for retesting.

### **EMT Intermediate Retesting Policy**

AEMT candidates (EMT-I, EMT-CC, EMT-P) who fail one or two stations on the practical skills exam may be retested on those stations. Three or more failed stations constitutes a failure of the practical skills exam and the candidate must complete a refresher course prior to being permitted to test again.

1. If a retest is allowed, the first retest may occur on the same day as the initial examination, or on another date.
2. The second retest must be conducted on another date and the candidate must be provided with remedial instruction. Failure of the second retest constitutes a failure of the practical skills examination and a refresher course must be completed prior to being permitted to test again.
3. A different examiner will be used for retesting.

### **Retesting at a Lower Level**

In accordance with the State EMS Code section 800.7 and 800.10: (a) Candidates who have failed the practical skills examination must complete a refresher or an original certification course for the level of certification sought prior to being admitted to another practical skills examination at the same level of certification. Such candidates may be admitted once to a practical skill examination at a lower level of certification within one year after the last attempt at the level originally sought.

### **NYS-EMS Written Certification Examination**

The State certifying examination is scheduled at least a week after completion of the Practical Skills Examination. The Statewide Examination Coordinator is responsible for hiring a proctor to administer the exam. The exam dates are scheduled in advance

## **Administrative Manual for EMS Educational Programs**

and a current schedule appears in the appendix of this manual. These dates are published will in advance and all certification courses must be scheduled to test on a published test date and time only. The sponsoring agency must secure an examination site large enough to comfortably seat all the candidates scheduled to take the exam. The planned exam site will be the course location listed on the course application. If for any reason the exam site, time or date is not the same as listed on the course application the sponsor must advise NYS-EMS, by certified mail, of the changes using the **Written Examination Registration** form that is sent out with the course approval notification. The site must also have proper lighting, ventilation, writing space, chairs and proximity to rest room facilities. **Should the proctor feel uncomfortable with the number of students testing in a small room, he/she has been instructed not to give the examination.**

It is the intention of NYS EMS to consolidate exam sites when ever possible to avoid tiny exam administrations that are very costly. Should the Statewide Examination Coordinator move the location of your exam the CIC will be notified in advance. All retesting is done at Regional Retest Sites (RTS) to avoid confusion by mixing retest candidates with original candidates. This also allows NYS-EMS to offer both CFR and EMT exams on the Basic dates at RTS and all levels of advanced exams on the Advanced dates at RTS.

To sit for the examination all candidates must be listed on the examination roster and each candidate must present an examination ticket with the practical skills exam section completed. The front of the exam ticket is to be signed by the candidate in front of the proctor. If the ticket has already been signed, the candidate must sign it again. Please do not have the students write on the examination tickets you issue them and make sure they bring a photo identification to the exam site.

The CIC must be present for the written examination to assist the proctor in identifying students. The proctor is responsible for making sure the candidates are given the exam instructions and protecting the security of the examination process. The CIC is not permitted to discuss any examination questions or related material with the candidates during the examination.

If one CIC would like to review a copy of the examination he/she may do so under the direct supervision he/she may do so under the direct supervision of the proctor only after the first student has turned in an open exam booklet. The proctor has been instructed not to break the seal on any additional exam booklets. **NO EXAMINATION BOOKLET MAY LEAVE THE SIGHT OF THE PROCTOR AT ANYTIME.** No notes may be made about test items. This is a breach of examination security, which could result in a statewide cancellation of the exam scoring and/or formal charges filed against any individuals involved.

### **Continuing Education Course Post-Quiz**

Each of the continuing education courses (i.e.:CTC, AAPS, PPCC) use both a post quiz. A supply of quizzes and quiz answer sheets can be ordered from NYS-EMS.

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Please do not allow the students to write on the quiz and collect them after the students are completed with the quiz. They are not for general distribution and should be kept in a secure place. After administering the quiz the CIC should enter the grades on the quiz summary sheet and calculate the class average. This average is compared with the average of the pre-quiz and the quiz summary sheet becomes a part of the end of course paperwork for a continuing education course.

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## Activities to Complete the Course

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### End of Course Paperwork For Certification Courses

The end of course paperwork is a vital part of the certification process. If it is not properly completed mistakes in getting the certification cards and failure letters to the candidates are often made. The end of course paperwork also serves as proof that a student completed the course requirements and is eligible to receive certification. Please pay careful attention when filing the end of course paperwork. Mistakes or late submissions may jeopardize one of your student's ability to schedule a retest examination.

