EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Release Notes

December 2002

This manual is produced and distributed by the Office of EMS through consultation with the State EMS Advisory Board and its various committees. (The primary committees involved with the policy areas addressed by this manual are the Human Resources & Training Committee and the Medical Direction Committee.) Revisions and updates of these polices are made when a program or process addressed by this manual is changed, deleted or added to adapt to Office of EMS requirements or due to revisions of referenced state EMS regulations or the Code of Virginia.

Requests for revisions or updates may be initiated by Office of EMS staff, EMS educators, EMS providers, EMS agencies or the general public at any time. Upon receipt of a request or when an identified need for revision or update occurs, the Office of EMS staff will develop an initial DRAFT of any relevant revision or update and present these to the appropriate committee of the State EMS Advisory Board for review and comment. After presentation of the revision or update the Office of EMS staff will review the committee comments received and revise, delete or add the necessary policy(ies) as warranted.

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March 2005

This is the first major revision of the Training Program Administration Manual in well over two years. The follow is an overview of the changes made during this revision cycle. The manual's changes include:

- an update from a paper-based format to an electronic, web-based format;
- clarification of some of the most frequently questioned policies;
- the addition of new policies for the ALS Training Funds program as well as policies for Intermediate Training Site Accreditation;
- a major revamping of the Table of Contents and manual's general navigation;
- the renumbering of several existing policies in order to ensure adequate space for future policies.

The following chart shows the policies which were renumbered and cross-references the new policy number.

Old Policy #	**Title**	**New Policy #**
T-200	EMS Procedure and Medication Schedule	T-200
T-205	Candidate Requirements for Full State Certification Testing	T-202
T-210	Required Evidence of Eligibility for Full Testing	T-204
T-215	Candidate Requirements for State Recertification	T-206
T-220	Recertification Examination Requirement	T-208
T-225	Basic and Advanced Life Support Written Examinations	T-210
T-230	Basic and Advanced Life Support Practical Examinations	T-212
T-235	General Examination Retest Policy Guidelines	T-214
T-240	Candidate Evidence of Eligibility for Retesting	T-216
T-245	Candidate Evidence of Eligibility for Recertification Testing	T-218
T-250	Examination Security and Review	T-220
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T-305	Voluntary Inactivation of Certification	T-242
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July 2005

This was an incremental change to the Training Program Administration Manual. The follow is an overview of the changes made during this revision cycle. The manual's changes include:

- an update of the ALS Training Funds policies to reflect the new requirements/changes for the new fiscal year. The policies that changed are: 305, 310, 315, 320, 325, 330, 335, 340, 345, and 350

The most up-to-date TPAM policies can always be found on the OEMS web site at: http://www.vdh.virginia.gov/OEMS/Training/ResourceCD/Content/TPAM/index.htm

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EMS TRAINING PROGRAM ADMINISTRATION MANUAL

INTRODUCTION

EMS TRAINING PROGRAMS ADMINISTRATION MANUAL

PREFACE

The Virginia Office of Emergency Medical Services has produced this EMS Training Program Administration Manual in an effort to keep Course Coordinators informed on the latest procedures and polices relating to Basic and Advanced Life Support Programs. The purpose of this manual is to assist course coordinators and faculty in the process or course planning, administration and testing. The ultimate goal of this process is the education of high quality entry level pre-hospital providers who will make a difference in patient outcome through provision of quality care.

Users of this manual are encouraged to contact the Office of EMS at any time to clarify procedures and policies related to course administration. As an aid to this process, each page of this "loose-leaf" manual has a Date of Issue and an Effective Date printed at the top. As policies and procedures are updated, replacement pages will be provided to each currently certified EMT-Instructor, ALS Coordinator and EMS Physician. In this manner, the manual will remain an up-to-date and useful program reference for years to come.

Updates for future changes will be distributed on a periodic basis to keep Course Coordinators informed of changes. These updates will usually be distributed by mail along with a cover memo explaining the changes and any other necessary information. Unless otherwise stated in these cover memos, all changes listed on update pages should be considered as effective upon the date of receipt. These updates may be distributed prior to a future change with the Effective Date of the changes printed on the page differing from the Date of Issue. In these cases, the existing policy will remain in effect until the printed Effective Date.

In most cases, the Effective Date for a change will only apply to courses announced to START after that date. Changes that become effective during an on-going course will usually not apply to that course or program unless clearly stated in the policy revision. Instructors who receive updated pages and are uncertain or unclear of the changes listed should contact the Office of EMS with their inquiries.

Unless specifically notified otherwise, all policies and procedures listed here are binding on the Course Coordinator, Training Program and students involved. Such authority for official state policies are inferred by reference in the current Chapter 12 VAC-5-31 of the Virginia Administrative Code (Regulations of the Board of Health - Governing Emergency Medical Services) and are legally binding under the Code of Virginia. Any conflicting information contained in this manual does not supersede the regulations referenced above or the Code of Virginia.

PROCESS FOR REVISION/UPDATES OF THIS MANUAL

This manual is produced and distributed by the Office of EMS through consultation with the State EMS Advisory Board and its various committees. (The primary committees involved with the policy areas addressed by this manual are the Human Resources & Training Committee and the Medical Direction Committee.) Revisions and updates of these polices are made when a program or process addressed by this manual is changed, deleted or added to adapt to Office of EMS requirements or due to revisions of referenced state EMS regulations or the Code of Virginia.

Requests for revisions or updates may be initiated by Office of EMS staff, EMS educators, EMS providers, EMS agencies or the general public at any time. Upon receipt of a request or when an identified need for revision or update occurs, the Office of EMS staff will develop an initial DRAFT of any relevant revision or update and present these to the appropriate committee of the State EMS Advisory Board for review and comment. After presentation of the revision or update the Office of EMS staff will review the committee comments received and revise, delete or add the necessary policy(ies) as warranted.

Revisions and updates of policies will be distributed to all currently certified EMT-Instructors, endorsed ALS Coordinators and EMS Physicians not less than 30 days prior to the effective date of the revision or update.

Sample Policy Format

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-** ***XXX*** *Unique policy number*	Page: **1**	of: **1** **1 of 2, 1 of 3, etc.**
Title: **Policy Title** *Title of this policy usually self-explanatory*		
Regulatory Authority: **12 VAC 5-31-*XXXX*** *Applicable Regulation authorizing this policy*		
Date of Issue: **December 1, 2002**	Effective Date: **January 01, 2005**	

^ Date this policy was created by the Office of EMS.

^ Date this policy will become effective and supersede a previous policy of the same number (if any). Usually only applies to training programs which START after this date unless specified otherwise when distributed.

POLICY TEXT Text of this policy which explains the process and procedures followed by the Office of Emergency Medical Services to administer and enforce the referenced state regulation. May be a listing of training programs, courses or other items which are recognized by the Office of Emergency Medical Services to fulfill a referenced regulation.

Note: Policy numbers (T – XXX) are generally numbers by fives (5s) to allow for insertion of additional policies between existing pages if necessary to keep similar polices grouped together. Policy numbers are grouped within each section of the manual with unused numbers left available for additional without the need to renumber other sections.

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POLICY SECTION 3 – ALS Training Fund Administration

POLICY SECTION 4 – Provider Continuing Education and Recertification

POLICY SECTION 5 – Basic Life Support Training Programs

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POLICY SECTION 7 – EMT-Instructor and ALS-Coordinator Programs

APPENDIX A - BLS Training Programs – Course Enrollment and Administration

APPENDIX B - ALS Training Programs – Course Enrollment and Administration

APPENDIX C - Forms

All of the files on this CD require Adobe© Reader. You can install Adobe© Reader by clicking on the Adobe© logo or by clicking on the link for your operating system below.

Windows 95 & 98 | *Windows 98SE* | *Windows ME & 2000* | *Windows 2000SP2 & XP*

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POLICY SECTION 1

COURSE COORDINATION AND GENERAL TRAINING PROGRAMS

Policy #	Title	Last Revision Date
T-005	Course Coordinator Requirements	12/01/02
T-010	Nationally Recognized Continuing Education Programs	03/01/05
T-015	Course Coordinator Responsibilities as Employee or Contractor	12/01/02
T-020	Course Approval Request Submission	12/01/02
T-025	Course Approval Request Changes	03/01/05
T-030	Student Course Enrollment	03/01/05
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T-110	Course Coordinator Responsibilities for Student Testing	03/01/05
T-115	Scheduling and Coordination of State	12/01/02

	Test Sites	
T-120	Basic Life Support Training Reimbursement Processing	03/01/05
T-125	Small Course Approvals for Reimbursement Processing	03/01/05
T-130	Basic Life Support Training Reimbursement Supplemental Payments	03/01/05
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POLICY SECTION 2

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T-200	EMS Procedure and Medication Schedule	12/01/02
T-202	Candidate Requirements for Full State Certification Testing	03/01/05
T-204	Required Evidence of Eligibility for Full Testing	03/01/05
T-206	Candidate Requirements for State Recertification	12/01/02

T-208	Recertification Examination Requirement	12/01/02
T-210	Basic and Advanced Life Support Written Examinations	03/01/05
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T-222	Certificates of Completion	12/01/02
T-224	Certification Expiration Dates	03/01/05
T-226	Privilege of Certification and Field Practice Authority	12/01/02
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T-335	Transition Program Requirements ALS Training Funds	07/01/05
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Policy #	Title	Last Revision Date

T-500	BLS Certification Course Attendance Requirements	12/01/02
T-505	EMS First Responder Certification Program Description	12/01/02
T-510	EMS First Responder Program Length	12/01/02
T-515	EMS First Responder Certification Examinations	12/01/02
T-520	EMS First Responder Bridge Process Description	12/01/02
T-525	EMS First Responder Bridge Process Length	12/01/02
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POLICY SECTION 6

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Policy #	Title	Last Revision Date
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T-610	Authorized Transitional ALS Certification Courses	03/01/05
T-615	Authorized Transitional ALS Certification Course Descriptions	12/01/02

T-620	EMT-Enhanced Certification Program Description	03/01/05
T-625	EMT-Intermediate Certification Program Description	12/01/02
T-630	EMT-Paramedic Certification Program Description	12/01/02
T-635	Authorized Advanced Life Support Bridge Courses	12/01/02
T-640	Registered Nurse to EMT-Paramedic Bridge Prerequisites	03/01/05
T-645	Registered Nurse to EMT-Paramedic Bridge Curriculum	12/01/02
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POLICY SECTION 7

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Policy #	Title	Last Revision Date
T-700	EMT-Instructor Program Process	12/01/02
T-705	Conditional EMT-Instructor Program	12/01/02
T-710	EMT-Instructor Recertification Requirements	03/01/05
T-715	EMT Instructor Teaching Credits	03/01/05
T-720	Advanced Life Support Coordinator Program Description	12/01/02
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APPENDIX A

BASIC LIFE SUPPORT

TRAINING PROGRAMS

Part I.	INTRODUCTION
Part II.	PREREQUISITES FOR EMT-BASIC AND EMS FIRST RESPONDER PROGRAMS, CRIMINAL HISTORY AND STANDARDS OF CONDUCT
Part III.	CLASS RULES
Part IV.	EXPECTATIONS FOR SUCCESSFUL COMPLETION OF THE PROGRAM
Part V.	COURSE FEES
Part VI.	REQUIREMENTS FOR STATE TESTING
Part VII.	AMERICAN'S WITH DISABILITIES ACT
Part VIII.	COURSE SYLLABUS
Part IX.	STUDENT HANDOUTS

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APPENDIX B

ADVANCED LIFE SUPPORT

TRAINING PROGRAMS

Part I.	INTRODUCTION
Part II.	PREREQUISITES FOR EMT-ENHANCED, EMT-INTERMEDIATE AND EMT-PARAMEDIC PROGRAMS, CRIMINAL HISTORY AND STANDARDS OF CONDUCT
Part III.	CLASS RULES
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APPENDIX C

FORMS AND SUPPORTING DOCUMENTS

Please visit the Office of EMS website and the online TPAM to get the most current version of all forms and supporting documentation.

http://www.vdh.virginia.gov/OEMS/Training/ResourceCD/Content/TPAM/index.htm

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 005**	Page: **1**	of: 2
Title: **Course Coordinator Requirements**		
Regulatory Authority: **12 VAC 5-31-1310 and 12 VAC 5-31-1320**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Course Coordinator** - Every basic or advanced life support training program leading to the award of certification or continuing education (CE) credit from the Office must have a designated Course Coordinator.

1. A certified EMT-Instructor must serve as the Course Coordinator for all BLS training courses and continuing education programs that award "Required" (Category 1) continuing education credits.
   a) This requirement for a certified EMT Instructor does not apply to continuing education programs that have a standardized curriculum and a nationally recognized parent organization that provides oversight for program administration. The Office will maintain a listing of recognized programs, which fulfill this requirement.
   b) This requirement for a certified EMT Instructor does not apply to award of "Required" (Category 1) continuing education credits for specified topics in ALS programs that the Office has recognized as identical in content to the equivalent BLS program.
2. A certified ALS Coordinator must serve as the Course Coordinator for all ALS training courses and continuing education programs that award "Required" (Category 1) continuing education credits.
   a) This requirement for a certified ALS Coordinator does not apply to continuing education programs that have a standardized curriculum and a nationally recognized parent organization that provides oversight for program administration. The Office will maintain a listing of recognized programs, which fulfill this requirement.
   b) This requirement for a certified ALS Coordinator does not apply to award of "Required" (Category 1) continuing education credits for specified topics in BLS programs that the Office has recognized as identical in content to the equivalent ALS program.
3. Other training programs that include award of only "Approved" (Category 2) continuing education credits may be coordinated by any individual who possesses specific education and experience that makes them knowledgeable of the EMS related subject

matter to be presented. Continuing education credits for these programs will be determined and assigned by the Office.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 010**	Page: **1**	of: **3**
Title: **Nationally Recognized Continuing Education Programs**		
Regulatory Authority: **12 VAC 5-31-1310 and 12 VAC 5-31-1320**		
Date of Issue: **December 1, 2002**	Effective Date: **March 01, 2005**	

A. The continuing education programs listed below have been identified by the Office as having a nationally recognized parent organization that provides oversight for program administration. The Course Coordinator for these programs is exempt from the requirements of **T-005** for the award of Category 1 (Required) continuing education credits. All other applicable sections of this manual and state EMS regulations will apply to these programs.

B. Recognized programs grouped by Sponsoring Organization (Recognition includes both Initial and Refresher continuing education programs.):

1. Virginia Office of EMS

   Mass Casualty Incident Management - Module 0
   Mass Casualty Incident Management - Module I
   Mass Casualty Incident Management - Module II
   Mass Casualty Incident Management - Module III
   Mass Casualty Incident Management - Module IV
   Mass Casualty Incident Management - Module V
   Mass Casualty Incident Management – Instructor Programs
   EMS Task Force Member Course
   EMS Task Force Commander Course
   EMS Coordination Team Member
   EMS Strike Team Member
   EMS Strike Team Leader
   EMS Staging Area Chief Course

2. Virginia Department of Emergency Management

   Public Safety Response to Terrorism – Awareness
   Public Safety Response to Terrorism – Tactical Considerations
   Public Safety Response to Terrorism – Hazmat Team Operations
   Public Safety Response to Terrorism – Management Considerations

Hazardous Materials First Responder - Awareness

Hazardous Materials First Responder – Operations

Hazardous Materials First Responder – Operations for the EMS Provider

Hazardous Materials Incident Planning & Management

Hazardous Materials Tactical Command & Safety

Hazardous Materials Technician

3. American Heart Association (AHA)

   Advanced Cardiac Life Support

   Pediatric Advanced Life Support

4. American College of Emergency Physicians (ACEP)

   Basic Trauma Life Support – Advanced Course

   Basic Trauma Life Support – Basic Course

   Pediatric Basic Trauma Life Support – Advanced Course

   Pediatric Basic Trauma Life Support – Basic Course

5. National Association of EMTs (NAEMT)

   Prehospital Trauma Life Support - Advanced Course

   Prehospital Trauma Life Support - Basic Course

   Prehospital Pediatric Care - Advanced Course

   Prehospital Pediatric Care - Basic Course

6. American College of Pediatrics (AAP)

   Pediatric Education for Prehospital Providers – Advanced Course

   Pediatric Education for Prehospital Providers – Basic Course

   Neonatal Resuscitation Program

7. American College of Surgeons (ACS)

   Advanced Trauma Life Support

8. Emergency Nurses Association (ENA)

   Trauma Nursing Core Curriculum

9. Virginia Department of Fire Programs

   Emergency Vehicle Operator Course

   Hazardous Materials First Responder - Awareness

   Hazardous Materials First Responder – Operations

   National Fire Academy – Incident Command System

   Vehicle Rescue

10. Virginia Association of Volunteer Rescue Squads

    Emergency Vehicle Operator Course

Hazardous Materials First Responder – Awareness

Vehicle Rescue 2000

Farm Machinery

11. American Geriatrics Society

Geriatric Education for Emergency Medical Services (GEMS)

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-015**	Page: **1**	of: **1**
Title: **Course Coordinator Responsibilities as Employee or Contractor**		
Regulatory Authority: **12VAC5-31-1310 and 12VAC5-31-1320**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. When a Course Coordinator is conducting a training program as an employee or contractor for any other "Person"; whether or not for profit; the Course Coordinator retains full responsibility for compliance with the state EMS regulations, this EMS Training Program Administration Manual and the Code of Virginia in all matters relating to the conduct of the training program not specifically delegated to the Physician Course Director.

B. Any other "Person" who operates an organization for the purpose of providing EMS training programs that employs or contracts with an EMT-Instructor or ALS Coordinator to conduct a training program may not vary from, nor direct the Course Coordinator to vary from, compliance with the state EMS regulations, this EMS Training Program Administration Manual and the Code of Virginia in any matters relating to the conduct of the training program.

