PURPOSE

To establish procedures which allow for the approval of paramedic training program providers in Riverside County and to assist providers in meeting the standards and requirements.

Paramedic Training

1. An agency or institution will request approval from the Riverside County EMS Agency to become a paramedic training provider.

2. Any institution/agency requesting approval as a paramedic training provider must meet the qualifications for training providers as outlined in California Code of Regulations Title 22, Division 9, Chapter 4, Article 3, Section 100092.02.

3. Provider approval will be for four years, ending on the final day of the final month of the approval period.

4. Approved training programs will abide by state laws, regulations, and Riverside County EMS Agency policies and procedures.

5. Any training program offered by an approved provider must be executed within the approved periods. Programs beginning or ending outside of an approval period will not be considered approved programs.

6. Notification of each course offered by the approved provider will be given to the EMS Agency using the Notification of Proposed EMS Course form, which will be submitted as early as 90 days but not less than 30 days prior to the beginning of each course.

7. Minimum competency requirements for program participants to successfully complete and pass approved training programs will be not less than 80% on written final examinations and 80% on skills examinations with 100% of the skill's critical factors attained and will include the successful completion of all clinical and field internships.

a. Students may only sit the state licensing exam after having met all the provisions of the approved paramedic training program, including successful completion of the didactic, clinical, and field training portions.

8. All programs will submit precepting schedule information at least one week prior to students beginning their field time.
   a. This information will include:
      Student name
      Employing agency affiliation (if applicable)
      Precepting Agency Name & Crew Unit #,
      Precepting Crew Member names / titles,
      Schedule -- days assigned (ex: M, W, every other F) and hours/shift (12 versus 24)
      Apparatus type
   b. Last minute and/or in-process changes may be submitted as updates.

9. All programs will submit to the EMS Agency for immediate review any untoward patient care events and cooperate in any patient care investigation through the EMS QI Program process.

10. All programs will submit to the EMS Agency for review and maintain on-going communication on, problematic and/or unresolved student-preceptor exchanges (e.g. - harassment, hazing, unsafe precepting environment).

11. Upon completion of each individual course, the training institution will submit the following:
    a. A Course Completion Record to the EMS Agency listing all students registered for the course and their status (pass/fail/incomplete).
    b. A course completion record to each passing student that:
        i. Meets the requirements as established in Title 22.
        ii. Has been reviewed and approved by the EMS Agency.
    c. All course completion records will be issued within 15 calendar days of the end of the course.

12. All qualified institutions/agencies will submit their completed application packet a minimum of 120 days prior to the beginning of the first proposed course offering or 90 days prior to their current program expiration if applying for reapproval. This packet may include but not be limited to:
    a. A completed application for EMS Training Program Approval An applicable can be requested through emstraining@rivco.org.

13. The EMS Agency will notify the submitting institution/agency within 30 working days of the receipt of the application packet that:
    a. It has been received; and
    b. It is complete or, if not, what information is missing.

14. Programs/agencies applying for approval will schedule a facilities evaluation tour by the EMS Agency's program evaluator or his designee(s).
    a. All approved programs will be subject to scheduled and unscheduled visits by the EMS Agency for the purpose of program evaluation.

15. Program staff, at minimum, must meet the qualifications as established in Title 22 and student/staff ratios will be maintained.

16. Approved programs will provide for Clinical and Field Internships as established by Title 22.
    a. Approved programs must provide mechanisms/options for a student/preceptor reassignment should conflicts arise that are not based on performance/evaluations.
    b. Approved programs must provide a mechanism/option for an extension of clinical and/or field internships if documentation supports borderline but improving student performance.
    c. Out of jurisdiction paramedic Training programs are subject to REMSA policies for approval PRIOR to any clinical or field internship placement(s) within Riverside County.

17. The EMS Agency will notify the submitting institution/agency in writing of the approval/disapproval decision within 90 days of the receipt of the completed application packet. If approval is not granted, the reasons will be specified in writing.

18. Approved paramedic training programs will notify the EMS Agency in writing of any changes in course objectives, hours of instruction, course director, program medical director, principal instructor and/or the provision of hospital clinical and field internship experiences. All such changes are subject to the approval of the EMS Agency.
    a. It is preferred that notification be made in advance of said changes, but in all cases, it will be no later than within 30 days of the change.
    b. Notification of changes in staff will include documentation of new staff qualifications.
    c. Site additions to the clinical and/or field experiences will include copies of the agreements/MOUs signed with each institution/agency, and an explanation of how that site will be incorporated into the student experience.