Please submit the following items:

- A. A copy of the computer generated **Class List**, that the CIC received after submitting the student applications to NYS EMS, should be returned with the comments filled out for each student and the CIC's original signature on this document. A sample of the Class List appears on the next page with the following written exam eligibility categories:
  - 1. Allowed to Take Exam.
  - 2. Missed Sessions – this student is ineligible to take the practical skill exam.
  - 3. Failed Practical – this student is ineligible to take the written examination.
  - 4. Withdrew – this student is ineligible to take both the practical and the written exams.
  - 5. Failed Course – this student is ineligible to take the practical and written examination.
- B. The **Students Ineligible To Take the Exam** (DOH-79) form must be completed with the necessary codes filled in and any address changes that may need to be made. This form must be filled out in addition to the Class List described in "A" above. A sample with instructions appears later in this section.
- C. The unused examination tickets for students who were not eligible to take the practical or written exam for any reason.
- D. The completed **Practical Skills Examination Summary Sheet** (EMS-116).
- E. The completed **Medical Director's Certification of AEMT Course Completion** for all original EMT-I, EMT-CC and EMT-P courses, and any exam tickets for students who failed the practical skills exam.

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The color-coded envelopes have been designed to speed up the submission by the CIC to NYS-EMS and the Certification Unit processing of their contents. The paperwork for “A”, “B” and “C”, as outlined above are to be inserted in the **PINK** envelope. If it doesn’t all fit use two envelopes. The paperwork from “D” is to be submitted in the **BLUE** envelope. If it doesn’t all fit, again use two envelopes.

Listed on the front of each envelope are all the items that should be in the envelope. These envelopes are available through NYS-EMS by submitting a Certification Course Supplies order form (see appendix).

If the CIC is unable to produce these documents at the time of the written certifying examination to give the envelopes to the Exam Proctor, it is the sponsor’s responsibility to see that the proper end of course paperwork is sent by certified mail to NYS-EMS Certification Unit in Central Office within 5 days of the course written examination. Failure to submit the end of course paperwork may result in NYS-EMS holding the course results and/or certification cards.

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FORM CLASS LIST

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## Directions for Completing the Final Practical Skills Examination Summary Sheet

This Summary Sheet (DOH-2733) is to be used by the Practical Skills Exam Coordinator to report the results of each individual taking the practical skills examination. The Summary Sheet, the completed **Medical Director's Certification of AEMT Course Completion** for all original EMT-I, EMT-CC and EMT-P courses, and any exam tickets for students who failed the practical skills exam, should be placed in the blue envelope and given to the State Exam Proctor. All original and refresher courses for CFR, EMT-I, EMT-CC, and EMT-P must include a practical skill examination. The following are the directions for completing this form:

1. **Course Number:** Use the boxes to write the course number of the class 9es0 represented by this summary sheet.
2. **Location:** Enter the location where the practical skill examination was held.
3. **Certified Instructor Coordinator:** This line is for the name of the course CIC. It must be printed neatly or typed.
4. **CIC Signature:** The CIC for the course must sign his/her name on the line provided.
5. **Practical Exam Coordinator:** **This line is for the name of the PEC.** It must be neatly printed or typed.
6. **PEC Signature:** The PEC for the examination must sign his/her name on the line provided.
7. **Station:** Indicate the name or number of the stations being tested in each space.
8. **Evaluator:** Write the name of the evaluator assigned to the testing station.
9. **Candidate's Name:** List the names in alphabetical order, of the students testing in the examination. If more than 42 candidates are testing, use another Summary Sheet and number it accordingly.
10. **P/F:** In the space provided indicate the results of each station for each candidate. Enter an "X" in the appropriate box.
11. **Final Results:** Indicate if the student passes or failed the Practical Skills Examination in this section. An "X" may be used to make the correct box.

**Note:** For students requiring a second retest, a second summary sheet will be needed. Please make a notation near the student's name or on a separate sheet of paper explaining which retest the summary sheet represents.

# **Administrative Manual for EMS Educational Programs**

SUMMARY SHEET

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SUMMARY SHEET

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**Directions for Completing the Students Ineligible to Take the State Certifying Examination Form**

The students Ineligible to Take the State Certifying Exam form (DOH-79) is to be included in the end of course paperwork, placing the pink envelope and given to the State Exam Proctor for all certification courses. The following are directions for the completion of this form which is broken into two sections:

**Ineligible Section**

The top section of the form is used to list all the students who enrolled in the course but for various reasons, did not complete the course or was ineligible to sit for the written exam. The information provided on this form should be exactly the same as the information placed on the Class List. Each student listed in this section should have a proper code assigned to them. The codes are listed on the form (i.e.: 1 Missed Sessions, 2 failed Practical, 3 Withdrew, 4 Failed Course) If more than 24 candidates were ineligible to test please complete a second form.

**Corrections Section**

The bottom of the form is used in the event that a correction to the students' name, address or date of birth needs to be made. Write the corrected information in the space provided. If more space is needed use the back of the form.

**CIC Signature**

The form must be signed by the CIC, certifying that the provided information is true and accurate.

Please note that if the CIC does not properly complete this form and submit it within five days after the written examination it may cause a delay in the student's certification or make it difficult for a student who missed the state exam to register for a retest.