Per **12VAC5-31-10**: "Person" means (as defined in the Code of Virginia) any person, firm, partnership, association, corporation, company, or group of individuals acting together for a common purpose or organization of any kind, including any government agency other than an agency of the United States government.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T -020**	Page: **1**	of: **1**
Title: **Course Approval Request Submission**		
Regulatory Authority: **12VAC5-31-1400**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. A Course Coordinator must submit to the Office a complete Course

B. Approval Request form (OEMS-TR-1 or approved equivalent) thirty (30) days before the beginning date of a certification or continuing education course that includes the following:

   1. The signature of the Course Coordinator.
   2. The signature of the Physician Course Director if requesting a BLS or ALS certification program or "Required (Category 1") CE hours for a program not exempt from this requirement under **T-005** **1 a. or 2 a.**

C. The Office will review the Course Approval Request and assign the program a unique Course Number. This Course Number will be recorded on the original Course Approval Request form and this information will be provided to the Course Coordinator. This Course Number will be used to identify the particular program throughout the instruction and/or examination process.

D. The Course Coordinator will be sent a list of the continuing education topic and sub-topic numbers assigned for the content of the course. The Course Coordinator must review this list for accuracy and must use only those topics assigned for the particular course when completing student CE records/cards.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-025**	Page: **1**	of: **1**
Title: **Course Approval Request Changes**		
Regulatory Authority: **12VAC5-31-1400**		
Date of Issue: **December 31, 2003**	Effective Date: **March 1, 2005**	

A. The Course Coordinator will be responsible for submitting to the Office in writing any request to make changes in the information submitted on the "Course Approval Request" form to include; but not limited to; the:
   1. Course BEGIN and/or END dates.
   2. Course content (didactic or skills subject matter).
   3. Contact hours per subject topic.
   4. Course Coordinator.
      a. Must include justification for change and signatures of both the old and new Course Coordinators.
   5. Physician Course Director.
      a. Must include justification for change and signatures of both the old and new Physician Course Directors.

B. Instances where the current Course Coordinator or Physician Course Director is not available will be addressed on a case-by-case basis.

C. The Office will review the request and notify the Course Coordinator and the Physician Course Director of any acceptance or denial of the change(s) submitted.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-030**	Page: **1**	of: **1**
Title: **Student Course Enrollment**		
Regulatory Authority: **12VAC5-31-1440 and 12VAC5-31-1450 and 12VAC5-31-1460**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. For all courses leading to certification at a new or higher level, the Course Coordinator must have each student complete a "Virginia EMS Training Program Enrollment" form. These forms must be reviewed by the Course Coordinator and submitted to the Office no later than fifteen (15) days following instruction of the third lesson of the training program and no later than fifteen (15) days prior to the course's End Date. (Earlier submission is allowed and encouraged.)

1. Upon receipt of the "Virginia EMS Training Program Enrollment" forms from the Course Coordinator, the Office must review the eligibility of each enrolling student. The Office will notify both the involved student and the Course Coordinator of any ineligibility discovered during this review.
2. The Office will provide the Course Coordinator a listing of each enrolled student and assign a Certification Number for each student.
   a. Certification Numbers assigned to each student will become a permanent identifier of each individual in Office records. Each student should use this number for all correspondence and submission of documentation to the Office. (A student may use their Social Security number as an identifier at their own option however all Office of EMS correspondence will use the individual's EMS Certification Number.)
      i. If the student has previously enrolled in an EMS Training Program or is currently certified at any certification level in Virginia, the Certification Number previously assigned by the Office must be used.
   b. Upon receipt of the listing of enrolled students, the Course Coordinator must review this listing for completeness and notify each enrolled student of their assigned Certification Number and notify the Office of any discrepancies.

B. Only students listed as enrolled in the designated training program will be allowed to test for certification using the assigned Course Number for the specified training program.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-035**	Page: **1**	of: **2**
Title: **Approved Courses in Cardio-Pulmonary Resuscitation (CPR)**		
Regulatory Authority: **12VAC5-31-1450**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. The requirements for certification in Cardio-Pulmonary Resuscitation (C.P.R.) for the purposes of testing at all Virginia certification levels are based upon the current guidelines as referenced in the following:

B. U.S.-D.O.T. National Standard Curriculum for the Emergency Medical Technician- Basic (1994)

C. U.S.-D.O.T. National Standard Curriculum for the First Responder (1995)

D. These documents base and reference their content to the American Heart Association "Standards for Cardiopulmonary Resuscitation (CPR) and Emergency Cardiac Care (ECC. Revisions of these standards are generally considered as the current accepted practice of C.P.R. on a national basis.

E. The Virginia Office of EMS requires that all individuals hold current certification in **C.P.R. as a prerequisite** for enrollment in the **EMT-Basic and EMS First Responder Programs** (initial full certification courses). Additionally, those students who eventually request to be tested to gain an initial Basic Life Support certification level must show proof of current training in C.P.R. by presentation at the test site of an EMT-Instructor verified **Individual Skill Performance Record** showing successful course completion. (Current CPR card or official course rosters are also acceptable to verify CPR certification.) As specified in the curricula listed above, completion of an approved course which tests the following skills is required:

   1. One and Two Rescuer C.P.R. – ADULT, CHILD, INFANT Resuscitation
   2. Complete Airway Obstruction - Unconscious Victim
   3. Complete Airway Obstruction - Conscious Victim
   4. Complete Airway Obstruction - Unconscious Infant
   5. Complete Airway Obstruction - Conscious/Choking Infant

F. The current courses which are accepted by the Virginia Office of E.M.S. to meet these standards are:

   1. American Heart Association - Basic Cardiac Life Support - "Healthcare Provider"
   2. American Red Cross - "Professional Rescuer"

3. American Safety and Health Institute – “CPR-PRO”
4. National Safety Council – “Professional Rescuer”
5. Medic First Aid – Basic Life Support for Professionals “BLSPRO”

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-040**	Page: **1**	of: **1**
Title: **Instructor Participation Records**		
Regulatory Authority: **12VAC5-31-1650**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

The Course Coordinator must maintain records of attendance and participation of each certified EMT Instructor, ALS Course Coordinator or other individual who instructs in the program.

A. For approved BLS courses, a continuing education scancard must be submitted to the Office to document the participation of each EMT Instructor for awarding of teaching credit hours. This information must be submitted directly to the Office.

1. CE Scancards to record an EMT-Instructor's instruction of an approved BLS program should be submitted using Level "F" and Category "6" (EMT Instruction). The Course Coordinator should mark the "A" bubble on the right side of the CE scancard to indicate the number of hours of instruction provided (up to 36 hours per scancard). Multiple scancards may be submitted for a single course as needed using the assigned Course Number and a different Topic Number for each scancard.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-045**	Page: **1**	of: 2
Title: **Student Records for Certification Courses**		
Regulatory Authority: **12VAC5-31-1470**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. The Course Coordinator must maintain records of class dates, topics instructed, and attendance and performance records for all students attending a certification course. Student records must be maintained for a minimum of five (5) years from the End Date of the program, to include:

1. Signed student acknowledgment forms collected upon completion of review of the appropriate BLS or ALS enrollment requirements.
2. Scores on all course quizzes, exams and other didactic knowledge and/or practical skill evaluations.
3. Skill proficiency as recorded on the applicable "Basic Life Support Individual Age, Clinical and Skill Performance Verification Record" form (EMS-TR-33 Revised 07/2002).
4. All Hospital and/or Field Internship activities including dates and locations, activities performed, student evaluations and preceptor name and certification level; as applicable.
5. All corrective or disciplinary actions taken during the training program to include dates, findings supporting the need for corrective or disciplinary action and all applicable details of steps taken to determine the degree and nature of the actions taken.
6. Copy of the Course Student Disposition Report (CSDR) form.
7. All other records requested to be maintained by the Physician Course Director for the program.

B. At the end of five years, EMT Instructors/ALS Coordinators may elect to purge a majority of their student records. If the EMT-Instructor/ALS-C chooses this option, they are required to maintain, at a minimum, summary program completion records. The Office has developed a sample ***Student Record and Transcript*** which can be used to meet this definition. If the EMT-Instructor/ALS-C chooses not to use the form provided by the Office, then at a minimum, the following documentation must be maintained indefinitely:

C. Required summary completion records for BLS programs include:

1. Full course name/type of course

2. Course begin and end dates
3. Student’s name and certification number
4. Student Age Verification
5. CPR verification
6. Number of hours of training completed in each of the major topic areas of the program
7. Verification of skill completion
8. Student disposition (pass, failed, withdrawal or incomplete)
9. Verifying printed names and signatures of EMT Instructor and the program’s PCD

D. Required summary completion records for ALS programs include:
    1. Full course name/type of course
    2. Course begin and end dates
    3. Student’s name and certification number
    4. Student Age Verification
    5. Verification of high school graduation/GED or college transcript
    6. Number of hours of training completed in each of the major topic areas of the program
    7. Verification by number of skills/competencies successfully completed
    8. Student disposition (pass, failed, withdrawal or incomplete)

E. Verifying printed names and signatures of the ALS Coordinator and the program’s PCD

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-050**	Page: **1**	of: **1**
Title: **Continuing Education Record Submission**		
Regulatory Authority: **12VAC5-31-1680**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. The Course Coordinator will be responsible for submission of continuing education (CE) data in an Office approved format for students attending either individual lessons or an entire continuing education training program within fifteen (15) days of the student's participation.

1. The Course Coordinator must submit CE data for all providers attending the training program for awarding continuing education credit. Students may not use the assigned Course Number for recertification testing using a "Virginia EMS Certification Application".
2. The Course Coordinator is not expected to submit CE data for students enrolled in a certification program unless specifically requested by the student for purposes of maintaining their current prerequisite certification level as required for program enrollment.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-055**	Page: **1**	of: **1**
Title: **Verification of Student Course Completion**		
Regulatory Authority: **12VAC5-31-1470**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. The Course Coordinator must verify that each student successfully completing any certification program has met the eligibility, competency and performance requirements contained within the applicable course curriculum and all other guidelines and procedures for state certification testing eligibility.

1. Verification of student eligibility for Basic Life Support certification testing must be evidenced by the appropriate signature and identification number on the "Virginia EMS Certification Application" of each student testing

   or

   (a) submission of the web-based Course Student Disposition Report (CSDR) form.

2. Verification of student eligibility for Advanced Life Support certification testing, requires submission of the web-based Course Student Disposition Report (CSDR) form.
3. The Office may adopt an alternative process for Course Coordinators to verify student course completion in lieu of item #1 or #2 above. Such a process may include a requirement for the Course Coordinator to submit an optically scanned or electronic submission to the Office.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-060**	Page: **1**	of: **1**
Title: **Physician Course Director Relations**		
Regulatory Authority: **12VAC5-31-1410**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. The Course Coordinator must insure that the PCD is kept informed of the progress of the training program to include:
   1. Any program schedule changes.
   2. Individual student performances.
   3. Any student or instructor complaints.
   4. The general progress of program activities.

B. Additionally, the Course Coordinator will assist the PCD with fulfillment of their course duties as required by state EMS regulations.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-065**	Page: **1**	of: **1**
Title: **Course Site Selection**		
Regulatory Authority: **12VAC5-31-1400**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. **Location** - Courses must be conducted in central community locations with suitable facilities and resources for instruction, such as regional training centers, hospitals, community colleges, religious institutions, and schools. Selection of classrooms must consider whether the room size can comfortably and safely accommodate the scheduled number of students allowing them an unobstructed view of audio-visual teaching aids and with limited interruptions. The Course Coordinator must have access to the climate and lighting controls of the room. A facility must allow sufficient space for required practical skill activities. Rooms used for written testing must be large enough to allow no more than three students to a standard conference table or no closer than two seats apart in a theater style room. Every effort must be made to conduct courses away from facilities that are subject to frequent interruptions (Fire stations, rescue squads, etc.)

B. **Public Access** - Facilities selected for public courses must comply with the provisions of federal, state and local laws regarding building access for persons with disabilities. At a minimum, the initial session of all certification courses must be held in a location that is fully accessible to all interested parties. (Ability to access the classroom must not present a barrier for individuals seeking enrollment in the training program.)

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-070**	Page: **1**	of: **1**
Title: **Alternative Course Presentation Format**		
Regulatory Authority: **12VAC5-31-1400**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. EMS certification courses using an approved alternative course presentation format other than the presence of a “live” instructor must comply with the following:
   1. The training facility is an accredited program site as applicable for the certification level of the course.
   2. If "Real-time" interactive technology is used, psychomotor skills or verification of clinical skill competency must be conducted in a skills lab setting with direct on-site instructor supervision.
      a. All offerings of EMS certification courses through "real-time" interactive technology must be overseen and approved by the Office and PCD to assure program quality management.

B. The Course Coordinator for a training program using an Approved Alternative Presentation Format must submit a Course Approval Request for the program per **T-020**.

C. The Course Coordinator must maintain records of student participation in the Approved Alternative Presentation Format and submit continuing education records for each involved student for programs used for continuing education purposes.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-075**	Page: **1**	of: **1**
Title: **Approved Alternative Course Presentations**		
Regulatory Authority: **12VAC5-31-1400**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2005**	

A. The following programs have been approved for use of an Alternative Presentation Format for the instruction of the specified training program:
   1. American Heart Association – "Heart Code" Self-Learning Advanced Cardiac Life Support simulator is approved for award of 8 hours of ALS Category 1 continuing education credit in the following continuing education areas:
      a. Area 71 – 2 hours
      b. Area 72 – 2 hours
      c. Area 73 - 2 hours
      d. Area 74 – 2 hours

B. For listed programs that are approved for award of Category 1 continuing education credit, providers holding any certification level may also receive Category 2 (Approved) CE credit for participation in the program.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-080**	Page: **1**	of: **1**
Title: **Course Scheduling**		
Regulatory Authority: **12VAC5-31-1400**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Schedule** - Courses must be scheduled to allow sufficient time for instruction of all required lessons of the program curriculum prior to the course End Date approved by the Office. Additional course meeting dates must be planned to allow for unexpected interruptions in instruction (Severe weather, power failures, etc.)

1. Courses must be scheduled to end within 30 days of pre-announced Consolidated Test Site dates in order to maximize the testing and retest periods provided to students as specified in Section 12VAC5-31-1530 of the state EMS regulations.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-085**	Page: **1**	of: **1**
Title: **Maximum BLS or ALS Course Enrollment**		
Regulatory Authority: **12VAC5-31-1400**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2005**	

A. **Maximum Enrollment** - Certification course size must be limited to a maximum of 30 fully enrolled students.
   1. Additional students seeking continuing education credit may be admitted as reasonably allowed by facility size and instructional staff availability.
   2. This policy does not apply to state accredited secondary institutions and regionally/nationally accredited post-secondary educational institutions.
      a. Courses which fall into this exemption must be:
         i. Announced by an EMT Instructor or ALS Coordinator who is employed by the institution.
         ii. Enrolled students must be paying tuition to the institution.

B. **Student: Instructor Ratio** - The group size for practical skill sessions must not exceed six students per instructor aide (6:1 ratio).

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-090**	Page: **1**	of: **1**
Title: **Lesson Instructors**		
Regulatory Authority: **12VAC5-31-1420, 12VAC5-31-1670 and 12VAC5-31-1920**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. **Instructor Selection** - Although EMT Instructors and ALS Coordinators are authorized to instruct any or all portions of the applicable BLS or ALS certification courses at or below their current certification/licensure levels, the Office encourages maximum utilization of physicians, nurses, and other medical specialists to assist with these programs. In non-clinical subjects the Course Coordinator may use qualified experts such as law enforcement and communications personnel. Assisting instructors must be familiar with the lesson plans and objectives for the topic in advance of their instruction.

1. For BLS programs leading to initial EMS First Responder or EMT certification, a certified EMT Instructor must be present to insure that proper and complete instruction is provided for each lesson topic.
2. An EMT instructor is not required to be present for Category 1 BLS Continuing Education classes but they must have an EMT instructor as the course coordinator unless it is an exempted program per **T-005**.

B. **Instructor Aides** - In addition to the lead instructor for each lesson, arrangements must be made to provide for sufficient instructor aides to assist in all practical skill sessions of each course. If certified EMT Instructors or ALS Coordinators are not available, providers certified at the level of instruction (EMT, EMT-Enhanced, EMT-Intermediate, and EMT-Paramedic) or related healthcare certification/licensure may be utilized as assistants.

1. Certified EMT-Instructors may be used for instruction of basic skill stations in advanced life support programs. Basic skills are those procedures not requiring invasive activities or use of Advanced Life Support equipment. Basic skills include:
   a. Extremity and spinal Immobilization techniques.
   b. Soft tissue wound care.
   c. Use of Automated External Defibrillators (AED).

C. **PCD Notification** - The PCD must be informed of all assisting instructors to be used for the course and has the authority to approve or disapprove any instructor selected for use.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-095**	Page: **1**	of: **1**
Title: **Course Monitoring**		
Regulatory Authority: **12VAC5-31-1420**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Course Monitoring** - All programs and courses approved for issuance of certification or award of continuing education must allow unannounced monitoring by the Office or its designee for quality assurance purposes and regulatory compliance. Failure to allow admission of a properly identified Course Monitor may result in the Office taking disciplinary action to include, but not limited to:

1. Revocation of the training program's course approval.
2. Suspension or revocation of the training program's authority to award continuing education credits.
3. Revocation of the enrolled student's eligibility for certification testing.

B. Any action taken by the Office in response to this policy may be in addition to any other disciplinary action taken in response to other violations of regulation or policy.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-100**	Page: **1**	of: **1**
Title: **Course Curriculum**		
Regulatory Authority: **12VAC5-31-1310, 12VAC5-1320, 12VAC5-31-1040**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Course Curriculum** - Standardized curricula are available for each of the approved basic, refresher, and bridge programs leading to certification by the Office. Course Coordinators must use only those curricula authorized and approved by the Office when conducting certification programs.

B. **Continuing Education** - Lesson outlines for continuing education programs must be submitted with the Course Approval Request form to allow Office review for assignment of appropriate CE topic hours.

C. In all cases, the content and scope of all continuing education courses must conform to the applicable national standard or state curricula and regional/local patient care protocols. Variations in instruction of specific skills or didactic material to conform to local "standards of care" that do not conflict with specific Office policies are allowed only when deemed appropriate by the Physician Course Director and EMS agency Operational Medical Director.

