

 <p>County of San Diego EMS A Division of San Diego County Fire</p>	COMMUNITY PARAMEDICINE	CP-902
	COMMUNITY PARAMEDIC TRAINING PROGRAM REQUIREMENTS	
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I. PURPOSE

To establish a mechanism for the application and approval/reapproval of community paramedic training programs specializing in case management and/or tuberculosis directly observed therapy.

II. AUTHORITY: Health and Safety Code, Division 2.5, Section 1797.208, 1797.107, 1830, and 1831, and 1835. California Code of Regulations, Title 22, Division 9, Chapter 5, Sections 100183 and 100184.

III. POLICY

- A.** All community paramedic training programs must meet the requirements described by the California Code of Regulations, Title 22, Division 9, Chapter 5 and the County of San Diego Emergency Medical Services (CoSD EMS) requirements listed in the attached training program application.
- B.** No person or organization shall offer a community paramedic training program or hold themselves out as such unless that person or organization is authorized by the Local Emergency Medical Service Agency (LEMSA) to provide those services as part of a community paramedicine or triage to alternate destination program approved by the Emergency Medical Services Authority in accordance with Section 1835.
- C.** All community paramedic training programs must provide a training curriculum and appropriate documentation that meet the standards as outlined in this policy. Programs should adequately prepare students to pass the International Board of Special Certification (IBSC®) Community Paramedic certification (CP-C®) examination.
- D.** All community paramedic training programs must have the approval of CoSD EMS prior to the program being offered.
- E.** CoSD EMS shall establish the effective date of program approval in writing upon demonstration that the program has satisfactorily met and documented compliance with all program

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requirements. Training program approval shall be valid for four (4) years ending on the last day of the month in which it was issued and may be renewed every four (4) years.

- F.** Notification of program approval or deficiencies with the application shall be made in writing by CoSD EMS to the requesting training program within ninety (90) days of receiving the training program's request for approval.
- G.** All approved community paramedic training programs shall be subject to periodic review by CoSD EMS and may also be reviewed by EMSA. This review may involve periodic review of all program materials and periodic on-site evaluations.
- H.** All approved training programs shall notify CoSD EMS in writing in advance (when possible, and in all cases within 30 days) of any change in course content, hours of instruction, course director, program medical director, provisions for hospital clinical experience, or field internship.
- I.** CoSD EMS has the oversight authority to conduct onsite visits, inspect, investigate, and discipline approved training programs for any violations or for failure to fulfill any additional requirements established through denial, probation, suspension, or revocation of the approval. Noncompliance with any criterion required for program approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of the California Code of Regulations, Title 22, Division 9, Chapter 5 may result in suspension or revocation of program approval by CoSD EMS.
- J.** CoSD EMS shall provide written notification of noncompliance with the details listed within Chapter 5, Section 100188 and/or local standards and requirements to the training program provider. The notification shall be in writing and sent by certified mail to the training program director. Within fifteen (15) days from receipt of the noncompliance notification, he/she shall submit in writing, by certified mail, to CoSD EMS one of the following: evidence of compliance or a plan to comply within sixty (60) days from receipt of the original notification. CoSD EMS shall issue a decision within fifteen (15) days of the training program's response or within thirty (30) days of the notification if there is no response.
- K.** Training programs that are also approved ALS providers must continue to meet the relevant requirements as outlined in policy P-301: Paramedic Training Program Requirements and Procedures for Approval. Failure to meet these ALS provider requirements may jeopardize the program's status.
- L.** Training programs shall carry liability insurance on their students.

M. Community Paramedicine Program Administration and Faculty Requirements

1. Each training program shall have a program medical director who is a board-certified or board-eligible emergency medicine physician currently licensed in the State of California, who has experience in emergency medicine and has education or experience in methods of instruction. Duties of the program medical director shall include, but not be limited to, the following:
 - a. Review and approve educational content, standards, and curriculum, including training objectives and local protocols and policies for the clinical and field instruction to certify its ongoing appropriateness and medical accuracy.
 - b. Review and approve the quality of medical instruction, supervision, and evaluation of the students in all areas of the program.
 - c. Approval of hospital clinical and field internship experience provisions.
 - d. Approval of instructor(s).
 - e. The program Medical Director will certify that guest educators invited by primary instructors to provide instruction or facilitation have the appropriate expertise to deliver the proposed educational content.
2. Each training program shall have a program director who shall meet the following requirements:
 - a. has knowledge or experience in local EMS protocol and policy,
 - b. is a board-certified or board-eligible California-licensed emergency medicine physician, registered nurse, paramedic, or an individual who holds a baccalaureate degree in a related health field or in education, and
 - c. has education and experience in methods, materials, and evaluation of instruction including: a minimum of one (1) year of experience in an administrative or management level position and a minimum of three (3) years of academic or clinical experience in prehospital care education.
3. Duties of the program director shall include, but not be limited to the following:
 - a. Administration, organization, and supervision of the educational program.
 - b. In coordination with the program medical director, approve the instructor(s) teaching assistants, field and hospital clinical preceptors, clinical and internship assignments, and coordinate the development of curriculum, including instructional objectives, and all methods of evaluation.
 - c. Ensure training program compliance with this chapter and other related laws.
 - d. Ensure that all course completion records include a signature verification.
 - e. Ensure the preceptor(s) are trained according to the subject matter being taught.
 - f. The community paramedic training program Medical Director and Training Program Director will be required to certify that all delineated educational standards are met. In addition, EMSA and CoSD EMS shall assure that each training program curriculum meets educational standards and is focused on the knowledge and skills needed to successfully complete the IBSC[®] Examination.

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4. Each training program shall have instructor(s), who are responsible for areas including, but not limited to, curriculum development, course coordination, and instruction. They shall meet all of the following requirements:
 - a. Be a physician, registered nurse, physician assistant, nurse practitioner, or paramedic who is currently certified or licensed in the State of California.
 - b. Have six (6) years of experience in an allied health field or community paramedicine or four (4) years of experience in an allied health field and hold an associate degree or two (2) years of experience in an allied health field and a baccalaureate degree.
 - c. Be knowledgeable in the course content of the U.S. Department of Transportation National Emergency Medical Services Education Standards.
 - d. Be able to demonstrate expertise and a minimum of two (2) years of experience within the past five (5) years in the subject matter being taught by that individual.
 - e. Be qualified by education and experience with at least forty (40) hours of documented teaching methodology instruction in areas related to methods, materials, and evaluation of instruction.
 - f. An instructor may also be the program Medical Director or Program Director.
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IV. PROCEDURES

- A.** Eligible training programs shall submit a written request for training program approval to CoSD EMS.
- B.** Program approval or rejection shall be made in writing by CoSD EMS to the requesting training program within a reasonable period after receipt of all required documentation. This period shall not exceed three (3) months.
- C.** CoSD EMS shall establish the effective date of program approval in writing upon the satisfactory documentation of compliance with all program requirements.