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STUDENT S INELIGIBLE TO TAKE THE STATE CERTIFYING EXAM FORM

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form

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## **End of Course Paperwork For Continuing Education Courses**

The end of course paperwork for a continuing education course is very important to NYS EMS. If it is not properly completed NYS-EMS records will not reflect the fact that your students successfully completed the course requirements. Please pay careful attention when filing the end of course paperwork. Within ten days of the last session of the continuing education course the sponsoring agency's course administrator must have met with the instructor coordinator for the program to assure that NYS-EMS Central Office is sent the following items in a packet by certified mail:

1. The Certified Class List for EMS Training Courses.
2. The Quiz Summary Sheet.
3. All of the original Student Course Evaluations.

We strongly suggest that the continuing education instructors who conducted the course meet with the sponsoring agency to critique the course that was just completed. In addition, before sending in the Student Course Evaluations they should be reviewed by the course staff to help improve future courses.

### **Issuing Certificates**

Students like to receive their certificates for continuing education courses at the last course session rather than hear that it will be sent to them "someday". We strongly suggest that the sponsor have the certificates typed for all students you expect to complete the course so they may be issued at the last session. This will also avoid the extra costs of having to mail the certificates to each student after the course is over. Certificates can be ordered by the sponsor, from NYS-EMS.

### **Department of Health Press Release**

Some of the continuing education courses have press releases in the student workbook. These releases are designed so that a student will have to only fill in the blanks and mail the press release to their local newspaper. Our experience has shown that the smaller, local newspapers will pick up these releases and run them within a few weeks of receiving them. The release is simply a nice way to give the students and their agencies the recognition for taking the time to learn more about a specific area of EMS patient care.

### **Directions For Completing the Certified Class List for EMS Training Courses**

The certified class list (DOH-89) is used to report the student's results for continuing education courses. This form is used for the following courses:

1. Crash Victim Extrication (CVE)
2. Critical Trauma Care (CTC)
3. Infection Control Workshop (ICW)

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4. Ambulance Accident Prevention Seminar (AAPS)
5. Certified Instructor Coordinator (CIC)
6. Certified Lab Instructor (CLI)
7. Emergency Vehicle Operator Course (EVOG)
8. Certified Instructor Update (CI Update)
9. EMS Dispatcher Course
10. Prehospital Pediatric Care Course (PPCC)
11. Other: fill in the course name

This form must be turned in with the end of course paperwork for any of the above training courses. The directions are as follows:

1. **Course Type:** Place an "X" in the box that corresponds with the type of course that was conducted. If other fill in the name.
2. **Course Number:** place the course number that was assigned by NYS-EMS.
3. **Class Dates:** List the date that the course began and the date of the last session.
4. **Class List:** List the names of the students who successfully completed all the course requirements in alphabetical order with their last name and then first name.
5. **Instructor Coordinator Signature:** The NYS-EMS approved instructor for the continuing education course must certify that the listed students completed all of the course requirements successfully. List the location of the course and the date of the signature.
6. **Students Who Failed or Did Not Complete The Course:** List all the names of the students who did not complete the course. In the boxes next to the name, place the code for the reason that the course was not completed (i.e.: 1 Missed Session, 2 Failed Practical, 3 Withdrew, 4 Failed Course, 9 Other).

### **Quiz Summary Sheet**

Since the student names are optional it is not necessary to try to match up the prequiz grade with the post-quiz grade. Enter the list of grades and compute in the next few pages.

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CERTIFIED CLASS LIST FOR ANCILLARY EMS TRAINING COURSES

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SPECIAL INSTRUCTIONS

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QUIZ SUMMARY SHEET

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PRE QUIX GRADES POST QUIZ GRADES

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EVALUATION

## **Administrative Manual for EMS Educational Programs Certification Examination Results**

At the end of the written examination the proctor mails all test materials to the examination service for correction. The process of correcting the examination answer sheets, updating the Health Department's database and printing of the certification cards and failure letters takes an average of six to eight weeks. The time frame may vary from one examination date to another so prepare the students for the waiting period. If a student needs a grade earlier it may be possible, depending on the availability of sites, to schedule to take the examination at an Onsite Scoring Testing Center where the grade is immediately given to the student for a fee payable to the testing service. See the information on Onsite Scoring described in the **CFR/EMT/AEMT Student Manual**.

**Please advise the candidates that absolutely no exam results will be given out by the NYS-EMS Central Office or Regional Offices so do not call requesting results.**

Each candidate receives a detailed score report. This allows the student to understand their individual weaknesses and strengths as well as giving them a statewide score comparison with all people testing on the particular examination date.

The class score reports are sent to the sponsoring agency. This report gives a listing of all students in the course and each of their scores broken down by exam subject/division. A careful study of the results can often help the sponsor and CIC understand the weaker areas of the course and correct them in the future programs.