   1. All medical skills and procedures instructed within a course must comply with the "Emergency Medical Services Procedure and Medication Schedule" for the certification level of the program and students involved, as applicable. **(See T-200)**

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-105**	Page: **1**	of: **1**
Title: **Teaching Materials/Approved Texts**		
Regulatory Authority: **12VAC5-31-1310**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. Recognizing the variety of teaching materials and textbooks available for each of the training levels, the Office does not require that specific materials or textbooks be used as long as the materials reflect the current state of EMS practice

B. All textbooks and teaching materials to be used in a program are subject to review and approval by the program PCD if applicable.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-110**	Page: **1**	of: **1**
Title: **Course Coordinator Responsibilities for Initial Student Testing**		
Regulatory Authority: **12VAC5-31-1470**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2005**	

A. For BLS programs the Course Coordinator will be responsible to insure that all students successfully completing their courses have been provided the necessary documentation of eligibility for certification testing, to include the following:

1. **Virginia EMS Certification Application** – Student eligibility for Basic Life Support certification testing must be evidenced by submission to the Certification Examiner at an examination test site an accurately completed "Virginia EMS Certification Application" form including the appropriate signatures, course number and instructor number or
2. Submission of the web based Course Student Disposition Report (CSDR) form.
3. **Parental Approval** – The Course Coordinator must insure that each student enrolled in a BLS program who was less than eighteen (18) years of age on the beginning date of the course has an individual parental permission form available for review at the state test site.
4. **Clinical Training and/or Individual Skill Performance Records** - The Course Coordinator must insure that each student enrolled has their completed and signed Basic Life Support Individual Age, Clinical and Skill Performance Verification Record form (EMS-TR-33 Revised 07/2002) available for review at the test site.

B. For ALS programs the Course Coordinator will be responsible to insure that all students successfully completing their course have the necessary documentation of eligibility for certification testing, that includes:

C. Submission of the web based Course Student Disposition Report (CSDR) form.

1. The student's Enhanced competency written verification provided by the ALS Coordinator.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-115**	Page: **1**	of: **2**
Title: **Scheduling and Coordination of State Test Sites**		
Regulatory Authority: **12VAC5-31-1430**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Standardized Examinations** - All state certification examinations must be conducted in a standardized and consistent manner following guidelines established for Test Site Coordinators by the Office. All parts of required written and/or practical examinations must be taken at a single test site. Any part of the required examinations that is not completed at the test site will be scored as incomplete, and will be recorded the same as an exam failure.

B. **Examination Administration** - State written and/or practical certification examinations are administered by an Office Certification Examiner.

C. **Test Site Location** - Approved Test Site Coordinators must arrange for a location suitable for test administration (Proper lighting, large enough room to separate students, table or arm boards for writing, minimal interruptions such as sirens, telephones, etc.).

   1. Certification Examiners arriving at an unsuitable location for testing are authorized to cancel the exams until the Test Site Coordinator locates adequate facilities.

D. **Station Evaluators** - Qualified evaluators must be used for the assessment of all practical examinations.

   1. All persons utilized as station evaluators must be at least 18 years of age.
   2. All persons utilized as station evaluators must hold current certification at, or above, the level being tested, and must have completed all other training requirements established by the Office for examination evaluators.
   3. Reasonable effort must be made to minimize any conflicts of interest between evaluators and students at the test site. Under no circumstance will a Course Coordinator be allowed to act as an evaluator for his or her own students.
   4. If the Certification Examiner finds that one or more of the evaluators are not familiar with the examination or unable to conduct a proper evaluation, the involved station may be closed. If more than one station evaluator is incapable of fairly administering the exam, the Certification Examiner is authorized to cancel the entire exam.

E. **Station Victims** - The Test Site Coordinator must arrange for sufficient numbers of persons to serve as patient actors ("victims") for the Practical examination. These individuals must be selected using the following criteria:

1. Patient actors must be at least 16 years of age and of sufficient maturity and physical size to simulate a typical teenage to adult age patient. This requirement is necessary to insure:
   a. That the patient care equipment used at the test site can be applied properly and safely.
   b. That the "victim" is capable of realistically acting the role of the simulated patient suffering the conditions or injuries involved in a realistic manner.
2. Patient actors must be fully informed of the nature and extent of the physical exam and injury simulation (moulage) procedures that will be performed during the examination.
   a. If a patient actor is less than 18 years of age, written parental permission to participate in the exam is required.
3. Patient actors must be instructed to wear appropriate attire (shorts, tee shirt, etc.), or they must be provided with suitable garments for the examination by the Test Site Coordinator.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-120**	Page: **1**	of: **1**
Title: **Basic Life Support Training Reimbursement Processing**		
Regulatory Authority: **12VAC5-31-1560**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. Certified EMT Instructors serving as a Course Coordinator are eligible to request reimbursement for approved initial First Responder and Emergency Medical Technician training courses and BLS Continuing Education Programs which award Category 1 (Required) credit.

B. Reimbursement –requires the Course Coordinator to announce an “open” program, indicate that reimbursement is requested and complete the appropriate “contract “.

   1. The course of instruction must be "OPEN" to any qualified student up to the maximum of 30 allowed in a single program. No requirement for specific agency or employment affiliation may be imposed to limit or exclude enrollment by any individual in reimbursed courses.

C. Tuition, enrollment or institutional fees charged to students for taking the course may be reason for denial of reimbursement payment. The Course Coordinator must disclose the amount of such fees in the appropriate section of the reimbursement contract section on the form.

   1. A “Student Course Fees Summary” form must be submitted with the original Course Approval Request form to reduce any questions regarding the amount being charged students for course attendance.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-125**	Page: **1**	of: **1**
Title: **Small Course Approvals for BLS Reimbursement Processing**		
Regulatory Authority: **12VAC5-31-1560**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. Initial courses having an enrollment of less than thirteen (13) students must submit a "Small Course Special Approval Request" form no later than the third (3rd) lesson to qualify for reimbursement. "Small Course Special Approval Request" forms submitted to the Office must have clear justification of the need for continued instruction of the program for reimbursement.

1. Justification submitted for a small course with less than thirteen students must show evidence of the Course Coordinators efforts to:
   a. advertise the course in advance throughout the immediate area (city or countywide minimum).
   b. contact the Regional EMS Council or Local EMS Resource to identify students wishing to take a similar course in the area involved.
   c. evaluate similar course offering in the area to determine if the course is needed at the time of announcement.
2. "Small Course Special Approval Request" forms will be reviewed by Office staff and returned to the Course Coordinator indicating approval or denial.
   a. At a minimum the Office will contact the Regional EMS Council or Local EMS Resource to verify their previous notification of the pending course and to determine their opinion on the need for the current involved course.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-130**	Page: **1**	of: **1**
Title: **Basic Life Support Training Reimbursement Supplemental Payments**		
Regulatory Authority: **12VAC5-31-1560**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2005**	

A. A BLS Course Coordinator is eligible for reimbursement when not receiving payment or reimbursement from any source other than a rescue squad or other emergency medical services organization that operates on a nonprofit basis exclusively for the benefit of the general public for instruction of the same course.

   1. A BLS Course Coordinator requesting state reimbursement may not receive supplemental payment for course coordination from any for-profit organization or any other organization that is not a rescue squad or other emergency medical services organization that operates on a nonprofit basis exclusively for the benefit of the general public.

B. The sponsoring rescue squad or other emergency medical services organization may make payment to the Course Coordinator in an amount up to the hourly reimbursement rate established by the Office for EMS programs.

   1. The hourly reimbursement rate provided by the Office is currently set at $20.00 per hour of instruction. A sponsoring rescue squad or other emergency medical services organization may therefore provide payment to a Course Coordinator up to a matching amount of $20.00 per hour of instruction.

C. This provision for supplemental payments to a BLS Course Coordinator does not apply to restrict any payments made by a sponsoring rescue squad or other emergency medical services organization to any other individual assisting with the training program as a practical skills evaluator or instructor performing duties in addition to those reimbursed for the minimum services required of the Course Coordinator by the Office.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-135**	Page: **1**	of: **1**
Title: **Basic Life Support Training Reimbursement Approval**		
Regulatory Authority: **12VAC5-31-1560**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. A "Contract for Basic Life Support Course Coordination" agreement submitted to the Office by a Course Coordinator will be reviewed for accuracy and completeness.

B. Course Approval Requests received less than thirty (30) days prior to the start of the training program will be denied unless extraordinary circumstances exist which justify the late approval of the program for reimbursement.

C. The amount of any tuition, enrollment or institutional fees charged students for taking the course must be disclosed in the appropriate section of the reimbursement contract and the "Student Course Fees Summary" form. The Office will determine if the proposed tuition, enrollment or institutional fees are reasonable.

D. The amount of any supplemental payments provided to the Course Coordinator from any source must be disclosed in the appropriate section of the reimbursement contract section on the form. The Office will determine if the supplemental payment amount is acceptable.

E. Failure to disclose or inaccurate disclosure of any supplemental payments, tuition, enrollment or institutional fees will void the reimbursement contract and result in denial or repayment of any state reimbursement payment for the program. Such denial may occur at any time during the program or after the program has been completed if the disclosure was concealed from the Office.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-140**	Page: **1**	of: **1**
Title: **Basic Life Support Training Reimbursement Payment**		
Regulatory Authority: **12VAC5-31-1560**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2005**	

A. **Final Payment** - The Course Coordinator of a reimbursement approved course as defined in T-120 thru T135 must submit a completed "Reimbursement Request" form to the Office.

1. Original Reimbursement Request form should be submitted directly to the Office to make application for payment. Submission by other routes may delay processing of the payment request.
2. Incomplete reimbursement Request forms received may be returned to the Course Coordinator for completion and/or correction.
3. Processing and receipt of payment for a reimbursed course usually takes from 30 to 45 days from the date of receipt by the Office. Checks are sent directly from the State Treasurer.

B. Reimbursement requests for courses completed before May 15th must be received by June 30th of the state "Fiscal Year" during which the program was completed. Reimbursement Requests for courses completed after May 15th of the previous "Fiscal Year must be received before July 31st of the following "Fiscal Year". Payment for courses during the "Fiscal Year" transition period may be delayed beyond the usual 30-45 day payment period listed above.

C. **Tax Information** - Course Coordinators receiving reimbursement for instruction will receive a Federal IRS Form 1099-Misc at the beginning of the of the calendar year following reimbursement identifying these monies as income.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-145**	Page: **1**	of: **1**
Title: **Advanced Life Support Training Funds Program**		
Regulatory Authority: **12VAC5-31-1570**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. Course Coordinators are eligible to request funding for approved EMS training courses including Continuing Education Programs which award Category 1 (Required) credit through the Advanced Life Support Training Fund program.

B. Reimbursement Request Submission - On the original Course Approval request form submitted to announce their training program, the Course Coordinator must mark the Program Information section for an “OPEN” course and mark the Reimbursement section “YES” and submit the appropriate ALS Training Funds contract.

   1. NOTE: The course of instruction must be "OPEN" to any qualified student up to the maximum of 30 allowed in a single program. No requirement for specific agency or employment affiliation may be imposed to limit or exclude enrollment by any individual in reimbursed courses.

C. Additional ALS Training Fund program guidelines can be found in policies **T-300**, **T-305**, **T-310**, **T-315**, **T-320**, **T-330**, **T-335**, **T-340**, **T-345**, **and** **T-350**.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-150**	Page: **1**	of: **1**
Title: **Program Site Accreditation – Required Levels**		
Regulatory Authority: **12VAC5-31-1340**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. Training programs leading to certification at the EMT-Intermediate and EMT-Paramedic levels must be conducted at a site which has been accredited by the Office and/or the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

B. Training programs leading to certification at the EMS-First Responder, EMT-Basic and EMT-Enhanced levels are not required to be conducted at sites which have been accredited. Accreditated sites may conduct these programs if all other requirements of the state EMS regulations and this manual are met.

C. At this time no equivalent accrediting bodies other than the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) have been approved by the Office.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-155**	Page: **1**	of: **2**
Title: **Intermediate Site Accreditation Application Processing**		
Regulatory Authority: **12VAC5-31-1350**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. All initial EMT - Intermediate programs will require accreditation prior to Intermediate course approval by the Office of EMS. Accreditation may be issued up to five (5) years. Programs beginning prior to accreditation will not be eligible for testing.

B. Persons making written requests for training program site accreditation will be provided a copy of the Institutional Self Study for Intermediate Programs in Virginia which contains information and forms for completion.

C. Specifics on developing, organizing and submission of the self study can be found in Policy **T-160**.

D. The accreditation process will begin once three (3) copies of an EMT – Intermediate Self Study has been received by OEMS.

   1. After the EMT – Intermediate application has been received; it will be reviewed by OEMS staff for completeness. Should additional documentation be required, OEMS staff will request this from the applicant. Once the Self Study document meets the minimum requirements for submission, OEMS staff will forward a copy of the Self Study to the program's mentor and Regional Council.
   2. The program's mentor will respond that the Self Study has been received. The mentor will review the Self Study document and work with program to correct deficiencies.
   3. The program will respond back to mentor providing documentation for correcting deficiencies. Once the mentor has received all requested documentation, the mentor will updated the Self Study document and send copies of the updated Self Study to OEMS and the program's Regional Council.

E. When the team leader has determined that the program warrants consideration for state accreditation, a site visit will be scheduled.

1. A Site visit will be performed. Composition of the site team can be found in policy number **T-175**.

F. Following the site visit, the site team will compile and issue a written report about the program. This report will include a recommendation, either for or against the program gaining a grant of accreditation. The report will be submitted to OEMS for review.
   1. Based upon the recommendation of the site team, the OEMS will issue a final ruling on the bid for accreditation.

G. Upon review of the accreditation analysis submitted to the Office by the Independent Site Reviewer, the Office will determine the suitability of the training site for "Program Site Accreditation" and notify the applicant in writing of the results with thirty (30) days.
   1. If accreditation was approved, OEMS will notify the site team and send a certificate of accreditation to the program.
   2. Subsequent accreditation review may be conducted by reviewing program documents. Actual site visits may be performed at the discretion of the site review team. The Medical Direction Committee shall review any appeals by a program concerning the removal or denying of accreditation.

H. A duplicate copy of the Institutional Self Study for Intermediate Programs in Virginia will be forwarded to the applicable Regional EMS Council or Local EMS Resource for review. The Regional EMS Council or Local EMS Resource must submit to the Site Reviewer an evaluation indicating its position toward the applicant program's accreditation request.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 160**	Page: **1**	of: **2**
Title: **EMT – Intermediate Accreditation Self Study Development, Organization and Submission Requirements**		
Regulatory Authority: **12 VAC 5-31-1350**		
Date of Issue: **March 1, 2005**	Effective Date: **March 1, 2005**	

A. Self Study Development

1. Since the accreditation process from initial receipt of the self study to receiving a grant can take from three to six months, a realistic and detailed timetable for the organization and completion of the self study report should be developed. Although the exact organizational plan will vary from institution to institution, the following suggestions may be helpful:
   a. Select an appropriate member of the staff to direct the preparation of the self-study.
   b. Involve all members of the faculty, administration, governing board or council in the discussions of the self-study.
   c. Establish subcommittees to prepare specific sections of the self-study.
   d. Adopt a reasonable time schedule and enforce it.

B. Self Study Organization

1. The narrative should be prepared in clear and concise language and should respond to each of the questions asked. The format for the narrative report should be as follows:
   a. The narrative should be contained in a 3-ring binder and all materials must be typewritten or prepared using a computer, collated, tabbed to divide the various sections.
   b. Individual pages of the self-study **should not** be submitted in plastic page holders.
   c. Required attachments and any exhibits should be included at the end of the narrative report and should be provided <u>only</u> if they are essential to the team's review and preparation prior to the visit.
   d. Exhibits should be clearly marked and logically ordered.
   e. The following information should be provided on the front cover and spine of the 3-ring binder and the binder of exhibits accompanying the disk: Site/School name, City, State.

C. Self Study Submission

1. Institutions should send three hard copies of the completed self-study (including exhibits) and one copy of the narrative on diskette or CD-ROM with exhibits in an accompanying binder to:

   Virginia Department of Health
   Office of Emergency Medical Services
   109 Governor Street, Suite UB-55
   Richmond, VA 23219

   Attn: ALS Site Accreditation

D. The institution should keep at least one copy for the institution's files.

E. The self-study document is reviewed for completeness upon receipt at OEMS. OEMS will contact the site if the self study does not contain all of the required items.

F. Please do not submit other applications or requests with the self-study.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 165**	Page: **1**	of: **1**
Title: **EMT – Intermediate Accreditation of Additional Locations/Learning Sites**		
Regulatory Authority: **12 VAC 5-31-1350**		
Date of Issue: **March 1, 2005**	Effective Date: **March 1, 2005**	

A. On occasion, accredited training programs in Virginia contact the Office of EMS regarding offering additional training in alternative training sites which differ from the site receiving initial accreditation. As a result, OEMS training staff has contacted the "Commission on Accreditation of Allied Health Programs" for clarification.

B. OEMS has determined that additional programs can be offered under the original accreditation, dependant upon the program sponsoring the training demonstrate that all program components and evaluation tools are essentially the same as the original.

C. To accommodate institutions offering accredited programs, the Office is not requiring that the entire accreditation process be repeated a second time. The Office of EMS is putting in place a policy for those alternative sites.

   1. Institutions that intend to operate entire programs or parts of programs at a different location or learning site must prepare and submit a separate Alternative Site Self Study for each additional location. This application can be obtained from the Office of EMS.
   2. The questions which make up the Alternative Site Self Study must be addressed for each alternative site to assure OEMS that the two programs are essentially the same.
   3. A site different from the original accredited site can be approved upon receipt of written verification of site details.

D. All accredited programs are required to submit in writing any changes that occur within the program to the Office.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 170**	Page: **1**	of: **1**
Title: **EMT – Intermediate Accreditation Site Team Members Roles and Responsibilities**		
Regulatory Authority: **12VAC5-31-1350**		
Date of Issue: **June 1, 2004**	Effective Date: **March 1, 2005**	

A. Providers from across the state have been trained by the Office of EMS to assist sites in becoming state accredited intermediate program training centers. Team members will provide guidance, review of *Intermediate Self Study*, conduct site visits, and make recommendations to the Office of EMS as to a sites' accreditation disposition.

