



**POLICY STATEMENT**

*Supercedes/Updates: 90-03*

**No. 04-04**

**Date: 04/07/04**

**Re: Internship Requirements for Instructor Certification**

**Page 1 of 3**

## **BACKGROUND AND PURPOSE:**

The Bureau of EMS (BEMS) requires all Certified Lab Instructor (CLI) and Certified Instructor Coordinator (CIC) candidates to complete an internship as outlined in NYS EMS Policy Statement 04-03.

The internship is a period of supervised experience in an NYS EMS approved EMT or AEMT certification course. The internship may not be conducted as part of a Pilot EMS Recertification or AEMT Rapid Recertification course. The internship provides the candidate with increasing responsibilities, which proceed from observation to acting as the lead instructor.

The CIC of record for the course will follow the behavioral objectives of the internship program as outlined in this policy. Candidates must be familiar with these objectives before the internship begins and must understand exactly what will be expected of them during this phase of their training. The internship begins after the candidate has successfully completed the CLI or CIC course, and comes before the issuance of instructor certification.

## **POLICY**

Lab Instructor interns must be under the direct supervision and observation of an experienced supervising CIC of record. The initial position of the intern should be that of observer. After demonstrating an understanding of and compliance with required record keeping as defined in Article 30 of New York State Public Health Law, the intern should directly participate in and eventually function as lead instructor of lab sessions.

A Lab Instruction Audit Report (DOH-2423) and CLI Internship Completion Report (DOH-3378) are provided to evaluate the candidate's progress in meeting the behavioral objectives of the internship. These completed and signed reports must be submitted to the BEMS Area Office Representative as outlined in NYS EMS Policy Statement 04-03.

Instructor Coordinator interns must be under the direct supervision and observation of an experienced supervising CIC of record. The initial position of the intern should be that of observer. After demonstrating an understanding of

and compliance with required record keeping as defined in Article 30 of New York State Public Health Law, the intern should directly participate in and eventually function as lead instructor of didactic sessions.

A Didactic Presentation Audit Report (DOH-2424) and CIC Internship Completion Report (DOH-3377) are provided to evaluate the candidate's progress in meeting the behavioral objectives of the internship. These completed and signed reports must be submitted to the BEMS Area Office Representative as outlined in NYS EMS Policy Statement 04-03.

Since the CIC intern has not yet been certified by the NYS Department of Health, they are not authorized to serve in the absence of the CIC of record for the course.

## **Internship Behavioral Objectives**

### **Lab Instructor Intern:**

Upon completion of a supervised internship experience the Lab Instructor Intern will be able to demonstrate proficiency for each of the following:

- Mastery level performance of psychomotor skills
- Understanding of the principles behind the skills being taught
- Ability to conduct logical and accurate demonstrations
- Managing lab instructional time to minimize "lecture" time and maximize "practice" time
- Observing students and providing appropriate corrective feedback.
- Ability to adapt teaching techniques and practice to meet individual students needs
- Ability to analyze skill performance, detect and correct student difficulties
- A positive regard for the students
- Knowledge and understanding of NYS DOH Bureau of EMS Statewide Basic Life Support (BLS) Adult and Pediatric Treatment Protocols EMT-B and AEMT
- Understanding of the administration and coordination of the Practical Skills Examination (PSE) as outlined in the NYS DOH Bureau of EMS BLS Practical Skills Examination Administration Manual for Certified First Responder and Emergency Medical Technician-Basic

## **Instructor Coordinator Intern:**

Upon completion of a supervised internship experience the Instructor Coordinator Intern will be able to demonstrate proficiency for each of the following:

- Understanding of the Department of Health administrative policies and procedures for conducting EMS courses:
  - Explain procedures of instructor, course and sponsor approval, and
  - Describe what sources are available to answer questions regarding administrative procedures
- Understanding of the dynamics of course management
  - Advertising/Announcements
  - Screening of applicants
  - Scheduling of lectures and lab faculty
  - Equipment considerations
  - Timely submission of Course Memorandum and Student Applications
  - Maintenance of accurate attendance and student records,
  - Testing of cognitive and psychomotor performance, and
  - End of course paperwork
- Ability to follow the approved curriculum and instructional objectives
- Ability to develop and use lesson plans
- Ability to develop and use testing instruments to evaluate students and provide feedback
- Understanding of the administration and coordination of the NYS practical skills examination
- Observing students and providing positive corrective feedback:
  - Individual counseling
  - Assignments
  - Remedial sessions
- Ability to adapt teaching techniques and practice to meet individual students needs
- Ability to analyze cognitive performance, detect and correct student difficulties
- A positive regard for the students
- Delivering effective didactic presentations

## **Supervising CIC:**

The Supervising CIC will have knowledge, skills, and experience consistent with the internship objectives outlined in this policy statement.

It is the responsibility of the Supervising CIC to:

- supervise the intern
- assist the intern in mastery of the internship objectives
- evaluate and document intern performance and competency