# **Administrative Manual for EMS Educational Programs The Written Certification Examination**

The candidates who pass the practical skills examination are allowed to take the written examination. The written examination must be completed by the candidate reading his/her own question booklet and marking his/her own answer sheet. Oral examinations are not allowed.

The exam results will be mailed to the student between 6 to 8 weeks after the examination date. Please advise the students to be patient! Do not call the NYS EMS Program offices for results, as we will not give this confidential information out over the phone. A summary of the results by course content topic area will be included with the certification card or failure letter.

**Question:** What happens if the student fails the State written examination?

If the student does not pass the New York State written EMS examination on their first attempt she/he will receive a failure letter, which contains an examination ticket on the bottom portion, and a Registration for EMS Examination form with accompanying instructions from the State EMS office. Students who do not pass the written examination on their second attempt are required to enroll in a refresher course PRIOR to being eligible to test again.

It is the student's responsibility, NOT THE SPONSOR'S or THE INSTRUCTOR'S, to complete the Registration for EMS Examination form in accordance with the instructions and send it to the State EMS office. The registration will be validated and the student will be assigned to a regional test for the next available test date. The student will receive confirmation of registration and directions to the regional test site in the mail within 10 days of our receipt of their completed application.

All other special student testing situations must be arranged with the Examination Services Section in writing by the Certified Instructor Coordinator documenting the student's eligibility to test.

**Question:** A student has missed their state written examination. How do they arrange to take an exam on another date?

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The student needs to call the State EMS office @ (518) 474-2219 and ask for a Registration for EMS Examination application to be mailed to them. This form will be handled in the same manner as a retest candidate. It is vital for the student to inform the State EMS Office if their Certified Instructor Coordinator has returned the examination ticket to the proctor at the original examination site. If so, a new examination ticket must be issued to the student so that they may be allowed to sit for the rescheduled examination.

Question: Can the state grade the written examination and give the results immediately after the student completes the exam. How can the student apply for this service?

On-site scoring is a special service that is available to all candidates who are eligible to take the state written examination. On-site scoring is currently available at the Basic EMT and EMT-Paramedic levels in New York City and Albany. You must call the NYS EMS Examination Services Section @ (518) 474-2219 to pre-register and obtain the next available date and location for this service. All candidates who register for on-site scoring will be required to pay for this service with a certified check or money order for \$25.00 made payable to PES. Candidates who achieve a passing grade at on-site scoring will be issued a temporary certification for immediate use. Candidates who do not achieve a passing grade will be issued a failure letter and sent the retest materials as outlined previously in this section.

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## **Appendix**

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The following materials are included in this appendix to assist you in the administration of your course:

1. Order Form: NYS EMS Certification Course Forms/Supplies
2. Order Form: NYS EMS Continuing Education Course Forms/Supplies
3. Order Form: HES Publications/Student Workbooks
4. Draft NYS EMS Code (Part 800) Sponsor's Regulations
5. Instructor Certification Requirements Policy 91-2
6. NYS EMS Field Staff names & addresses
7. Regional Council Map
8. Regional Council Names & Addresses
9. Certification Exam Schedule 1991/1992

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COURSE MATERIALS ORDER FORM

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ORDER FORM MATERIALS FOR COURSE

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EMS PUBLICATION ORDER FORM

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800.3 (a) (Definitions) is amended by adding:

(24) **Course Sponsor** means an organization, which has been approved by the department to conduct EMS Educational Programs. There are four specific types of course sponsors:

- ( I ) **Basic Life Support Sponsor** – a course sponsor authorized by the department to conduct original and refresher CFR, E<T, and EMT-D courses.
  - ( II ) **Advanced Life Support Sponsor** – a course sponsor authorized by the department to conduct all basic life support courses; EMT-I and EMT-CC original and refresher courses, and the EMT-P refresher courses.
  - (III) **Accredited Paramedic course Sponsor** – a course sponsor authorized by the department to conduct all Basic Life Support and Advanced Life Support courses. These sponsors must obtain and maintain accreditation under the 1989 Essentials of the Committee on Allied Health Education and Accreditation (CAHEA), sponsored by the American Medical Association, and the department to continue to offer the EMT-P original course.
  - (IV) **Continuing Education Course Sponsor** – a course sponsor authorized by the department to conduct one or more of the following courses: Critical Trauma Care, Ambulance Accident prevention Seminar, combined EMT/CTC Refresher, Certified Instructor Coordinator, certified Lab Instructor, Certified Instructor Update, Prehospital Pediatric Care Course, EMS Dispatcher Course, Crash Victim Extrication, Emergency Vehicle Operator, Infection Control Workshop, or other courses developed by the department. Approval as a continuing education course sponsor is specific to the actual courses that the sponsor is authorized to offer and not all sponsors will be approved to offer all types of courses.
- (25) **Learning contract** means an informal written agreement between a student and a course sponsor, which specifies requirements to complete the course and the policies of the sponsor.