B. Roles and Responsibilities:

1. Team members may serve as a team leader for the site reviews as required.
2. Team members will serve as mentors.
3. Mentors will notify applicant of the receipt of the *Intermediate Self Study* and supporting documentation.
4. Team members will perform the initial review of the applicant's *Intermediate Self Study* with recommendations for improvements required, if applicable.
5. The designated Team leader schedules site review with program coordinator/director.
6. Team members will perform site reviews.
7. The Team leader will provide the Office of EMS with the site team findings and recommendations.
8. Team member's attendance before the Medical Direction Committee may be required to support findings of the site review team.
9. Team members may be required to travel overnight to conduct site visits.

C. The Office of EMS will require initial and periodic training of team members

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 175**	Page: **1**	of: **1**
Title: **EMT – Intermediate Accreditation Site Team Composition**		
Regulatory Authority: **12VAC5-31-1350**		
Date of Issue: **March 1, 2005**	Effective Date: **March 1, 2005**	

A. Providers from across the Commonwealth have been trained by the Office of Emergency Medical Services to assist candidate sites in becoming state accredited training centers.

B. Team members will provide guidance and leadership to candidate sites and may act as team leaders for site visits.

C. At a minimum, the evaluation teams will be composed of three members: one representative from the Office of Emergency Medical Services and two members from the Virginia EMS Community. Additional team members may be required and will be assigned where necessary for the evaluation of the institution and its programs.

D. Team members will be assigned to sites based upon their proximity to the candidate site so long as no conflict of interest exists.

E. Prior to the site visit, the Team Leader will schedule a date for a site review with the program coordinator. If available, the names of the team members will also be conveyed to the site.

F. Team members will review a complete copy of the application materials, to include the Self Study and any updates in advance so that the time spent at the institution will be as productive as possible.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 180**	Page: **1**	of: **1**
Title: **EMT – Intermediate Accreditation Approval Time Line**		
Regulatory Authority: **12VAC5-31-1380**		
Date of Issue: **March 1, 2005**	Effective Date: **March 1, 2005**	

A. The following timeline has been established to monitor the progress of those program's requesting accreditation at the EMT - Intermediate level. This timeline was established by the Intermediate Accreditation Committee:

TIME LINE SCHEDULE		
TASK	**ANTICIPATED**	**ELAPSED TIME**
Self Study document to OEMS for log-in, OEMS submits document to Mentor and Regional Council	7-10 days	7-10 days
Mentor responds that it has been received	1 week	2 weeks
Mentor reviews for completeness	4 weeks	6 weeks
Program responds back to Mentor of their intentions to complete required areas of concern or withdraw from the application process (if required)	2 weeks	8 weeks
Updated copy of Self Study to OEMS	1 week	1 week
OEMS sends document to Mentors	7-10 days	2 weeks
Mentors establish date for site visit	60 days	10 weeks
Site team makes recommendation	2 weeks	12 weeks
OEMS to send out certificate of accreditation	2 weeks	14 weeks

**The anticipated time line for these activities is twenty-two weeks (22) or approximately six months to complete the accreditation process.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-200**	Page: **1**	of: **2**
Title: **Emergency Medical Services Procedure and Medication Schedule**		
Regulatory Authority: **12VAC5-31-1040, 12VAC5-31-1310, 12VAC5-31-1320**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. The Office will publish and maintain an "Emergency Medical Services Procedures Schedule" and an "Emergency Medical Services Medications Schedule" that specifies the medical procedures and medications recommended for use by each EMS certification level issued by the Office. (Medical procedures or medications not included on the "Emergency Medical Services Procedures Schedule" and the "Emergency Medical Services Medications Schedule" are not recommended to be performed by EMS personnel except as provided in 12VAC5-31-1070 of state EMS regulations.) These schedules will be formatted to provide two listings of recommended medical procedures and medications for each certification level, as follows:

1. Essential - Those medical procedures and medications that are the minimum knowledge and skill proficiencies required to obtain state EMS certification at the specified certification level. Instruction in these essential items is included as mandatory content in the corresponding training program curricula.
2. Optional – Those medical procedures and medications that are authorized for instruction and practice at the specified certification level which may be instructed and performed based upon the authority of the applicable Physician Course Director and/or EMS agency Operational Medical Director. These medical procedures and medications are not required to maintain state EMS certification and are not included as mandatory content in the corresponding training program curricula.

B. For state certification and recertification purposes only those skills and medications listed as "Essential" will be evaluated. Training programs which include instruction of "Optional" skills and/or medications should evaluate student knowledge of these items independently.

C. Although listings for the Transitional ALS Certification levels of EMT-Shock Trauma and EMT-Cardiac are not included in the "Emergency Medical Services Procedures Schedule" and the "Emergency Medical Services Medications Schedule", EMS Physicians should refer to the corresponding listing for the EMT-Enhanced and EMT-Intermediate levels when authorizing the practice and instruction of EMT-Shock Trauma and EMT-Cardiac level

providers. Upon completion of transition to certification at the EMT-Enhanced and EMT-Intermediate the involved providers previously certified at the EMT-Shock Trauma and EMT-Cardiac levels the will be limited to those recommended by the "Emergency Medical Services Procedures Schedule" and the "Emergency Medical Services Medications Schedule" for the current certification level held.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-202**	Page: **1**	of: **2**
Title: **Candidate Requirements for Full State Certification Testing**		
Regulatory Authority: **12VAC5-31-1480**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2005**	

A. **Candidate Categories** - Candidates seeking full state certification will fall into one or more of the following status categories:

   1. **Initial Status** - Candidates completing a certification program for the first time through attendance of an entire initial course or an entire bridge course from a lower certification level to a higher certification level must initiate certification testing within 180 days of the course end date.

B. Candidates completing a full certification program will be considered as testing in Initial Status.

C. Candidates completing an initial or bridge certification program that results in eligibility for the Intermediate '99 or Paramedic testing must successfully complete the National Registry examination process for the appropriate level and apply to Virginia for reciprocity.

   1. **Re-Entry Status** - Candidates completing the CE requirements for the level to be tested will be eligible to regain expired certification under the Re-Entry program.
   2. **Equivalency Challenge Status** - Candidates completing the requirements as set forth in **Section T-238,** and who have completed the minimum training requirements for the corresponding level to be tested.
   3. **Legal Recognition Status** - Candidates who were initially issued one-year (or less) certifications through Legal Recognition who are completing the CE requirements to gain full certification.

D. **Examinations Required** –

   1. Candidates falling into the Initial Status must successfully complete both the state written and practical examinations to be granted full certification. State administered practical examinations are conducted at initial state certification levels for EMS-First Responder, EMT-Basic and EMT-Enhanced.
      a. For the EMT-Shock Trauma and EMT-Cardiac levels a state practical examination is not administered. Each Candidate in an initial or bridge EMT-Shock Trauma or EMT-

Cardiac program must present evidence of successful completion of a training program administered final comprehensive practical skills examination.

2. Candidates in the Reentry, Equivalency Challenge or Legal Recognition Status categories at the EMS First Responder and EMT-Basic levels must successfully complete both the state written and practical examinations to be granted full certification.
3. Candidates falling into the Reentry, Equivalency Challenge or Legal Recognition Status categories at Advanced Life Support levels must successfully complete the state written examination to be granted full certification.

E. **Course Completion** - Candidates requesting to test must demonstrate eligibility for full certification as evidenced by fulfillment of the following requirements:

1. Satisfaction of all requirements as set forth in the minimum training requirements for the corresponding curriculum or CE program for the level to be tested.
2. Satisfaction of all reasonable course requirements established by the Course Coordinator.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-204**	Page: **1**	of: **2**
Title: **Required Evidence of Eligibility for Full Testing**		
Regulatory Authority: **12VAC5-31-1480**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. Candidates in **Initial Status** requesting certification testing must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:

B. Successful course completion as evidenced:

1. For BLS courses by possessing a Certification Eligibility Notice letter or a completed "Virginia EMS Certification Application" form signed by the Course Coordinator.
2. For ALS courses by possessing a Certification Eligibility Notice letter.
3. Parental Approval: Each Candidate who was less than eighteen (18) years of age on the Begin Date of a Basic Life Support course must have an individual parental permission form available for review at the test site.
4. Individual Skill Performance Records, Clinical Training and Field Internship Records: Each Candidate testing must have their individual student records evidencing successful completion of required Individual Skill Performance, Clinical Training and Field Internships available for review at the test site as required for the training program attended. Forms for these purposes are provided by the Course Coordinator upon successful course completion. (Required of individuals testing under Initial Status).
5. Each Candidate of an initial EMS First Responder or EMT-Basic course must present of proof of current certification in Cardio-Pulmonary Resuscitation on their Individual Age, Clinical and Skill Performance Verification Record or in an alternate form approved by the Office as required for the training program attended. (Current cards from an approved course or a valid copy of the course roster submitted to the respective certifying agency are acceptable alternate forms.)
6. Presentation of proof of positive identification in the form of a government issued photo identification card.

C. Candidates in **Re-Entry or Legal Recognition Status** must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:

1. Recertification Eligibility Notice letter from the Office of EMS.

2. Presentation of proof of positive identification in the form of a government or school issued photo identification card.

D. Candidates in **Equivalency Challenge Status** must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:

1. Certification Eligibility Notice letter from the Office of EMS.
2. Presentation of proof of positive identification in the form of a government or school issued photo identification card.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-206**	Page: **1**	of: **1**
Title: **Candidate Requirements for State Recertification**		
Regulatory Authority: **12VAC5-31-1490 and 12VAC5-31-1640**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Current Provider Status** - This section will apply to individuals requesting state recertification who hold current (not expired) certification at or above the level requested to be recertified. (Excluding those who gained their current certification through Legal Recognition.)

B. **Recertification Course Completion** - Students requesting recertification must demonstrate eligibility as evidenced by fulfillment of the following requirements:

1. Completion of the minimum continuing education requirements for the corresponding refresher curriculum or CE recertification program for the level to be recertified. Evidence of completion of the continuing education requirements must be received by the Office prior to certification expiration for the provider to be classified in **Current Provider Status.**
2. Satisfaction of all reasonable course requirements established by the Course Coordinator.

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Policy Number: **T-208**	Page: **1**	of: **2**
Title: **Recertification Examination Requirement**		
Regulatory Authority: **12VAC5-31-1640**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. Individuals requesting to recertify who hold current (not expired) certifications are required to successfully complete the state written examination process based upon the following guidelines:

1. All individuals who are not affiliated with a licensed EMS agency must take the state written examination to recertify.
2. Individuals affiliated with a licensed EMS agency may be granted an Exam Waiver from the state written recertification examination by the Operational Medical Director (OMD) of the EMS agency, provided:
   a. The individual has met all agency based recertification requirements established by the OMD.
   b. A completed "Virginia EMS Certification Application" signed by the OMD and the individual is submitted to the Office documenting the Exam Waiver.
   c. A "Virginia EMS Certification Application" form submitted as an Exam Waiver must be received by the Office no later than thirty (30) days following the expiration of the individual's certification at the level being "Waived".
      i. "Virginia EMS Certification Application" forms received by the Office during the thirty (30) days after the individual's certification expiration date will be considered valid for recertification purposes. However, during this period following expiration, the individual may not practice at the expired certification level.
      ii. "Virginia EMS Certification Application" forms received by the Office more than thirty (30) days after the individual's certification expiration date will be considered as invalid and the individual will be deemed in **Re-Entry Status** and required to test to regain current certification under Section **T-202**.
3. Note: In all cases, an individual holding current (not expired) certification may choose to complete recertification by successful completion of the state written recertification

examination, regardless of licensed EMS agency affiliation or agency OMD willingness to approve an Exam Waiver.

B. Candidates in **Current Provider Status** required or choosing to take the state recertification examination must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:

1. Recertification Eligibility Notice letter from the Office of EMS.
2. Presentation of proof of positive identification in the form of a government issued photo identification card.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-210**	Page: **1**	of: **1**
Title: **Basic and Advanced Life Support Written Examinations**		
Regulatory Authority: **12VAC5-31-1510**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. **State Administered Written Examinations -** All State written examinations must be conducted in a standardized and consistent manner following guidelines established by the Office.

B. BLS Consolidated Test Site Manual

C. Virginia EMT Enhanced Certification Examination Policy Manual

D. **Exam Score Required** - The Office standard for successful completion is the achievement of a minimum score of:

1. Seventy percent (70%) on all basic life support certification examinations.
2. Eighty percent (80%) on all EMT-Instructor recertification examinations.
3. Eighty-five percent (85%) on all EMT-Instructor pretest examinations.
4. Eighty percent (80%) on all advanced life support certification examinations.

E. **National Registry of EMTs Administered Examinations** - Written examinations administered for issuance of certification by the National Registry of Emergency Medical Technicians (National Registry of EMTs) will be conducted in accordance with the policies and procedures established by that organization. Although Office of EMS may participate in National Registry of EMTs examination administration and utilize the results of these examinations as the basis for issuance of certain state certifications, the Office has no authority to alter, amend or override the decisions of the National Registry of EMTs in regard to its issuance or denial of certification.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-212**	Page: **1**	of: **2**
Title: **Basic and Advanced Life Support Practical Examinations**		
Regulatory Authority: **12VAC5-31-1520**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. **State Administered Basic and Advanced Life Support Practical Examinations -** All state administered Practical examinations will be conducted in a standardized and consistent manner following guidelines established by the Office.

B. **Evaluation Forms** - Practical station evaluation forms have been developed and are available for review upon request from the Office. All evaluation forms required for testing are provided by the Office and are available from the Certification Examiner administering the exam.

C. BLS Consolidated Test Site Manual

D. Virginia EMT Enhanced Certification Examination Policy Manual

E. **Pass/Fail Scoring** - Candidates must demonstrate proficiency on all practical stations required for the program level being tested.

   1. Grades of UNSATISFACTORY will constitute failure of that station, requiring a retest.
      a. Grades of UNSATISFACTORY on any critical criteria within a single practical station tested on a PASS/FAIL basis.
      b. Grades of UNSATISFACTORY on any practical station of an examination that uses numeric scoring will include failure to obtain the minimum required points.

F. **Practical Retest Policy** - Candidates failing any practical station will have an opportunity to retest the station(s) failed.

G. Same day BLS retesting will not be offered. Retesting must follow the guidelines of the BLS Consolidated Test Site Manual.

H. Same day EMT-Enhanced retesting must follow the Virginia EMT Enhanced Certification Examination Policy Manual

I. Candidates attending a test site on a future date to retest must provide the Certification Examiner with all necessary documents provided by the Office identifying the station(s) of the practical needing to be retested.

J. If a retest is failed, the Candidate must complete the retest requirements of Section **T-214**.

K. In the event a Certification Examiner determines that a technical error may have occurred in the testing of any Candidate and that further testing is necessary to evaluate a Candidate's proficiency on a given station rather than issuing a failure for the station, the Certification Examiner may permit or direct the retesting of the Candidate on a specific station at the same test site. In this case, the original station test will be considered invalid, and the Candidate must test the station again. If the Candidate fails the station, retesting will be required at a test site on a future date.

L. **National Registry of EMT Administered Examinations** - Practical examinations administered for issuance of certification by the National Registry of Emergency Medical Technicians (National Registry of EMTs) will be conducted in accordance with the policies and procedures established by that organization. Although the Office of EMS may participate in National Registry of EMTs examination administration and utilize the results of these examinations as the basis for issuance of certain state certifications, the Office has no authority to alter, amend or override the decisions of the National Registry of EMTs in regard to its issuance or denial of certification.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-214**	Page: **1**	of: **2**
Title: **General Examination Retest Policy Guidelines**		
Regulatory Authority: **12VAC5-31-1530**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. **Retest Period Allowed** - Candidates failing to achieve a minimum passing score on any state administered written and/or practical examinations must retest within 90 days from the original exam date to avoid any additional required training per Section D below.

B. **Retest of Failed Exam(s)** - Candidates failing one or more stations of the practical but passing the written examination are not required to repeat a successful written examination of a testing series. Likewise, a Candidate failing the written examination would not be required to repeat a successful practical examination of a testing series.

C. **Failure of Retest** - If any retest is failed or a retest is not taken within the allowed 90 day retest period the Candidate will be considered to have failed the initial testing series and must complete secondary eligibility before secondary certification testing may be attempted.

D. **Secondary Certification Testing Eligibility Requires**:

1. Satisfaction of all requirements as set forth in the minimum continuing education requirements for the corresponding recertification CE program for the level being tested.
   a. This training may not include any course or program completed before the initial series of testing.
   b. May include those CE hours completed after the initial certification examination has been attempted.
   c. This training must be submitted on CE cards.
2. Receive written notification from the Office of eligibility for secondary certification testing.

E. Secondary Certification **Testing** - Upon notification of eligibility to test from the Office, a Candidate who has previously failed a written and/or practical retest will be allowed one (1) additional series of testing.

1. Candidates attempting a second series of testing are required to successfully complete both the written and practical examinations, regardless of the results of the previous testing attempts.

2. This requirement for successful completion of both the written and practical examinations will apply equally to initial, recertification, and reentry Candidates who have failed a previous series of testing.
3. All requirements of Sections **T-202**, **T-212**, **T-214** and **T-216** will apply to the second series of testing.

F. **Secondary Certification Retest Failure** - Failure of any retest during the second series of testing will require the Candidate to complete an entire initial basic training program or applicable bridge course before any additional testing may be attempted at this certification level.

