



# Policy Statement

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Supersedes/Updates: 22-07

## Advanced EMS Practitioner Courses Practical Skills Evaluation

### Background

The Bureau is responsible for overseeing New York State (NYS) EMS education and training programs, leading to NYS EMS certification. Courses leading to certification at all levels of Emergency Medical Technician are required to have all candidates seeking certification to pass a state practical skills evaluation for the level at which certification is sought.

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). [Standards & Guidelines – CoAEMSP – Committee on Accreditation for the EMS Professions](#)

### Authority

10 NYCRR Part 800.6(d), Part 800.20(c)(9)(ii)

### Purpose

This policy is intended to provide guidance on the requirements of the practical skills evaluations to NYS EMS course sponsors who provide advanced original certification courses.

### Policy

#### **Paramedic Original Portfolio Program**

Any CAAHEP accredited paramedic program, or programs with a Letter of Review, will have the option to substitute evaluation of students that are conducted on a recurrent basis and with sufficient frequency to provide both the students and program faculty with valid and timely indications of the students' progress toward and achievement of the curriculum competencies in the required learning domains in place of a formal one- or two-day practical skills exam for Paramedic-Original students.

The program will be required to email the Education Unit at [ems.coursesponsor@health.ny.gov](mailto:ems.coursesponsor@health.ny.gov) and request approval to participate. The following criteria will be required for a paramedic program to participate:

1. Evidence showing accreditation letter from CAAHEP or Letter of Review.

2. A policy update that addresses how they will meet the expectations of “in-course skills evaluations” and summative psychomotor evaluation. This includes attachments of any templates of any documentation and forms that will be utilized as evidence of successful verification and addresses:
  - a. The adoption of a formative skills assessment system that documents the evaluation of the progression of each student through skills acquisition, scenario labs, clinical rotations, field experience, and capstone field internship.
  - b. The evaluation and documentation of student progression over time, including summative evaluations that occur at or near completion of the Capstone field internship, and
  - c. The assessment system represents best practices in education, and measurement and documentation in the cognitive, psychomotor, and affective domains.
  - d. Documentation that all field and classroom evaluators have gone through and successfully passed a training program that ensures the preceptors/instructors are evaluating and documenting the student’s progression to the standards set by the program.

All evidence, including portfolios, must be part of the student course file and made available upon request for audit purposes. Files should be accessible electronically to the Bureau upon that request.

The program must update the Bureau of any changes to forms and procedures for approval prior to implementation. The student portfolio template must be approved by the Bureau of EMS and any modifications to the portfolio must receive approval to serve as the Practical Skill Evaluation. Student portfolios may be reviewed by the Bureau of EMS at anytime and course sponsors are to have materials available for review upon request.

Programs will be required to submit their Student Minimal Competency (SMC) spreadsheets as part of their EOC submission.

Program audits may occur at any time during the program and onsite skills assessment of students who have documentation in their student portfolio of meeting the minimum competencies for specific skills may occur at any time during the program.

### **Non-Accredited and AEMT Sponsors**

All original Paramedic Programs who do not meet the criteria for the Portfolio Program or choose to not participate, and all AEMT Programs, will use the Advanced Practical Skills Evaluation (PSE) process and scoring as supplied by the State, and administered by a State Practical Skills Exam Representative.

AEMT PSEs will not be required to have an exam representative from the bureau, but the bureau may send one at its discretion. AEMT course sponsors are required to notify the bureau of any changes to PSE scheduled after the submission of the course application.

All requests for an exam must be submitted to the Bureau at least sixty days in advance of the scheduled examination. Late submissions of exam requests may result in the rejection of the application and a new

exam request submitted. Requests will need to be submit through the Bureau’s website, under EMS Forms, using the Course Sponsor Administration portal.

Upon receipt of request, the exam representative will be assigned. Both the exam representative and the course sponsor will be notified of the approval and assignment by email. If the request is denied, it will be returned to the sponsor with the reason for correction a resubmission.

The coordination of a BLS portion of practical skills evaluation will not need to occur at the same time as the Paramedic PSE stations in an original paramedic course. Paramedic programs should continue to utilize a portfolio method, or skill sheets, documenting BLS skills competency during the course.

Course administrators conducting any AEMT course, or a Paramedic recertification course will be required to incorporate a BLS competency session to verify the candidate's proficiency with BLS skills. Verification of documentation of BLS competency may be requested by the State EMS representative at the time of the Paramedic PSE.

Paramedic refresher programs should continue to follow the formal one-day practical skills evaluation program for all students until such time as additional guidance is provided. Refresher programs must contact the bureau and inform them of the date the PSE will occur, and the bureau will provide additional guidance on the administration of the refresher PSE at that time.

The State will continue to utilize the roster of exam representatives, now called State Practical Skills Evaluation Representatives.

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