800.20 [Reserved.] Course Sponsors

- (a) **Approval of course sponsors**
  - (1) Every course sponsor shall be incorporated or be a municipality recognized by the Secretary of State.
  - (3) Approval of a course sponsor shall be for no more than two years. Approvals shall expire on July 1. One half the approvals of sponsors conducting courses on the effective date of this part shall expire when renewed on the next succeeding July 1 and the other half shall expire when renewed on the second succeeding July 1.
  - (4) Original and renewal sponsorship applications shall be reviewed by the appropriate regional emergency medical services council, which shall forward its

## **Administrative Manual for EMS Educational Programs**

recommendation to the department within 45 days. If the regional council is a course sponsor, it shall consider only the capability of the sponsor to meet the requirements of this part. If the regional council is not a course sponsor, it may consider the size of the potential student pool and the impact of an additional sponsor on the ability of existing sponsors to sustain a student body of adequate size.

- (5) Any advanced life support course sponsor approved to conduct the EMT-P original course on the effective date of these regulations may continue to do so on a provisional basis for a maximum of three years from the date this regulation becomes effective, after which it must become an accredited paramedic course sponsor to continue to offer the EMT-P original course. An advanced life support course sponsor approved to conduct the EMT-P original course after the effective date of this regulation may do so on a provisional basis for a maximum of three years, after which it must become an accredited paramedic course sponsor to continue to offer the EMT-P original course.
- (6) The application for approval shall include the names of all certified instructor coordinators and certified lab instructors employed by the sponsor.
- (b) Course planning. Each course sponsor shall on or before July 1 and January 1 of each year submit to the appropriate regional emergency medical services councils and the department a projected schedule of courses for the next six months, including the course type, tentative dates and locations, and proposed certified instructor coordinators.
- (c) All course sponsors shall meet the following requirements:
  - (1) Administration. Course sponsors comply with the following administrative requirements:
    - (i) The course sponsor shall file timely applications for courses.
    - (ii) The course sponsor shall not admit students who are not eligible for certification in accordance with this part.
    - (iii) The course sponsor shall submit timely student applications, if required.
    - (iv) The course sponsor shall certify to the department those students who have met the requirements for the curriculum approved by the department and the State Emergency Medical Services Council.
  - (2) Equipment and Supplies. Supplies and equipment adequate for the provision of instruction shall be available consistent with the curriculum and sufficient for the number of students enrolled.
  - (3) Instructional Faculty. Every course except continuing education courses shall have a Certified Instructor Coordinator. Each continuing education course shall be conducted by faculty approved by the department. The faculty of all courses shall be qualified through academic preparation, training, and experience to teach the courses or topics to which they are assigned. The lab faculty of all courses except continuing education course shall include one or more certified laboratory instructors.
  - (4) Admission Policies and Procedures. Admission of students shall be made in accordance with clearly defined and published policies of the course sponsor, which shall be available to the department on request. Specific academic, health related and technical requirements for admission shall be clearly defined and

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- published. The standards and prerequisites for admission shall be made known to all individuals expressing an interest in enrollment.
- (5) **Curricula.** The course sponsor shall adhere to the minimum curriculum for the course as issued by the department. The course sponsor may exceed three minimum instructional hours (consistent with the needs of students) and minimum content as long as the course does not exceed the scope of practice for the certification level.
  - (6) **Evaluation.** Evaluation of students shall be conducted on a reoccurring basis and with sufficient frequency to provide the student, course medical director and certified instructor coordinator with valid and timely indicators of the student's progress toward and the achievement of the competencies and objectives stated in the curriculum. In order to ensure effectiveness of student evaluation, the test instruments and evaluation methods shall undergo at least annual review. When appropriate, reviews shall result in the update, revision, or formulation of more effective test instruments or evaluation methods. The reviewers shall include at least a certified instructor coordinator.
  - (7) **Identification.** Students at clinical or internship sites shall be clearly identified by name and student status, using nameplate, uniform, or other apparent means to distinguish them from other personnel.
  - (8) **Fair Operational Practices.** Announcements and advertising shall accurately reflect the program offered. Student and faculty recruitment, student admission, and faculty employment practices shall be non-discriminatory with respect to race, color, creed, sex, age and national origin. The sponsoring agency shall have published policies, approved by the department, which shall be issued to all students at the first course session or earlier covering each of the following subjects:
    - (i) course goals and objectives
    - (ii) interim testing requirements and pass/fail criteria,
    - (iii) interim exam retesting,
    - (iv) attendance requirements and make-up procedure,
    - (v) course personal conduct and ethics,
    - (vi) emergency class cancellation procedure,
    - (vii) course termination/expulsion and appeal procedure,
    - (viii) textbooks required,
    - (ix) tuition refund schedule,
    - (x) a student-course sponsor learning contract for all refresher courses.
  - (9) **Record Keeping.**
    - (i) The sponsoring agency shall maintain on file for a period of at least five (5) years individual students files which contain the following documentation:
      - (a) individual attendance record
      - (b) signed student sponsoring agency learning contract if applicable,
      - (c) interim examination results,
      - (d) practical skills examination sheets,
      - (e) clinical experience documentation and field internship experience documentation which show the student achieved the objectives of the

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clinical and field internship experiences and who evaluated the student's performance.