G. **Maximum Allowed Testing Period** - The requirements of this section including initial and secondary certification testing series must be completed within twelve (12) months from the date of the initial certification test attempt (i.e.: first test date). Failure to complete this process within this twelve (12) month period will require the Candidate to repeat an entire initial basic training program or applicable bridge course before any additional testing may be attempted at this certification level

H. **Future Training Course Attendance** – Future testing of Candidates required to complete an entire initial basic training program under Sections F or G above, will be processed in the same manner as any Candidate completing a similar course for the first time.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-216**	Page: **1**	of: **1**
Title: **Candidate Evidence of Eligibility for Retesting**		
Regulatory Authority: **12VAC5-31-1530**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. Candidates requesting to retest a failed written and/or practical exam(s) must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:

1. A valid state “Test Report” showing the results of the initial examination.
2. A letter of Retest Eligibility
3. Presentation of proof of positive identification in the form of a government-issued photo identification card.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-218**	Page: **1**	of: **1**
Title: **Candidate Evidence of Eligibility for Secondary Testing**		
Regulatory Authority: **12VAC5-31-1530**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. Candidates requesting testing a second series of exams after failure of an initial testing series must demonstrate eligibility as evidenced by presentation of the following documentation at a state test site:

1. A valid "Secondary Eligibility Notice" from the Office.
2. Presentation of proof of positive identification in the form of a government or school issued photo identification card.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-220**	Page: **1**	of: **2**
Title: **Examination Security and Review**		
Regulatory Authority: **12VAC5-31-1550**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2004**	

A. **Examination Security** - All examination booklets are the property of the Office of Emergency Medical Services. Individuals taking an examination may not copy or make recordings of any material from the examination. Failure to return an exam booklet will subject the individual to disqualification for certification.

B. **Giving or Obtaining Information Prohibited** - Giving or obtaining information or aid prior to, during or following any exam, as evidenced by direct observation of the state examination administrator(s), subsequent analysis of examination results or other prohibited acts, may be sufficient cause to terminate Candidate participation, to invalidate the results of a Candidate's examination, to take enforcement action against other involved persons, or to take other appropriate action even if there is no evidence of improper conduct by the Candidate. In these cases, the Office reserves the right to delay processing of examination results until a thorough and complete investigation may be conducted.

1. Unauthorized giving or obtaining information will include but not be limited to:
   a. Giving unauthorized access to secure test questions.
   b. Copying or reproducing all or any portion of any secure test booklet.
   c. Divulging the contents of any portion of a secure test.
   d. Altering candidate's responses in any way.
   e. Making available any answer keys.
   f. Providing a false certification on any test security form required by the Office.
   g. Retaining a copy of secure test questions.
   h. Falsely taking any examination, or part thereof, on behalf of another individual.
   i. Participating in, directing, aiding, or assisting in any of the acts prohibited by this section.
2. For the purposes of this section the term "secure test" means any item, question, or test that has not been made publicly available by the Office.
3. Nothing in this section may be construed to prohibit or restrict the reasonable and necessary actions of the Office in test development or selection, test form construction,

standard setting, test scoring and reporting, or any other related activities which, in the judgment of the Office, are necessary and appropriate.

C. **Examination Review Prohibited** - Under no circumstances will written examination materials be provided to course coordinators/instructors, physician course directors or Candidates for their review.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-222**	Page: **1**	of: **1**
Title: **Certificates of Completion**		
Regulatory Authority: **12VAC5-31-1580**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. Students successfully completing all requirements for state certification will be mailed a certificate with attached pocket card. This certificate will include the following:

1. Individual's full name.
2. Individual's current mailing address.
3. Individual's EMS Certification Number.
4. Level of certification issued.
5. Expiration date of the certification issued.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-224**	Page: **1**	of: **1**
Title: **Certification Expiration Dates**		
Regulatory Authority: **12VAC5-31-1580**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. For providers successfully completing testing or recertification, certification expiration dates will be established based upon the month of testing or submission of the completed "Virginia EMS Certification Application" form as a result of either successful testing, or the granting of an OMD "Exam Waiver" of recertification testing.

   1. Submission of a "Virginia EMS Certification Application" documenting an OMD "Exam Waiver" will not automatically result in issuance of a new certification unless the requirements set forth in Section **T-204** have been completed and documented to the Office through prior submission of required CE records/cards.

B. For providers receiving certification through Reciprocity, certification will be issued as follows:

   1. For Basic Life Support levels, the month and year of expiration of the individual's certification from an approved state or recognized EMS certifying body will be used to assign a matching Virginia certification expiration date not to exceed four (4) years.
   2. For Advanced Life Support levels, the month of expiration of the individual's certification from a recognized EMS certifying body will be used to assign a Virginia certification expiration month, plus one additional year of state certification will be provided to a maximum of three years of certification.

C. For providers receiving certification through Legal Recognition, the month and year of expiration of the individual's certification from an approved state or recognized EMS certifying body and the date of the Legal Recognition request will be used to assign a Virginia certification expiration date. Certification issued through Legal Recognition will expire one year from the date of the request or the expiration date of the individual's certification from an approved state or recognized EMS certifying body if less than one year remains of such certification.

D. The Office will not issue EMT-Shock Trauma and EMT-Cardiac Technician certification after December 31, 2005, therefore EMT-Shock Trauma and EMT-Cardiac Technician certifications will expire no later than December 31, 2008.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-226**	Page: **1**	of: **1**
Title: **Privilege of Certification and Field Practice Authority**		
Regulatory Authority: **12VAC5-31-1040 and 12VAC5-31-1160**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. Certification is a privilege issued by the Office and only verifies an individual's successful fulfillment of the minimum state training standards for the level of certification being issued as established in the State EMS regulations and the *Code of Virginia*. Certification alone does not indicate the individual's ability or authority to perform any specific job tasks or functions. It is the responsibility of the organization that is using the certificate holder to determine the individual's ability to perform any specific job tasks or functions.

B. Performance of any invasive medical procedure in the field; including but not limited to: intravenous cannulation, medication administration, automated or manual cardiac defibrillation, intubation and or surgical airway procedures; by any individual is only permitted while acting under authority of a state licensed EMS agency and as permitted by the licensed physician serving as the Operational Medical Director for that agency.

1. The practice of prehospital care requires the individual to have the approval of their EMS agency's Operational Medical Director while actively participating as a provider with that EMS agency. Extensions of privileges to practice must be on the agency's official stationary or indicated in the agency records which are signed and dated by the OMD.
2. An individual's EMS agency OMD authorization to practice is valid only when the individual has a current certificate issued by the Office or a license issued by the appropriate Board of the Department of Health Professions as required for the EMS Vehicle personnel position requirement being performed. Each individual is required to possess current EMS certification and/or licensure at or above the level they are to function. There is no grace period on certification or licensure expiration.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-228**	Page: **1**	of: **1**
Title: **Non-EMS Agency Practice**		
Regulatory Authority: **12VAC5-31-1040**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

The state EMS regulations do not address the use of state certified EMS providers to practice in non-EMS agency based medical settings (e.g.: hospitals, clinics, home care services, etc.). Any medical practice in these settings is limited to those procedures specifically permitted under the licensure authority of the supervising physician. The field practice of medical procedures by certified EMS providers who are not affiliated with a Virginia Licensed EMS Agency or a registered Early Defibrillation Service are limited to the provision of basic “first-aid” techniques. The Office considers non-affiliated certificate holders to be in INACTIVE status.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-230**	Page: **1**	of: **1**
Title: **Falsifying Information**		
Regulatory Authority: **12VAC5-31-1000**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

Falsification of information submitted to the Office dealing with any application for certification, certification testing and/or continuing education program attendance may result in civil and/or criminal enforcement action as prescribed in the State EMS regulations and the *Code of Virginia*.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-232**	Page: **1**	of: **1**
Title: **Certification Periods**		
Regulatory Authority: **12VAC5-31-1580**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. Except as otherwise noted in Section **T-242** and unless revoked or suspended by the Office, EMS certifications are issued for the following certification periods:

1. Basic Life Support certifications are valid for four (4) years from the month of issuance.
2. Advanced Life Support (ALS) certifications are valid for three (3) years from the month of issuance.
   a. Issuance of ALS certifications includes the simultaneous issuance of certification as an Emergency Medical Technician (EMT) for an additional period of two (2) years.
   b. Upon failure to renew an ALS certification, the individual will automatically revert to certification at the EMT level.
3. EMT Instructor certifications are valid for two (2) years from the month of issuance.
   a. Issuance of EMT-Instructor certifications includes the simultaneous issuance of certification as an Emergency Medical Technician (EMT) for an additional period of two (2) years.
   b. Upon failure to renew an EMT-Instructor certification, the individual will automatically revert to certification at the EMT level or to any ALS certification held.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-234**	Page: **1**	of: **2**
Title: **Formal Reciprocity Certification**		
Regulatory Authority: **12VAC5-31-1590**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. **Formal Reciprocity** - Formal recognition will be granted to applicants holding valid certification from any other state or a recognized EMS certifying body with which Virginia has a formal written agreement of reciprocity. Full certification will be issued to persons for a period not less than the expiration date displayed on the applicable certificate of training and no longer than the certification period issued at this certification level in Virginia, upon:

1. Demonstration that the applicant meets the requirements of Sections **12VAC5-31-1450** and **12VAC5-3310-1460** as applicable for the certification level requested.
2. Demonstration of a need for certification in Virginia.
3. Submission to the Office of copies of certificates or other documentation of courses of training completed.
4. Submission of a completed "Virginia EMS Training Program Enrollment" form. This completed form must accompany the certificate of training issued by the other state when forwarded to the Office.
5. Reciprocity may be used only to gain a certification level when the individual does not hold current Virginia certification at that level and the individual is no longer eligible for Re-Entry.

B. Reciprocity is currently available for issuance of equivalent Virginia certification based upon the following certifications:

1. EMT-Basic certification issued by the District of Columbia and Pennsylvania.
2. EMT-Intermediate/99 certification issued by the National Registry of EMTs.
   a. National Registry Certification obtained by completing a program not accredited by the state of Virginia will require the applicant to demonstrate eligibility to obtain that states certification at the level for which is applied for in Virginia by completing the appropriate form.
   b. Virginia certification eligibility will qualify the applicant through reciprocity only if the applicant is eligible for state certification equivalent to the level applied for in Virginia.
3. EMT-Paramedic certification issued by the National Registry of EMTs.

a. National Registry Certification obtained by completing a program not accredited by the state of Virginia will require the applicant to demonstrate eligibility to obtain that states certification at the level for which is applied for in Virginia by completing the appropriate form.

b. Virginia certification eligibility will qualify the applicant through reciprocity only if the applicant is eligible for state certification equivalent to the level applied for in Virginia.

C. Reciprocity is not currently offered at the EMS First Responder, EMT-Enhanced, EMT-Shock Trauma or EMT-Cardiac certification levels.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-236**	Page: **1**	of: **2**
Title: **Legal Recognition Certification**		
Regulatory Authority: **12VAC5-31-1600**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. In the absence of a formal reciprocity agreement between Virginia and the state or EMS certifying body concerned, a person having completed a training program equally in compliance with the minimum training standards established by the National Standard Curriculum for the level requested, may request Legal Recognition. Persons will be issued certification for a period of one (1) year or the duration of their current certification; whichever is shorter; upon:

1. Demonstration that the applicant meets the requirements of Sections **12VAC5-31-1450** and **12VAC5-3310-1460** as applicable for the certification level requested.
2. Demonstration of a need for certification in Virginia.
3. Submission of copies of certificates issued by the National Registry of EMTs, the respective state or other evidence of the course of training completed to the Office.
4. Submission of a completed "Virginia EMS Training Program Enrollment" form. This completed form must accompany the certificate of training issued by the other state when forwarded to the Office.
5. In order to gain full certification, persons must complete the requirements of Section **T-202** and all applicable subsequent sections.
6. Legal Recognition may be used only to gain a certification level for which the individual does not hold current Virginia certification and for which the individual is no longer eligible for Reentry.

B. Legal Recognition is currently available for issuance of Virginia **EMT-Basic certification** based upon the following certifications:

1. EMT-Basic certification issued by the National Registry of EMTs.
2. EMT-Basic certification issued by any other state or U.S. territory except the District of Columbia and Pennsylvania. (See T-305)
3. EMT-Intermediate/85 certification issued by the National Registry of EMTs.
4. Any Advanced Life Support certification issued by any other state or U.S. territory.

C. Legal Recognition is not currently offered at the EMS First Responder or any Advanced Life Support level.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-238**	Page: **1**	of: **2**
Title: **Equivalency Challenge Certification - Revised**		
Regulatory Authority: **12VAC5-31-1610**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. Virginia Licensed Registered Nurses, Nurse Practitioners, Practical Nurses, Physician Assistants, Military Corpsmen, Dentists, Chiropractors and 3rd or 4th year Medical Students may request to challenge for full certification based on their previous training and experience upon completion of the following:

1. Demonstration that the applicant meets the requirements of Sections **12VAC5-31-1450** and **12VAC5-3310-1460** as applicable for the certification level requested.
2. Demonstration of residency or a need for certification in Virginia.
3. Submission of copies of licensure/certificates issued by the Virginia Department of Health Professions, the respective military branch or other evidence of the course of training completed to the Office.
4. Submission of a completed "Virginia EMS Training Program Enrollment" form. This completed form must accompany the certificate of training issued by the other agency when forwarded to the Office.
5. Completion of the requirements of Section **T-202** and all applicable subsequent sections.
6. Equivalency may be used only to gain a certification level when an individual does not hold current Virginia certification and the individual is no longer eligible for Reentry.

B. Applicants for Equivalency Challenge at the EMT-Basic level must:

1. Complete the required 36-hour Recertification requirements as verified by submission of Continuing Education to the Office
2. Receive Letter of Eligibility to Test from the Office
3. Successful completion of the written and practical exams.

C. Physician Assistants, Nurse Practitioners, Dentists, Chiropractors and 3rd or 4th year Medical Students, based on prior education and experience may receive Virginia endorsement to sit for the National Registry written and practical Paramedic exams upon completion of the requirements of T-640 or T-660 as applicable.

D. The Office may also authorize other individuals holding licensure at a level deemed equivalent to those listed above to seek certification through equivalency.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-240**	Page: **1**	of: **1**
Title: **Provider Certification Reentry Program**		
Regulatory Authority: **12VAC5-31-1620**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Reentry Period Allowed** - Individuals whose provider level certification has expired may regain full certification through completion of the Reentry program within two (2) years of their previous expiration date. To Re-Enter the person must fulfill the requirements of Section **T-202** including all required testing within the two (2) year Reentry period.

B. **Reentry Period Expiration** - Individuals failing to complete the Reentry process by the end of the two (2) year period following expiration will be required to complete a full basic training program before certification may be regained at this level.

   1. Individuals who have relocated outside Virginia for a minimum of two (2) years during which time their eligibility to seek recertification through Reentry has expired, may seek certification through Section **T-236,** as applicable.

C. **Future Training Course Attendance** - Students required to complete a full basic training program under Section B. above will be handled in the same manner as any student completing a similar course for the first time.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-242**	Page: **1**	of: **2**
Title: **Voluntary Inactivation of Certification**		
Regulatory Authority: **12VAC5-31-1630**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Inactivation of Certification -** Requests from providers desiring to permanently surrender or downgrade their current certification on a voluntary basis will not be processed except upon verification of their ineligibility for continued certification under these state EMS regulations (e.g.: criminal conviction, permanent disability, etc.).

1. Any provider holding a current EMS certification who is affiliated with a licensed EMS agency and no longer wishes to practice at their current level of certification; may request to have their certification placed in INACTIVE status by the Office.
   a. Requests for INACTIVE status will require a minimum INACTIVE period of one hundred eighty (180) days during which time requests for reinstatement to ACTIVE status will not be allowed.
2. A form provided by the Office must be used to make written notice to; and verify acknowledgment by; the provider's EMS agency OMD(s) of the provider's intent to seek INACTIVE status. OMD acknowledgment is required for all EMS agency affiliations.
   a. OMD acknowledgment is required only to verify that the EMS agency's OMD has been informed of the provider's request and does not represent the OMDs agreement or disagreement with the provider's decision to seek INACTIVE status.
3. Upon approval of the acknowledged requests, the provider will no longer be authorized to perform any procedure that requires EMS certification at the INACTIVE level under state EMS regulations. INACTIVE status does not however prohibit the provider from participation in continuing education programs for award of CE credit at an INACTIVE level.
   a. If the certification placed into INACTIVE status is an advanced life support or instructor level, the provider's certification will revert to the EMT-Basic level for the remainder of the INACTIVE certification period plus the two (2) additional years routinely provided with ALS certifications. Requests for transfer to a lower level of advanced life support certification will not be accepted; however a provider may

choose to certify at a lower level upon completion of the recertification requirements for the level.

b. If the certification placed into INACTIVE status is a basic life support level, the provider will be considered as holding no current state EMS certification. Requests for transfer down from EMT certification to the EMS First Responder level will not be accepted, however an provider may choose to certify down to that level upon completion of the recertification requirements for EMS First Responder.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-244**	Page: **1**	of: **1**
Title: **Reinstatement of Inactive Certification**		
Regulatory Authority: **12VAC5-31-1630**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. Any provider whose certification has been placed in INACTIVE status by the Office may request REINSTATEMENT of the INACTIVE certification using a form provided for this purpose after a minimum period of one hundred eighty (180) days.

1. Reinstatement of certification to ACTIVE status will require the approval of the OMD of the provider's licensed EMS agency before being processed by the Office. OMD approval is required for all EMS agency affiliations.
2. Approval for reinstatement of the provider's certification to ACTIVE status; will not obligate any EMS agency to authorize the provider to practice at the reinstated level.
3. Reinstatement of an INACTIVE certification will not be processed if the involved provider is not currently affiliated with a licensed EMS agency unless evidence is presented in writing from a licensed EMS agency demonstrating a need for current EMS certification as a condition of future employment or membership.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 300**	Page: **1**	of: **1**
Title: **ALS Training Fund Overview**		
Regulatory Authority: **12 VAC 5-31-1570**		
Date of Issue: **March 1, 2005**	Effective Date: **March 1, 2005**	

A. The Virginia Office of EMS Advanced Life Support Training Funds are designed to provide financial assistance for Virginia Certified Advanced Life Support EMS providers and Virginia Office of EMS (OEMS) approved Advanced Life Support Courses. These funds shall supplement local support for Advanced Life Support Courses.

B. The Advanced Life Support Training Funds are monies available for student expenses related to attending Advanced Life Support (ALS) EMS Certification programs, transition programs and continuing education programs whose lessons are based upon or resemble the learning objectives in the United States Department of Transportation's Intermediate-99 and Paramedic curricula and the Enhanced curricula as defined in 12VAC5-31. These funds are designed for non-profit entities and individuals participating in Virginia's EMS System.