- (ii) The sponsoring agency shall maintain on file for a period of at least five (5) years individual course documentation:
  - (a) financial records showing all sources of funding and all expenditures for each course,
  - (b) a list of the names of each faculty member with the amount that they were paid for each course,
  - (c) a copy of all invoices for equipment purchased from funds taken in for each course,
  - (d) the certification exam grades and other documentation received from the department pertaining to each individual course,
  - (e) a copy of each interim examination administered,
  - (f) a copy of the course application, schedule and course approval from the department.
- (iii) The course sponsor shall maintain on file for the duration of employment plus 5 years the names, addresses, business telephone numbers, and qualifications of all faculty.
- (10) Sponsor's Medical Director. Each course sponsor shall have a physician medical director, who shall be responsible for assuring the medical accuracy and appropriateness of the educational program and supervising all advanced life support course clinical and internship programs. The sponsor's medical director may delegate the medical direction of a specific course to another physician, provided that the department is notified in writing at least thirty days prior to the start of the course.
- (11) Practical skills examinations. The course sponsor shall follow the procedures issued by the department for conducting the practical skill examination.
- (d) The following requirements apply to advanced life support course sponsors and accredited paramedic course sponsors:
  - (1) Clinical Resources. Clinical affiliations shall be established and confirmed in written affiliation agreements with institutions and agencies that provide clinical experience under appropriate medical direction and clinical supervision. Students shall have access to patients who present common problems encountered in the delivery of advanced emergency care so that the students may meet the clinical objectives. Supervision in the clinical setting shall be provided by program instructors or hospital personnel, such as nurses or physicians, if they have been approved by the program to function in such roles. The ratio of instructors to students in the clinical facilities shall be no greater than 1:6.
  - (2) Fair Operational Practices. Each sponsor shall have published policies, approved by the department, issued to all students at the first course session or earlier covering each of the following subjects:
    - (i) clinical experience requirements and objectives.
    - (ii) Field internship experience requirements and objectives.

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(3) Evaluation. The annual review of test instruments and evaluation methods shall be conducted by the sponsor's medical director, one or more certified instructor coordinators, and others as maybe appropriate.

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**REGULATORY IMPACT STATEMENT**

1. Statutory Authority:

The State Emergency Medical Services Council subject to the approval of the Commissioner of Health is authorized, under Public Health Law 3002.2, to establish rules and advanced emergency medical technicians. These rules concern the setting in which training occurs, an essential element in assuring that these individuals learn the knowledge and skills required of them.

2. Legislative objectives:

In enacting Article 30, the legislature intended to create a system for the coordinated delivery of emergency medical services. A key component in that delivery system is appropriately trained personnel. Effective and fair training delivery requires a setting which meets the requirements outlined in proposed sections 800.20 (c) and (d). The legislature also envisioned the regional emergency medical services councils playing an important role in coordinating training efforts, necessitating the review process proposed in 800.20 (a) and the scheduling process in 800.20 (b).

3. Needs and benefits:

This rule is needed to set out the requirements for organizations offering training courses, which entitle graduates to be admitted to the state certification examinations for certified first responder, basic emergency medical technician, and advanced emergency medical technician. These standards are needed to assure that students are adequately prepared for the examination and are treated fairly in admission decisions and during their studies. Currently, organizations seeking to offer these courses sign an annual sponsor's agreement with the department containing nearly identical requirements. This rule making will allow more public participation in the process of determining the standards, and will considerably simplify the sponsor renewal process. The major change from current standards implemented through the sponsor's agreement is the requirement that organizations seeking to offer paramedic original training shall be accredited by the Committee on Allied Health Education. The benefit of requiring accreditation is an assurance that the program meets nationally accepted standards and recognition of the education by their professional peers. In addition to the State oversight of the sponsor, independent CAHEA reviewers will evaluate the sponsor's training program in relationship to the national standards for EMS Education, called the **essentials** that have been set for the field of paramedicine. These essentials are endorsed by broad consensus within the communities of interest and among the organizations and individuals interested in preparing professionals for the field of paramedicine. The essentials, as adopted and periodically revised, constitute current nationally accepted standards.