C. The Advanced Life Support Training Funds (ALSTF) have been broken down into six (6) broad categories: tuition reimbursement, basic courses, transition courses, auxiliary programs, CAT 1 CE programs and EMT-I Site Accreditation.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 305**	Page: **1**	of: **2**
Title: **Individual Tuition Reimbursement Requirements**		
Regulatory Authority: **12VAC5-31-1570**		
Date of Issue: **March 1, 2005**	Effective Date: **July 1, 2005**	

A. Individual Reimbursement is provided for expenses incurred by students who attend initial programs which received funding from the ALSTF program.

B. Reimbursement will be awarded based upon tuition expenses incurred by the student (minus grants and scholarships) up to the maximum amount defined in ALSTF program.

   1. Funding for individual tuition reimbursement is determined by OEMS based upon the ALSTF tuition award formula:
      a. There are two different funding levels:
         i. Non-ALSTF funded initial programs
         ii. ALSTF funded initial programs
   2. All awards are subject to funding availability and are evaluated in the order received.

C. Individual requests for tuition reimbursement require that the applicant:

   a. be a Virginia Certified EMS provider at the level of the program for which tuition is requested. (If the program was a paramedic program, the applicant must have received Virginia Paramedic certification from that program.)
   b. determine and accurately report whether the certification program for which tuition is being requested received funds from the ALSTF program.
   c. submit a completed Advanced Life Support Training Fund Individual Tuition Reimbursement Application. Incomplete applications will be returned.
   d. be actively affiliated with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the applicant is seeking tuition reimbursement by submitting a Letter confirming agency affiliation on agency letterhead signed by the Agency's Chief Operations Officer (COO) including the COO's printed name and the agency's EMS License number. The letter must be dated.

e. ensure the submitted application is postmarked to the Virginia Office of EMS within six (6) months of the applicant receiving Virginia Certification at the level for which the tuition reimbursement is sought.

D. Falsification of information will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 310**	Page: **1**	of: **2**
Title: **Organizational Tuition Reimbursement Requirements**		
Regulatory Authority: **12VAC5-31-1570**		
Date of Issue: **March 1, 2005**	Effective Date: **July 1, 2005**	

A. Reimbursement is provided for tuition expenses incurred by EMS agencies or governmental organizations which pay for students to attend initial programs.

B. Reimbursement will be awarded based upon tuition expenses (minus grants and scholarships) up to the maximum amount defined in ALSTF program.

   1. Funding for organizational tuition reimbursement is determined by OEMS based upon the ALSTF tuition award formula:
      a. There are two different funding levels:
         i Non-ALSTF funded initial programs
         ii ALSTF funded initial programs
   2. All awards are subject to funding availability and are evaluated in the order received.

C. Organizational requests for tuition reimbursement require that the applicant:

   1. verify that the EMS Agency provided financial support for a Virginia Certified EMS provider to attend an ALS Training program for which tuition is requested. (If the program was a paramedic program, the provider must have received Virginia Paramedic certification from that program.)
   2. determine and accurately report whether the certification program for which tuition is being requested received funds from the ALSTF program.
   3. only submit for providers who are actively involved with a Virginia licensed EMS agency that is capable of delivering care at the level of certification for which the EMS Agency is seeking tuition reimbursement.
   4. submit a completed Advanced Life Support Training Fund Organizational Tuition Reimbursement Application. Incomplete applications will be returned.
   5. ensure the submitted the application for tuition reimbursement is received by the Virginia Office of EMS within six (6) months of the provider(s) receiving Virginia Certification at the level for which the tuition

reimbursement is sought. Applications not received within six-months will be returned and the request for reimbursement will be denied. Documents must be postmarked before the deadline in order to be accepted.

6. submit a separate application is required for each type of program tuition that is being requested. For example, do not group Paramedic and Intermediate applications together on one application.

D. Falsification of information will automatically nullify the tuition reimbursement request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 315**	Page: **1**	of: **1**
Title: **Individual Tuition Reimbursement Requirements for non-ALSTF Funded Programs**		
Regulatory Authority: **12VAC5-31-1570**		
Date of Issue: **March 1, 2005**	Effective Date: **July 1, 2005**	

A. This policy has been rescinded.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 320**	Page: **1**	of: **2**
Title: **Initial ALS Course Funding Requirements**		
Regulatory Authority: **12VAC5-31-1570**		
Date of Issue: **March 1, 2005**	Effective Date: **July 1, 2005**	

A. Funding available for any not for profit organizations. Non profit organizations include but are not limited to:
   1. Community Colleges
   2. 501 c 3 organizations
   3. Governmental Organizations
   4. Individuals who are not considered for profit entities.

B. Basic (Initial Training Programs) Course Funding requirements include:
   1. The program must satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
      a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
      b. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of instruction.
   2. The Contractor must:
      a. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Course Funding Contract for the appropriate type of course with the “Course Approval Request Form”.
      b. Submit appropriately, enrollment forms as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual.
      c. Electronically submit the web based “Course Student Disposition Report” to the Office of EMS within 10 days after the Course End Date but not before the program is completed.
      d. Assure students marked as passed on the “Course Student Disposition Report” have completed all course requirements and are eligible for certification examination.

C. Payment is processed upon:

1. First half funding payments will be made following receipt of enrollment forms for the funded course. First half funding is determined by OEMS based upon the ALSTF course funding formula.
2. Second half funding is based upon the number of students marked as “pass” or “incomplete” on the “Course Student Disposition Report” at the completion of the course and who certify through the OEMS. Second half funding is determined by OEMS based upon the ALSTF course funding formula.

D. Falsification of information will automatically nullify the course funding request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after course funding is awarded will require return of any awards and the possibility of appropriate legal action.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 330**	Page: **1**	of: **2**
Title: **Standard CE (CAT 1) Program Requirements ALS Training Funds**		
Regulatory Authority: **12VAC5-31-1570**		
Date of Issue: **March 1, 2005**	Effective Date: **July 1, 2005**	

A. This funding is to support Category 1 CE conducted in each Planning District.
   1. Funding shall be allocated by Planning District based upon the ALSTF program formula.
   2. Funding can only be used in the Planning District for which it is awarded.
      a. Funding is on a first come, first served basis
      b. Payments for completed Category 1 CE courses will be made until the allocated funds in each Planning District are exhausted.
      c. Invoices which are not paid due to insufficient funds in a Planning District will be held until the June 1 of the fiscal year. If, as of this date, there are unspent monies remaining in any one or more the 22 Planning Districts, these funds will be pooled together and outstanding invoices for Category 1 CE will be paid as funds are available.

B. Funding is made available to any not for profit organization. Non profit organizations include but are not limited to:
   1. Community Colleges
   2. 501 c 3 organizations
   3. Governmental Organizations
   4. Individuals who are not considered for profit entities.

C. Standard CE (CAT 1) Funding is for programs that:
   1. Satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
      a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
      b. The contracted course as specified in the Office of EMS Policy shall be conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of instruction.
   2. The Contractor must:

a. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Standard CE Funding Contract with the “Course Approval Request Form”.
b. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual.
c. Submit an invoice that includes the course number, a signed Summary CE Roster(s), and CE cards (in the same order as the roster), tri-folded for payment by one of the following modes:
    i. on the 20th day of each month when CE is taught; or
    ii. quarterly where payment requests must received by September 30, December 31, March 31, and June 15 during the fiscal year.

3. This funding program is to support Category 1 CE but does not include auxiliary programs or CE obtained by attending a “basic” course. Examples of Programs for which CE funds should not be used are:
    a. ST to E transition programs;
    b. CT to I transition programs;
    c. ACLS;
    d. BTLS;
    e. PHTLS;
    f. PALS;
    g. BTLS – Pediatric;
    h. PPEP;
    i. PPC;
    j. ATLS;
    k. NALS; and
    l. APLS

D. Payment is processed upon:
    1. Receipt of an invoice, CE scancards, and a Summary CE Roster as stated above in Section C, subsection 2. Funding is determined by OEMS based upon the ALSTF CE course funding formula.

E. Falsification of information will automatically nullify the course funding request and any subsequent requests for a period of five (5) years. OEMS reserves the right to pursue appropriate legal action. Falsification of information discovered after tuition reimbursement is awarded will require return of any awards and the possibility of appropriate legal action.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 335**	Page: **1**	of: **1**
Title: **Transition Program Requirements ALS Training Funds**		
Regulatory Authority: **12VAC5-31-1570**		
Date of Issue: **March 1, 2005**	Effective Date: **July 1, 2005**	

A. This funding is to support ALS Transition Programs conducted in the Commonwealth.
   1. Funding will be initiated upon completion and submission of a Summary Transition Roster, CE scancards for the transition program (in the same order as the roster), and an invoice.
      a. Funding can be paid on either a modular or full course basis.
      b. Standard class size is considered a minimum of 12 students.

B. Transition Program funding is for programs that:
   1. Satisfy all relevant requirements listed in the EMS Rules and Regulations 12 VAC 5-31, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
      a. The Contractor shall provide the Purchasing Agency with the services required as specified in 12 VAC 5-31 of EMS regulations and Office of EMS policies.
      b. The contracted course shall be conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of instruction.
   2. The contractor must:
      a. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Transition Program Funding Contract with the “Course Approval Request Form”.
      b. Indicate on the Course Approval Request Form that funding is requested.
      c. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual.
      d. Submit an invoice that includes the course number, a signed Summary Transition Roster, and CE cards (in the same order as the roster), tri-folded for payment at the end of the program.
   3. Payment is processed upon:
      a. Receipt of an invoice, a signed Summary Transition Roster, and CE cards (in the same order as the roster).
         i. This can be done once for the entire program, or

ii. This can be submitted for each module upon module completion.

b. If the number of students in the class falls below the minimum as specified in Section A above, then the funding amount for said course will be prorated using the following formula:

   i. The reimbursement rate for the course will be calculated at $35.00 / hour;

   ii. This figure will be divided by 12 (the minimum number of students) to determine a “per student rate” of reimbursement;

   iii. The “per student rate” will then be multiplied by the total number of students on the attached Summary Transition Roster who completed the course, not to exceed 11 students.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 340**	Page: **1**	of: **2**
Title: **Auxiliary Program Funding Requirements**		
Regulatory Authority: **12VAC5-31-1570**		
Date of Issue: **March 1, 2005**	Effective Date: **July 1, 2005**	

A. This funding is to support ALS Auxiliary Programs conducted in the Commonwealth.
   1. Funding will be initiated upon completion and submission of a Summary Auxiliary Roster, CE scancards for the auxiliary program (in the same order as the roster), and an invoice.
   2. Funding is for OEMS recognized medically oriented programs only, such as but not limited to:
      a. ACLS
      b. BTLS
      c. PHTLS
      d. PALS
      e. BTLS – Pediatric
      f. PPEP
      g. PPC
      h. ATLS
      i. NALS
      j. APLS

B. Auxiliary Program funding is for programs where:
   1. The program satisfies all relevant requirements listed in the EMS Regulations 12 VAC 5-31, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
      a. The Contractor provides the Purchasing Agency with the services required as specified by 12 VAC 5-31 of EMS regulations and Office of EMS policies.
      b. The contracted course is conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of instruction.

C. The Contractor shall:

1. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Auxiliary Program Funding Contract with the “Course Approval Request Form”.
2. Indicate on the Course Approval Request Form that funding is requested.
3. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual.
4. Submit an invoice that includes the course number, a signed Summary Auxiliary Roster, and CE cards (in the same order as the roster), tri-folded for payment at the end of the program.

D. Funding shall be based upon submission of:
   1. The number of Virginia Certified ALS providers completing the program as evidenced by the submission of a “Virginia Office of EMS Auxiliary Program Attendance Roster”;
      a. CE cards must be submitted with the roster. ***Note:*** Instructors may receive CE credit for an auxiliary course they teach/instruct, however they may not receive ALS Training Funds by submitting their name on the “Virginia Office of EMS Auxiliary Program Attendance Roster”; and
   2. Payment is processed upon receipt of an invoice, CE scancards and the Summary Auxiliary Roster for each completed program.
   3. Any course fee shall be reduced by $80 as demonstrated on the roster form.

E. Falsification of information will automatically nullify the course financial assistance request and any subsequent requests for a period of five (5) years for the Coordinator and / or designee. The Office of EMS reserves the right to pursue appropriate legal action. Falsification of information discovered after course funding is dispersed will require return of any awards and the possibility of appropriate legal action.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 345**	Page: **1**	of: **2**
Title: **Auxiliary Refresher Program Funding Requirements**		
Regulatory Authority: **12VAC5-31-1570**		
Date of Issue: **March 1, 2005**	Effective Date: **July 1, 2005**	

A. This funding is to support ALS Auxiliary Refresher Programs conducted in the Commonwealth.
   1. Funding will be initiated upon completion and submission of a Summary Auxiliary Refresher Roster, CE scancards for the auxiliary program (in the same order as the roster), and an invoice.
   2. Funding is for OEMS recognized medically oriented programs only, such as but not limited to:
      a. ACLS
      b. BTLS
      c. PHTLS
      d. PALS
      e. BTLS – Pediatric
      f. PPEP
      g. PPC
      h. ATLS
      i. NALS
      j. APLS

B. Auxiliary Transition Program funding is for programs where:
   1. The program satisfies all relevant requirements listed in the EMS Regulations 12 VAC 5-31, the EMS Administrative Training Manual, and the EMS Administrative ALSTF Manual.
      a. The Contractor provides the Purchasing Agency with the services required as specified by 12 VAC 5-31 of EMS regulations and Office of EMS policies.
      b. The contracted course is conducted as specified in 12 VAC 5-31, the EMS Training Programs Administration Manual and the criteria specified for the course of instruction.

C. The Contractor shall:

1. Submit a completed Virginia Office of EMS Advanced Life Support Training Fund Auxiliary Refresher Program Funding Contract with the “Course Approval Request Form”.
2. Indicate on the Course Approval Request Form that funding is requested.
3. Submit appropriately, all CE scancards as specified in 12 VAC 5-31 of EMS regulations, the EMS Administrative Training Manual.
4. Submit an invoice that includes the course number, a signed Summary Auxiliary Refresher Roster, and CE cards (in the same order as the roster), tri-folded for payment at the end of the program.

D. Funding shall be based upon submission of:
   1. The number of Virginia Certified ALS providers completing the program as evidenced by the submission of a “Virginia Office of EMS Auxiliary Refresher Program Attendance Roster”;
      a. CE cards must be submitted with the roster. ***Note:*** Instructors may receive CE credit for an auxiliary course they teach/instruct, however they may not receive ALS Training Funds by submitting their name on the “Virginia Office of EMS Auxiliary Program Attendance Roster”; and
   2. Payment is processed upon receipt of an invoice, CE scancards and the Summary Auxiliary Refresher Roster for each completed program.
   3. Any course fee shall be reduced by $40 as demonstrated on the roster form.

E. Falsification of information will automatically nullify the course financial assistance request and any subsequent requests for a period of five (5) years for the Coordinator and / or designee. The Office of EMS reserves the right to pursue appropriate legal action. Falsification of information discovered after course funding is dispersed will require return of any awards and the possibility of appropriate legal action.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T- 350**	Page: **1**	of: **2**
Title: **EMT-Intermediate Program Accreditation Requirements for ALS Training Funds**		
Regulatory Authority: **12VAC5-31-1570**		
Date of Issue: **March 1, 2005**	Effective Date: **July 1, 2005**	

A. Request for Accreditation funding will be administered based upon a contract between the EMT-I site candidate and the Office of EMS.

B. Funding through this program is to support programs working toward State Intermediate Accreditation.

C. EMT-Intermediate Programs will be funded as follows:

1. There will be no more than one funded program supported at the same time per Planning District in the state.
2. Multiple programs requesting funding at the same time will be resolved by the USPS postmark date on the contract envelope.
3. Funds will be provided as defined by the ALSTF work sheet for accreditation. Each payment will be made upon receipt of the documentation detailed in the contract which demonstrates that that aspect of the Intermediate Self Study has been completed.
4. Programs trying to establish accreditation shall be considered active for a period of five (5) years. During such time no other funding for the Planning District for a different site through the ALSTF will be permitted unless the original site completes the accreditation process and is awarded state accreditation.
5. This fund is seed money only and not intended for ongoing program support.
6. Funding will be initiated upon receipt from the candidate site to the Office of EMS the Application for Accreditation and the EMT-Intermediate Accredited Training Site funding contract.
7. All awards are subject to funding availability and are evaluated in the order received.

D. Falsification of information will automatically nullify the tuition re-imbursement request and any subsequent requests for five (5) years and the possibility of appropriate legal action. Falsification of information discovered after accreditation

funding is dispersed will require return if any awards and the possibility of appropriate legal action.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-400**	Page: **1**	of: **1**
Title: **EMS Provider Recertification Required**		
Regulatory Authority: **12VAC5-31-1490 and 12VAC5-31-1640**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Recertification Required** - Each individual holding EMS certification must recertify their credentials in order to continue to practice as an EMS provider in Virginia. Recertification of EMS credentials requires each individual to complete Continuing Education Program(s) approved by the Office and fulfill the recertification process specified in Section **T-208**. Continuing Education Programs will be assigned credit hours by the Office for each certification level as specified in Section **B** below.

1. Each provider is personally responsible for the accumulation and accurate timely reporting of continuing education program attendance to fulfill the requirements of Section **T-208** before expiration of an applicable certification or reentry period. Failure on the part of provider, other individuals or Course Coordinators to submit the necessary continuing education attendance records to the Office in a timely manner will not relieve the provider from these requirements nor be used as the sole grounds for seeking a "Variance" from state EMS regulations.

B. **Continuing Education Requirements**

1. The Office will determine the continuing education hour requirements for each certification level through consultation with the State EMS Advisory Board.
   a. Listings of the continuing education credit hour requirements for each certification level will be published by the Office and be made available to each individual provider.
2. Continuing education hours may be obtained either in a single program or any number of separate courses meeting the hour requirements for recertification of the specified certification level.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-405**	Page: **1**	of: **2**
Title: **Recertification Eligibility Notice**		
Regulatory Authority: **12VAC5-31-1690**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Recertification Eligibility Notice** - Upon accumulation of the required continuing education credit hours for a specified certification level, the Office will send a "Recertification Eligibility Notice" to the eligible provider that specifies the provider's current certification status and applicable expiration dates. This notice will be sent to the provider's last known address contained in the records of the Office.

1. If this "Recertification Eligibility Notice" is returned to the Office due to an incorrect or invalid address, the Office is not obligated to locate a provider seeking recertification.
2. Unless the recertification requirements specified by the Office are revised, a "Recertification Eligibility Notice", will remain valid until expiration of the full current certification period for the level indicated and/or the applicable two-year "Reentry" period as specified in Section **T-240**.

B. "Recertification Eligibility Notice" Status - There will be three versions of "Recertification Eligibility Notice" letters issued by the Office based upon the provider's recertification status as follows:

1. "Current Provider Status" - Issued to providers who have completed all continuing education requirements for recertification prior to the expiration of their certification at the involved training level who did not obtain Virginia certification based upon certification issued by another state or certifying organization that does not have a reciprocity agreement with Virginia.
2. "Reentry Provider Status" - Issued to providers whose certification has expired at the involved training level and who have completed all continuing education requirements for recertification either before or after the expiration of their certification but less than two-years following expiration.
3. "Legal Recognition Provider Status" - Issued to providers who obtained Virginia certification based upon certification issued by another state or certifying organization that does not have a reciprocity agreement with Virginia.

a. A “Recertification Eligibility Notice” of this type is issued to providers who have completed all continuing education requirements for recertification before or less than two-years after, the expiration of their certification at that training level.

4. All providers receiving a “Recertification Eligibility Notice” are required to satisfy the testing requirements of **T-204** or **T-208**, as applicable, to complete recertification.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-410**	Page: **1**	of: **2**
Title: **Documentation of Continuing Education**		
Regulatory Authority: **12VAC5-31-1680**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. Credited Course - Continuing education credit is only awarded to courses announced to the Office on "Course Approval Request Forms" prior to the course being conducted per Section **T-020** and other programs approved by the Office for award of CE through Category 3.

   1. A limited number of "other" programs may qualify for award of continuing education credits at the discretion of the Office. These programs include those conducted with approval from the Continuing Education Crediting Board for Emergency Medical Services (CECBEMS), other states and national EMS organizations.

      a. Approval of "other" programs will follow guidelines established by the Office through consultation with the State EMS Advisory Board.

B. Continuing Education Credit - Award of credit for attendance of a continuing education program will require that continuing education data be submitted in an Office approved format.

C. Continuing Education Documentation - The Office maintains a computerized system for tracking the submission and award of continuing education credit hours for each provider. Only those continuing education hours accurately submitted and recorded by the Office will be counted toward fulfillment of a provider's requirements for recertification.

   1. The Office is not responsible for information contained in this database caused by inaccurate or incomplete submission of continuing education program attendance records, nor for the failure of the provider or any Course Coordinator to submit the records as required by state EMS regulations.

D. Continuing Education Reports - The Office will provide "Continuing Education Reports" to providers:

   1. The Office makes available to licensed EMS agencies a subscription program for their purchase of duplicate "Continuing Education Reports" for providers who are affiliated with the EMS agency.
   2. The Office makes provider "Continuing Education Reports" available via the Internet at the Office of EMS web site (www.vdh.virginia.gov/oems). The database for "Continuing

Education Reports" printed from the web site may be up to seventy-two (72) hours delayed from the Office of EMS primary records system. "Continuing Education Reports" printed from the web site do not include a "Recertification Eligibility Notice".

3. Once all continuing education requirements have been fulfilled, the provider will receive a cumulative "Continuing Education Report" along with their "Recertification Eligibility Notice" per **T-405**.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-500**	Page: **1**	of: **1**
Title: **Basic Life Support Certification Course Attendance Requirements**		
Regulatory Authority: **12VAC5-31-1310**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Minimum Classroom Attendance Requirements** - Students must be present for a minimum of eighty five percent (85%) of the didactic and practical aspects of the course. However, failure to be present and successfully fulfill all skill and knowledge evaluations may still prohibit a student from course completion.

B. **Recertification Program** – Each student must complete all continuing education hour requirements as specified by the Office.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-505**	Page: **1**	of: **2**
Title: **EMS First Responder Certification Program Description**		
Regulatory Authority: **12VAC5-31-1310, 12VAC5-31-1040**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

The EMS First Responder Training Program was developed to provide training in the provision of emergency care for those who are likely to be the first medical personnel responding to the scene of an accident, fire, or medical emergency. In defining the course scope and emphasis, it was determined that the individual needs to possess much of the same knowledge of patient care as the Emergency Medical Technician, but not the same equipment skill proficiency.

While patient care is not typically the EMS First Responder's primary responsibility, this training is appropriate for professionals such as firefighters, law enforcement officers, school bus drivers, postal employees, and large segments of industry such as miners or factory workers.

Since the EMS First Responder will not be routinely involved in patient transports, the course emphasizes development of skills in patient assessment and emergency medical care procedures while minimizing instruction in the use of equipment and medical supplies. Certified EMS First Responders may serve as the attendant-in-charge of a Non-Transport EMS Response Vehicle as required in **12VAC5-31 Part II** of state EMS regulations.

A. **Performance Standards** - Upon successful completion of the training program, the student will be capable of performing the following functions:
   1. Recognize the nature and seriousness of a patient's medical condition or injuries to assess the need for emergency medical care.
   2. Administer appropriate emergency medical care to stabilize the patient's condition until the arrival of higher trained individuals.
   3. Lift, move, position and otherwise handle the patient in a way as to minimize discomfort and further injury.

B. **Course Topics -** The EMS First Responder curriculum will be the Virginia

C. Standard Curriculum for the EMS First Responder (1997 edition) as approved by the Office.

D. **Skills Proficiency** - With regard to equipment and material the EMS First Responder will be

trained and be proficient in all skills described in the Virginia Standard Curriculum for the EMS First Responder (1997 edition) approved by the Office. (See the "Emergency Medical Services Procedures Schedule" and the "Emergency Medical Services Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**

E. **Automated External Defibrillation** - EMS First Responders not affiliated with a licensed EMS agency or registered Early Defibrillation Service are not authorized to perform Automated External Defibrillation unless they practice under the direction of a licensed physician (as authorized by any applicable sections of the *Code of Virginia*).

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-510**	Page: **1**	of: **1**
Title: **EMS First Responder Program Length**		
Regulatory Authority: **12VAC5-31-1310**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. Didactic - The EMS First Responder basic training program consists of a minimum of 40 hours of classroom training (lecture and practical skills instruction). The EMS First Responder recertification training program will consist of a minimum number of hours of didactic training or an equivalent, as approved by the Office.

B. Clinical Rotations - Clinical rotations are not required of the EMS First Responder student in initial or recertification courses.

A. **Practical Examination Stations** - Candidates taking the EMS First Responder practical examination will complete the following Practical stations:

1. Trauma Emergencies
2. Basic Life Support

B. **Written Examination Description** - Candidates taking the EMS First Responder written examination must complete a standardized examination created and administered by the Office.

1. This exam will consist of all multiple-choice questions.
2. Candidates will be allowed a maximum of one hour for each fifty questions to complete this examination unless the Office has granted an accommodation.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-520**	Page: **1**	of: **1**
Title: **EMS First Responder Bridge Process Description**		
Regulatory Authority: **12VAC5-31-1310, 12VAC5-31-1040**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

The EMS First Responder Bridge training process is not a separate course of instruction but rather a method for a currently certified EMS First Responder to gain certification at the Emergency Medical Technician level through completion of selected components of the full EMT training curriculum.

A. **Course Topics -** The EMS First Responder Bridge curriculum will be based upon the U.S. Department of Transportation National Standard Curriculum for the EMT-Basic and the bridge program curriculum approved by the Office.

B. **Skills Proficiency** - With regard to equipment and materials, the student completing the

C. EMS First Responder Bridge training program will be trained and proficient in all skills described in the U.S. Department of Transportation National Standard Curriculum for the EMT-Basic approved by the Office. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-525**	Page: **1**	of: **1**
Title: **EMS First Responder Bridge Process Length**		
Regulatory Authority: **12VAC5-31-1310**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. The EMS First Responder Bridge curriculum will be the U. S. Department of Transportation National Standard Curriculum for the EMT-Basic (1994 edition)or a bridge program derived from this curriculum approved by the Office.

B. The EMS First Responder Bridge program must minimally adhere to the U. S. Department of Transportation National Standard Curriculum for the EMT-Basic (1994 edition) and any additions, deletions or other modifications approved by the Office.

C. Didactic - The EMS First Responder Bridge program will involve a minimum of 80 hours of classroom instruction (lecture and practical skills instruction).

D. Clinical/Field Rotations - The EMS First Responder Bridge program will involve a Clinical/Field Rotation as outlined in Section **T-555** for all EMT students.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-530**	Page: **1**	of: **1**
Title: **EMS First Responder Bridge Attendance Requirements**		
Regulatory Authority: **12VAC5-31-1310**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Attendance** - EMS First Responders attending an EMT-Basic course must be present for a minimum of eighty five percent (85%) of the required didactic and practical aspects of the Bridge program. However, failure to be present and successfully fulfill all skill and knowledge evaluations may still prohibit a student from course completion.

B. **Program Length** - EMS First Responders attending an EMT-Basic course may be required to attend more class hours than the minimum number listed in the program outline due to variation in individual EMT course scheduling and order of presentations.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-535**	Page: **1**	of: **1**
Title: **Prerequisites for Enrollment in EMS First Responder Bridge**		
Regulatory Authority: **12VAC5-31-1310**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Prerequisites** - Students must meet all requirements set forth in **12VAC5-31-1450.**

B. **Current Certification Required** – Hold current certification as an EMS First Responder issued by the Office.

C. **Course Enrollment** - Acceptance into an Emergency Medical Technician course by the Course Coordinator.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-540**	Page: **1**	of: **1**
Title: **EMS First Responder Bridge Certification Examinations**		
Regulatory Authority: **12VAC5-31-1310**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Practical Examination** - Candidates completing the EMS First Responder Bridge program must complete the current Emergency Medical Technician practical examination created and administered by the Office.

B. **Written Examinations -** Candidates completing the EMS First Responder Bridge program must complete all sections of the current Emergency Medical Technician written examination created and administered by the Office.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-545**	Page: **1**	of: **1**
Title: **EMS First Responder Bridge Final Certification**		
Regulatory Authority: **12VAC5-31-1310**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

Following successful completion of testing, certification as an Emergency Medical Technician will be issued for a period of four years from the month of issuance. Upon certification, all standards and recertification requirements for Candidates completing the full initial Emergency Medical Technician training program will apply.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-550**	Page: **1**	of: **2**
Title: **Emergency Medical Technician Certification Program Description**		
Regulatory Authority: **12VAC5-31-1310, 12VAC5-31-1040**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

The Emergency Medical Technician (EMT) course was developed in an effort to provide training to prepare an individual to function independently in an emergency. It is also designed to provide the basic knowledge and understanding needed to progress to more advanced levels of prehospital patient care.

The course is designed to train individuals to the level of Emergency Medical Technician (EMT) to serve as a vital link in the chain of the health care team. It is recognized that the majority of prehospital emergency care will be provided by the Emergency Medical Technician. This includes all skills necessary for the individual to provide emergency medical care as an attendant-in-change with a basic life support level ambulance service or other specialized rescue service.

A. **Performance Standards** - Upon successful completion of the training program, the student will be capable of performing the following functions:
   1. Recognize the nature and seriousness of the patient's condition or extent of their injuries to assess requirements for emergency care.
   2. Administer appropriate emergency care to stabilize the patient's condition.
   3. Lift, move, position and otherwise handle the patient in a way as to minimize discomfort and further injury.

B. **Course Topics -** The EMT curriculum will be based upon the U.S. Department of Transportation National Standard Curriculum for the EMT-Basic (1994 edition), 2002 Supplemental Airway Modules for the 1994 EMT Basic: NSC and the Virginia MCIM Module 1 and any additions, deletions or other modifications approved by the Office.

C. **Skills Proficiency** - With regard to equipment and materials, the EMT will be trained and proficient in all skills described in the U.S. Department of Transportation National Standard Curriculum for the EMT-Basic approved by the Office. (See the "Emergency Medical Services Procedures Schedule" and the "Emergency Medical Services Medications

Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**

D. **Automated External Defibrillation and Medication Administration**

1. EMTs practicing with a licensed EMS agency are authorized to perform Automated External Defibrillation in those settings under the direction of a licensed physician serving as their EMS agency's OMD.
2. EMTs affiliated with a licensed EMS agency are authorized to perform Assisted Medication Administration or other Advanced Skills only under the direction of a licensed physician serving as their EMS agency's OMD.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-555**	Page: **1**	of: **2**
Title: **Emergency Medical Technician Program Length**		
Regulatory Authority: **12VAC5-31-1310**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. Didactic - The Emergency Medical Technician basic training program consists of a minimum of 111 hours of classroom instruction (lecture and practical skills instruction).

B. Clinical/Field Rotations - Ten hours of clinical training brings the total course time to a minimum of 121 hours.

1. **Rotation Requirements** - Each student completing the Emergency Medical Technician basic training program must complete ten (10) hours of clinical or field rotations. The Course Coordinator must have individual student records evidencing completion of the clinical rotations available for review by the Certification Examiner at the examination test site. The "Clinical Training Record" form found in the Appendix must be utilized for this purpose by the Course Coordinator.
2. **Rotation Procedures** - Clinical/Field rotations may be completed through supervised observation or participation in one; or a combination of; the three options described below:
   a. Observation in an approved hospital emergency department or other hospital department that treats emergency conditions. If hospital regulations allow students to observe in areas such as Surgery, Obstetrics, Psychiatry, etc., time spent these departments may be included in the ten (10) hour requirement.
   b. Observation with a licensed EMS agency on a fully staffed ambulance. This observation period must include response to a minimum of two (2) incidents involving patient contact and may require greater than ten (10) hours to accomplish.
   c. Participation in simulated emergency scenarios that demonstrate the types of situations likely to be encountered by the student in their work environment. Use of this option will require prior written approval from the Office.
      i. Requests for use of simulated emergency scenarios must be submitted in writing along with the initial Course Approval Request. Request must include a detailed description of the scenarios proposed, schedule for conducting the reviews and

specific justification of why options a. and b. above are not reasonably available or practical for this course.

A. **Practical Examination Stations** - Candidates completing the Emergency Medical Technician Training Program must successfully complete the following practical stations for the assessment and management of:

1. Trauma Emergencies
2. Medical Emergencies
3. Basic Life Support

B. **Written Examinations** - Candidates taking the EMT written examination must complete a standardized exam prepared by the Office.

1. This exam will consist of all multiple-choice questions.
2. Candidates will be allowed a maximum of one hour for each fifty questions to complete this examination unless the Office has granted special accommodations.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-565**	Page: **1**	of: **1**
Title: **Emergency Medical Technician Advanced Clinical Skills Programs**		
Regulatory Authority: **12VAC5-31-1310, 12VAC5-31-1040**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

Certified Emergency Medical Technicians may complete training in certain advanced clinical skills with the approval of their Operational Medical Director. (See the "Emergency Medical Services Procedures Schedule" and the "Emergency Medical Services Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**

A. **Allowed Skills** – optional advanced clinical skills training that may be available at the EMT level can be found in the "Emergency Medical Services Procedures Schedule" and the "Emergency Medical Services Medication Schedule".

B. **Agency Affiliation Requirement** - EMTs not affiliated with a licensed EMS agency are not eligible for enrollment in these advanced clinical skills training programs.

C. **Multiple Agency Affiliation** - EMTs trained in any advanced clinical skill and are affiliated with multiple licensed EMS agencies may only perform the advanced skills when practicing with those agencies whose Operational Medical Director has authorized the practice with that agency.

   1. The approval of one Operational Medical Director to allow performance of any advanced clinical skill(s) with one agency does not authorize the individual to perform these skill(s) when practicing with another agency. Likewise, refusal to authorize any advanced clinical skill(s) by one agency's Operational Medical Director will not limit the authority of another agency's Operational Medical Director to permit these skill(s) with the other agency.

D. **Loss of Agency Affiliation** - EMTs who are no longer affiliated with a licensed EMS agency may not continue to perform Automated External Defibrillation, Assisted Medication Administration or any other advanced skill(s). (See also Section **T-550 D.)**

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-600**	Page: **1**	of: **1**
Title: **Authorized Advanced Life Support Certification Courses**		
Regulatory Authority: **12VAC5-31-1320**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. There will be three (3) Advanced Life Support training programs authorized for issuance of certification in Virginia. These training programs are:
   1. EMT-Enhanced
   2. EMT-Intermediate
   3. EMT-Paramedic

B. Effective July 1, 2004 all training programs leading to initial Advanced Life Support certification approved for instruction by the Office must utilize the approved curricula for the EMT-Enhanced, EMT-Intermediate or EMT-Paramedic certification levels.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-605**	Page: **1**	of: **2**
Title: **Advanced Life Support Course Attendance Requirements**		
Regulatory Authority: **12VAC5-31-1320**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. **Minimum Classroom Attendance Requirements** - Students must be present for a minimum of eighty five percent (85%) of the didactic and practical aspects of the course. However, failure to be present and successfully fulfill all skill and knowledge evaluations may still prohibit a student from course completion.

B. **Clinical Attendance Requirements (Competencies)-** Students must complete all healthcare facility clinical requirements for the program. All clinical requirements must be met in the appropriate precepted clinical setting.

1. Clinical rotations must be aimed at developing entry-level competence in psychomotor skills, application of skills and knowledge to actual patient situations, experience of adequate patient contacts to serve as a base for clinical decision making, and role modeling of the professional attitudes and behaviors exhibited by practicing healthcare providers.
2. Clinical instruction must begin early enough in the program to allow for maximum application of other subjects and provide for sufficient practice to develop competence in clinical skills.
3. Use of skill workshops, scenarios, and/or research papers will not substitute for missed clinical rotations.

C. **Skills Competency Requirements** – Students must successfully demonstrate competency to perform all required skills in the quantities specified by the Office for the level of the training program attended. Use of training manikin practice may not substitute for performance of skills involving actual patients in a clinical setting except as allowed by the Office.