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### 4. Costs:

The following applies to State government course sponsors, local government course sponsors, and private regulated parties. There are no capital costs associated with complying with this rule. Through the existing sponsor's agreement, current course sponsors are already in compliance with the requirements of this part, except for CAHEA accreditation. If these requirements were being imposed do novo, we estimate the average cost of compliance to be less than \$400 per course conducted. Course sponsors who conduct basic life support courses without charging students tuition are eligible for funding from the department, which covers these costs. Advanced life support courses would have costs ranging between \$1500 and \$6000 per course, depending on the level. These greater costs are associated with increased medical supervision of the courses and costs associated with clinical affiliation and internship agreements and supervision. Course sponsors who offer paramedic original courses would be required to achieve CAHEA accreditation within two years. The cost of CAHEA accreditation is less than \$ 3,000, which included an intensive application and self study, on site review, committee evaluation and accreditation.

- a) Costs to State government: Five course sponsors are SUNY colleges. Only one of those 5 conducts paramedic training. The SUNY colleges already comply with all the requirements except CAHEA accreditation.
- b) Costs to local governments. Twenty-two course sponsors are community colleges. Thirty-nine are other local governments. Six community colleges and 1 of the other local governments offer paramedic original courses.
- c) Costs to private regulated parties. There are 75 private regulated parties that offer emergency medical services courses. Two offer paramedical original courses.
- d) Costs to the Department of Health. There will be initial modest savings in implementing this rule, since the sponsor's agreement can be shortened and simplified. There will be minimal costs in enforcing this rule, consisting primarily of on site reviews of sponsors by existing DOH staff.

### 5. Paperwork:

As noted above, this rule making will in part replace an annual sponsor's agreement process. No new paperwork requirements not included in the sponsor's agreement are included in this rule. The application to serve as a sponsor will be substantially unchanged. The sponsor will continue to be required to submit copies of written policies concerning course goals and objectives, interim testing requirements and pass/fail criteria, interim exam retesting, attendance requirements and make-up procedure, course personal conduct and ethics, emergency class cancellation procedure, course termination/expulsion and appeal procedure, textbooks required, tuition refund schedule, and a student course sponsor learning contract for all refresher courses. Advanced life support sponsors will also have to submit copies of clinical experience requirements and objectives and filed internship requirements and objectives. These policies are

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intended to inform students. Sponsors will be required to submit only changes in policies when renewing sponsorship agreements. In addition, student files, course files, and faculty files will have to be maintained. Sponsors are already required to maintain these under the sponsor's agreement.

### 6. Duplication:

This proposal does not duplicate any existing State or Federal requirements.

### 7. Alternatives:

The current policy of implementing these requirements through an annual sponsor's agreement could be continued. This alternative was rejected because the rule making process will allow for greater public input into the standards required of course sponsors. The alternative of not imposing any requirements and utilizing the exam process as the sole measure of competence was also considered. This option is not feasible because the exams are designed to sample the content of the courses rather than to measure every possible knowledge and skill regularly required. If the exams were modified to meet these criteria, they would have to be considerably lengthened and revalidated. This would add to direct state costs, and would discourage (because of the intimidation inherent on a long examination) volunteer providers from achieving certification. Volunteer providers are a critical part of the delivery system in suburban and rural areas of the state.

### 8. Contact Person:

Donald Macsonald  
Bureau of Management Services  
NYS Department of Health  
Mayor Erastus Corning 2<sup>nd</sup> Tower Building  
Room 2230  
Albany, NY 12237  
(518) 474-8734

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**REGULATORY FLEXIBILITY ANALYSIS**

1. Effect on small businesses:

This rule will effect approximately 60 small businesses. Most of these are not for profit organizations, such as county EMS councils. Fewer than twenty organizations which are current course sponsors are for profit small businesses.

2. Compliance requirements:

This rule making is intended to replace an annual sponsor's agreement process. The requirements of this rule are included in the current sponsor's agreement. The primary acts required are using qualified faculty to teach EMS courses, having adequate equipment and supplies to teach the courses offered, treating students fairly, and maintaining appropriate records. No paperwork requirements not included in the sponsor's agreement are included in this rule. The sponsor will continue to be required to submit copies of written policies concerning course goals and objectives, interim testing requirements and pass/fail criteria, interim exam retesting, attendance requirements and make-up procedure, course procedure, textbooks required, tuition refund schedule, and a student-course sponsor learning contract for all refresher courses. Advanced life support sponsors will also have to submit copies of clinical experience requirements and objectives and field internship requirements and objectives. These policies are intended to inform students. Sponsors will be required to submit only changes in policies when renewing sponsorship agreements. In addition, student files, course files, and faculty files will have to be maintained. Sponsors are already required to maintain these under the sponsor's agreement.

3. Professional services:

An attorney should review clinical affiliation agreements developed by advanced life support course sponsors. Accounting advice may be required to comply with the financial record keeping requirements. A physician is required to serve as medical director for the sponsor.

4. Compliance costs:

There are no capital costs associated with complying with this rule. Through the existing sponsor's agreement, current course sponsors are already in compliance with the requirements of this part, except for CAHEA accreditation. If these requirements were being imposed de novo, we estimate the average cost of compliance to be less than \$400 per course conducted. Course sponsors who conduct basic life support courses without charging students tuition are eligible for funding from the department, which covers these costs. Advanced life support courses would have costs ranging between \$1500 and \$6000 per course, depending on the level. These greater costs are associated with increased medical supervision of the courses and costs associated with clinical affiliation and internship agreements and supervision. Course sponsors who offer paramedic

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original course would be required to achieve CAHEA accreditation within two years. The cost of CAHEA accreditation is less than \$3,000, which includes an intensive application and self study, on site review, committee evaluation and accreditation.

### 5. Minimizing adverse economic impact:

This rule will not have an adverse economic impact on small businesses as compared with large ones. There are not large businesses that are effected by this rule.

### 6. Small business input:

The Department held an open meeting to which all course sponsors were invited on February 14, 1991 to discuss the proposed rule. Sixty-eight people representing 48 different organizations were present; most participated in discussions of the proposal.

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New York State Department of Health State Environmental Quality Review

## Negative Declaration

### Notice of Determination of Non-Significance of Proposed Rule

This notice is issued pursuant to 6 NYCRR Part 617, 10 NYCRR Part 97, and Article 8 (State Environmental Quality Review) of the Environmental Conservation Law.

The Department of Health has determined that the proposed rule described below will not have a significant effect on the environment.

1. Proposed action: Amend 10 NYCRR 800.3 (a) and add 800.20
2. Purpose of proposed rule change: to codify requirements for sponsors of emergency medical services training courses.
3. SEQR status: unlisted
4. Location: Statewide
5. Reasons supporting this negative declaration: Sponsors of emergency medical service courses do not have any impact on the environment.

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## **Educational Programs**

PROTOCOL, PROGRAM DEVELOPMENT AND POLICY STATEMENT

Regional EMS representatives

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Central office

# **Administrative Manual for EMS Educational Programs**

Exam schedule

# **Administrative Manual for EMS Educational Programs**

map

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addresses and chairpersons

# Administrative Manual for EMS Educational Programs

## Questions commonly asked by Sponsor's, Administrator's and Certified Instructor Coordinators

Question: *Is it possible to change the examination date once the Course Application has been filed?*

Yes, as long as the new date is later than the original examination date. The sponsor must advise the EMS Program, in writing, at least six weeks prior to the examination date. The lead time is needed so that the appropriate arrangements may be made.

Question: *What happens if on the first night of class more than 42 students register?*

If that should happen, it is recommended that the sponsor files a second Course Application and split the students in half alphabetically between course numbers. Ideally, the Student Applications and the new Course Application will be submitted at the same time. The sponsor may submit the same schedule as the first course if they are to be run and tested together. In this instance the 30-day application period may be waived as long as it is six weeks before the scheduled examination date. It is the sponsor's responsibility to ensure that the student to Lab Instructor ratio is 6:1.

Question: *Can a student, who was once an EMT, enroll in a refresher course?*

Yes. Any student wishing to take a refresher course must hold or have held a New York State certification, at the level that they wish to refresh, at one time. It is the student's responsibility to be able to document their expired certification.

Question: *A student wishes to enter a refresher course and does not have a New York State EMS certification. Can the student be admitted?*

No. The student must apply to the EMS Program for reciprocity prior to enrolling in a refresher course. There is an application packet available from the EMS Program. If after receiving the packet, the student has any question, please refer them to the Reciprocity Section at 518-474-2219.

Question: *Can the sponsor submit Student Applications when the Course Application is submitted?*

Yes. This is particularly important when the sponsor is running a course of short duration. It is important to remember that once the Student Applications are submitted, no students can be added later!

Question: *How does a student obtain a duplicate EMT certification card?*

The EMS Program will issue duplicate cards to individuals who submit in writing. It is important that the student include the following information:

- 1-name
- 2-EMT certification number
- 3-date of birth
- 4-last course number
- 5-address

**The student must sign the request.** It will take 6-8 weeks to process the request.

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Question: *Why hasn't the sponsor received a course's examination results?*

The EMS Program sends out the course results only after the students have been sent their individual results. The delay is usually a week to ten days. The Program believes that the students have the right to know their results before anyone else.

Question: *What happens if one of the students does not receive their results and the rest of the class has?*

Often students end up on the "error list" The most common problems occur when the student makes an error in their date of birth between the start of the course and the examination. If the sponsor has added a student late by permission of the EMS Program, the student may also appear on the "error list". It takes between two and four weeks to correct the errors produce and mail the results. Please ask the student to check with the Postal Service if they have moved or have changed their address between the start and completion of the course. Otherwise, if the four weeks has passed, have them call the EMS Program's certification section. The student must have their student ID# and the course number available before calling.

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STUDENT EXAMINATION TICKET**

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