D. **Field Internship Attendance Requirements** - Students must complete all field internship requirements for the program. All field internship requirements must be met in a precepted field setting as defined by the Office under the supervision of the program's Physician Course Director.

1. The field internship will verify that the student has achieved entry level competence, and

is able to serve as team leader in a variety of prehospital advanced life support emergency medical situations.

2. Enough of the field internship must occur following the completion of the didactic and clinical phases of the program to assure that the student has achieved the desired didactic and clinical competencies of the curriculum. Some didactic material may be taught concurrent with the field internship.
3. Use of skill workshops, scenarios, and/or research papers will not substitute for missed field internship rotations.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-610**	Page: **1**	of: **2**
Title: **Authorized Transitional ALS Certification Courses**		
Regulatory Authority: **12VAC5-31-1320**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. There are two (2) Transitional Advanced Life Support Training Programs authorized for issuance of certification in Virginia until all current providers at these training levels have transitioned to the replacement training levels listed. These training programs are:
   1. EMT-Shock Trauma (Transitions to EMT-Enhanced)
   2. EMT-Cardiac (Transitions to EMT-Intermediate)

B. Effective January 1, 2003, all providers currently certified at the EMT-Shock Trauma or EMT-Cardiac training levels will be allowed to recertify until December 31, 2005 at their current certification level. Following completion of recertification, all EMT-Shock Trauma or EMT-Cardiac level providers desiring to maintain advanced life support certification will be required to complete the designated "Transition" continuing education program to gain certification at the corresponding replacement training program level listed above. If any EMT-Shock Trauma or EMT-Cardiac level provider has not completed a Transition program by December 31, 2008 their certification at the EMT-Shock Trauma or EMT-Cardiac level will expire and they will revert to EMT-Basic certification.

C. Currently certified Shock Trauma Technicians taking an initial EMT-Enhanced Program or currently certified Cardiac Technicians taking an initial EMT-Intermediate Program who have successfully completed the entire initial program as indicated on the Course Student Disposition Report (CSDR) form, may use this initial training program completion in lieu of a transition program provided they make this request in writing to the ALS Training Specialist.

D. Effective December 31, 2003, no initial EMT-Shock Trauma or EMT-Cardiac training programs may be started.

E. Effective June 30, 2004, all didactic instruction of training programs leading to certification at the EMT-Shock Trauma or EMT-Cardiac training levels must have been completed by this date.

F. Effective December 31, 2004 all providers currently enrolled in a training program leading to certification at the EMT-Shock Trauma or EMT-Cardiac training levels must have begun the

certification testing process. Students in these programs must have completed all clinical requirements for certification testing eligibility as of this date.

G. Effective December 31, 2005 all providers currently enrolled in a training program leading to certification at the EMT-Shock Trauma or EMT-Cardiac training levels or attempting to recertify at these levels must have completed all allowed attempts at certification testing. As of this date EMT-Shock Trauma or EMT-Cardiac certification exams will no longer be offered at any state test sites.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-615**	Page: **1**	of: **1**
Title: **Authorized Transitional ALS Certification Course Descriptions**		
Regulatory Authority: **12VAC5-31-1320**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. The two (2) Transitional Advanced Life Support Training Programs authorized for issuance of certification in Virginia are described as follows:

   1. The EMT-Shock Trauma certification level allows use of specified ALS knowledge and skills in areas of the state that do not have the capability or desire to provide EMT-Cardiac, EMT-Intermediate or EMT-Paramedic level care or who desire to train personnel to supplement the practice of higher trained personnel. The course provides training for certified EMTs and prepares them to function in an emergency medical situation by providing the basic knowledge and understanding of Advanced Life Support decision making and the appropriate use of limited ALS skills. This program does not include the full range of didactic knowledge and skills of an EMT-Enhanced.
   2. The EMT-Cardiac certification level allows use of specified ALS knowledge and skills in areas of the state that do not have the capability or desire to provide EMT-Paramedic level care. This program does not include the full range of didactic knowledge and skills of an EMT-Intermediate.

B. The EMT-Shock Trauma curriculum will be the Virginia Advanced Life Support Curriculum for Shock Trauma and Cardiac (1990 edition) as approved by the Office.

C. The EMT- Cardiac curriculum will be the Virginia Advanced Life Support Curriculum for Shock Trauma and Cardiac (1990 edition) as approved by the Office.

D. Successful completion of the EMT-Shock Trauma and EMT-Cardiac courses will require the successful completion of in-course skills assessment examination created and administered by the Course Coordinator with approval by the program's Physician Course Director. The program's Physician Course Director will make final decisions on each student's final course completion.

E. Final certification for the EMT-Shock Trauma and EMT-Cardiac courses will be awarded upon successful completion of written examinations created and administered by the Office.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-620**	Page: **1**	of: **1**
Title: **EMT-Enhanced Certification Program Description**		
Regulatory Authority: **12VAC5-31-1320, 12VAC5-31-1040**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

The EMT-Enhanced certification level allows use of specified ALS knowledge and skills in areas of the state that do not have the capability or desire to provide EMT-Intermediate or EMT-Paramedic level care or who desire to train personnel to supplement the practice of higher trained personnel. The course provides training for certified EMTs and prepares them to function in an emergency medical situation by providing the basic knowledge and understanding of Advanced Life Support decision making and the appropriate use of limited ALS skills.

A. The EMT-Enhanced curriculum will be the Virginia Standard Curriculum for the EMT-Enhanced (2001 edition) as approved by the Office.

B. The EMT-Enhanced course will be based upon lessons and objectives derived from the U. S. Department of Transportation National Standard Curriculum for the EMT-Intermediate (1999 edition) and any additions, deletions or other modifications approved by the Office.

C. Certification for the EMT-Enhanced course will be awarded upon successful completion of written and practical examinations created and administered by the Office.

D. **Skills Proficiency** - With regard to equipment and materials, the EMT-Enhanced will be trained and proficient in all skills described in the Virginia Standard Curriculum for the EMT-Enhanced (2001 edition) approved by the Office. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**

E. EMT-Enhanced certification practical testing will follow the NREMT practical testing guidelines and will included the following practical stations:

1. Patient Assessment - Trauma
2. Patient Assessment – Medical
3. Ventilatory Management – Adult
4. Dual Lumen Airway Device (Combitube® or PTL®)
5. Intravenous and IV Bolus Medication Therapy

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-625**	Page: **1**	of: **1**
Title: **EMT-Intermediate Certification Program Description**		
Regulatory Authority: **12VAC5-31-1320, 12VAC5-31-1040**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

The EMT-Intermediate certification level allows use of specified ALS knowledge and skills in areas of the state that do not have the capability or desire to provide EMT-Paramedic level care or who desire to train personnel to supplement the practice of higher trained personnel. The course provides training for certified EMTs and prepares them to function in an emergency medical situation by providing the basic knowledge and understanding of Advanced Life Support decision making and the appropriate use of ALS skills.

A. The EMT-Intermediate curriculum will be the U. S. Department of Transportation National Standard Curriculum for the EMT-Intermediate (1999 edition) or a bridge program curriculum approved by the Office.

B. **Course Topics -** The EMT-Intermediate course must minimally adhere to the U. S. Department of Transportation National Standard Curriculum for the EMT-Intermediate (1999 edition) and any additions, deletions or other modifications approved by the Office.

C. Certification for the EMT-Intermediate course will be awarded through reciprocity upon successful completion of written and practical examinations created and administered by the National Registry of Emergency Medical Technicians. **(See T-234)**

D. **Skills Proficiency** - With regard to equipment and materials, the EMT-Intermediate will be trained and proficient in all skills described in the U.S. Department of Transportation National Standard Curriculum for the EMT-Intermediate approved by the Office. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-630**	Page: **1**	of: **1**
Title: **EMT-Paramedic Certification Program Description**		
Regulatory Authority: **12VAC5-31-1320, 12VAC5-31-1040**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

The EMT-Paramedic certification level prepares providers to deliver the highest level of prehospital emergency care using basic and advanced life support techniques.

A. The EMT-Paramedic curriculum will be the U. S. Department of Transportation National Standard Curriculum for the EMT-Paramedic (1998 edition) or a bridge program curriculum approved by the Office.

B. **Course Topics -** The EMT-Paramedic course must minimally adhere to the U. S. Department of Transportation National Standard Curriculum for the EMT-Paramedic (1999 edition) and any additions, deletions or other modifications approved by the Office.

C. Certification for the EMT-Paramedic course will be awarded through reciprocity upon successful completion of written and practical examinations created and administered by the National Registry of Emergency Medical Technicians. **(See T-234)**

D. **Skills Proficiency** - With regard to equipment and materials, the EMT-Paramedic will be trained and proficient in all skills described in the U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic approved by the Office. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-635**	Page: **1**	of: **1**
Title: **Authorized Advanced Life Support Bridge Courses**		
Regulatory Authority: **12VAC5-31-1320, 12VAC5-31-1050**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. Bridge courses are designed to allow a candidate to advance from a lower level of ALS certification to a higher level of ALS certification or for a Virginia licensed Registered Nurse to bridge to the EMT-Paramedic certification level. The bridge curriculum recognizes current certification or licensure by allowing previous training to meet specified learning objectives in the training program level, thereby shortening the length of the curriculum.

1. EMT-Enhanced to EMT-Intermediate Bridge
2. EMT-Intermediate to EMT-Paramedic Bridge
3. Registered Nurse to EMT-Paramedic Bridge
4. EMT-Shock Trauma to EMT-Cardiac **(See T-710)**

B. All Bridge programs must use the minimum training curriculum approved by the Office for the certification level of the program.

C. All other matters dealing with bridge courses will follow sections **T-640**, **T-650** **and** **T-655**.

D. **Skills Proficiency** - With regard to equipment and materials, the bridge program student will be trained and proficient in all skills described in the corresponding curricula approved by the Office. (See the "Emergency Medical Services Procedure and Medication Schedule" for specific essential and allowed optional skills for this certification level, if applicable.) **(See T-200)**

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-640**	Page: **1**	of: **1**
Title: **Registered Nurse to EMT-Paramedic Bridge Prerequisites**		
Regulatory Authority: **12VAC5-31-1460**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. In addition to the general prerequisites for ALS course enrollment listed in Section **12VAC5-1460**, to be eligible to attend a Registered Nurse to EMT-Paramedic Bridge training program leading to EMT-Paramedic certification, prospective students who are Registered Nurses must be able to document compliance with and/or demonstrate their ability to perform the following prerequisites:
   1. The candidate must be currently licensed as a Registered Nurse (RN) in Virginia.
      a. Registered Nurses licensed only by another state must seek approval for enrollment from the Office.

B. The candidate must currently hold certification as a Virginia EMT-Basic or higher certification.

C. The candidate must be currently participating as an active EMS field provider or actively working as an RN.

D. The term “active” as used above for both the field provider and RN is defined as a minimum average of eight (8) hours a week over the two previous years or a total of eight hundred thirty-two (832) hours <u>within the previous two years</u> (8 hours / week X 2 years = 832 hours).

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-645**	Page: **1**	of: **1**
Title: **Registered Nurse to EMT-Paramedic Bridge Curriculum**		
Regulatory Authority: **12VAC5-31-1320**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. The R.N. to EMT-Paramedic Bridge curriculum will be the U. S. Department of Transportation National Standard Curriculum for the EMT-Paramedic (1998 edition) or a bridge program derived from this curriculum approved by the Office.

B. The R.N. to EMT-Paramedic Bridge program must minimally adhere to the U. S. Department of Transportation National Standard Curriculum for the EMT-Paramedic (1998 edition) and any additions, deletions or other modifications approved by the Office.

C. The student will receive formal instruction in all the objectives listed in the EMT-Paramedic curriculum as recognized by the Office either through an accredited EMT-Paramedic course or through a recognized nursing education program.

D. All learning objectives will be provided to each R.N. to EMT-Paramedic student with the understanding that although all the objectives will not be reviewed in the bridge course, the student is responsible for all knowledge and skills included in the EMT-Paramedic curriculum at the time of certification testing.

E. Certification for the R.N. to EMT-Paramedic Bridge course will be awarded through reciprocity upon successful completion of written and practical examinations created and administered by the National Registry of Emergency Medical Technicians. **(See T-234)**

F. Program Length - The R.N. to EMT-Paramedic Bridge candidate must meet all requirements as established in Section C above. Hours of instruction required to satisfy the didactic and clinical requirements of this program will be based upon those of the U.S. Department of Transportation National Standard Curriculum for the EMT-Paramedic (1998).

G. Attendance Requirements - The R.N. to EMT-Paramedic Bridge candidate must meet all requirements as established in Section **T-650**.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-650**	Page: **1**	of: **2**
Title: **Advanced Life Support Course Standards**		
Regulatory Authority: **12VAC5-31-1320, 12VAC5-31-1040**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Performance Standards** - Upon successful completion of an advanced life support training program, the student will be capable of performing the following functions:

1. Assess and recognize the nature and seriousness of the patient's condition or extent of their injuries and determine their immediate medical needs.
2. Initiating and continuing emergency medical care under medical control, including the recognition of presenting conditions and initiation of appropriate invasive and noninvasive therapies and assessing the response of the patient to that therapy.
3. Exercise personal judgment to follow prearranged medical protocols in case of interruptions in medical direction caused by communications failure or in cases of immediate life-threatening conditions.
4. Lift, move, position and otherwise handle the patient in a way as to minimize discomfort and further injury.
5. The student will be proficient in all basic skill requirements established for the EMT certification level.
6. The student will be proficient in all additional advanced skill requirements established for the program.

B. **Skills Proficiency** - The Advanced Life Support provider will be trained and proficient in all skills described in the applicable curriculum approved by the Office and in all skills required of a certified EMT. (See the "Emergency Medical Services Procedures Schedule" and the "Emergency Medical Services Medications Schedule" for specific essential and allowed optional skills for this certification level.) **(See T-200)**

C. **Didactic Additions to the Curriculum** - Lesson material can be added to the core curriculum only as approved by the Physician Course Director.

D. **Skill and Medication Additions to the Curriculum** - Only those medical procedures and medications included in the "Emergency Medical Services Procedures Schedule" and the "Emergency Medical Services Medications Schedule" may be instructed in any advanced life support training program, if applicable. Additions to the program curricula may only be

included that are authorized by the Office and deemed necessary by the Physician Course Director.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-655**	Page: **1**	of: **1**
Title: **Advanced Life Support Program Length**		
Regulatory Authority: **12VAC5-31-1320**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Didactic** - All advanced life support training programs must satisfy all learning objectives and adhere to all minimum hourly requirements included in the basic curriculum approved by the Office.

B. **Clinical** - All advanced life support training programs must meet the minimum number of skill proficiencies and clinical contact hours as established by the Office.

C. **Field Internship** - All advanced life support training programs must meet the minimum number of skill proficiencies and field contact hours as established by the Office.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-660**	Page: **1**	of: **2**
Title: **NREMT PARAMEDIC ENDORSEMENTS**		
Regulatory Authority: **12VAC5-31-1320**		
Date of Issue: **June 1, 2004**	Effective Date: **March 1, 2005**	

A. Physician Assistants (P.A.) and/or Nurse Practitioners (N.P.), based on prior education and experience, may receive Virginia endorsement to sit for the National Registry of EMTs Paramedic written and practical examinations after providing verification of successful completion of the following criteria:

1. The P.A. and/or N.P. may be allowed, with written permission from the Office, to complete the thirty-six (36) hour EMT-Basic continuing education (CE) hours and successfully complete the EMT-Basic written and practical certification examination (See T-238) or currently be Virginia certified as an EMT-Basic.
2. The P.A. and/or the N.P. must receive endorsement from an EMS physician who verifies the candidate satisfies the *Paramedic Competencies* by completing the *Physician Assistant and Nurse Practitioner Paramedic Program Competency Summary and Team Leader* form #EMS-TR-37.
3. Team Leader Skills must be completed and the candidate verified as competent per form #EMS-TR-37.
4. The completed form #EMS-TR-37 and a copy of licensure issued by the Virginia Department of Health Professions must be forwarded to the Office of EMS to the attention of the ALS Training Specialist.
5. Upon submission of the form #EMS-TR-37, the Office may provide a letter of endorsement to the NREMT in support of the candidate to sit for the NREMT Paramedic written and practical examinations. This letter of endorsement will be sent to the candidate.
6. The candidate should submit the Virginia letter of Endorsement with the NREMT application to the NREMT.

B. Third (3rd) and fourth (4th) year Medical Students, Dentists or Chiropractors may receive Virginia endorsement to sit for the National Registry of EMT Paramedic written and practical examinations after providing successful completion of the following criteria:

1. Must possess or have possessed Pre-Hospital ALS certification that must not have expired more than 24 months prior to submission.
2. Must be currently certified as a Virginia EMT-Basic. (Refer to T-238 if not currently certified as an EMT-Basic in Virginia.)
3. Third and fourth year Medical Students must submit a copy of their official medical school transcripts. Dentists or Chiropractors must submit to the Office a copy of their license to practice in Virginia.
4. Upon submission of the form #EMS-TR-37, the Office may provide a letter of endorsement to the NREMT in support of the candidate to sit for the NREMT Paramedic written and practical examinations. This letter of endorsement will be sent to the candidate.
5. The candidate should submit the Virginia letter of Endorsement with the NREMT application to the NREMT.

A. Individuals who meet the prerequisites for EMT-Instructor Candidates may take the written pretest examination at any scheduled state Consolidated Test Site upon presentation of current EMS certification at the EMT-Basic level or above.

B. Upon successful completion of the written pretest examination but before proceeding to the practical pretest examination stage an Instructor Candidate must (on a form provided for this purpose by the Office) provide the Office with the following:

1. If the Instructor Candidate is affiliated with a licensed EMS agency, a recommendation from the agency's Operational Medical Director supporting the individual's application for further testing.
2. If the Instructor Candidate is not affiliated with a licensed EMS agency, they must provide BOTH:
   a. A recommendation from an endorsed EMS Physician supporting the individual's application for further testing.
   b. A statement from their employer or perspective employer attesting to the need for Instructor certification to fulfill the EMS training needs of the organization. For purposes of this section, "employer" will include any public or private organization that has a substantial legal or operational need to conduct on-going EMS related training programs. (i.e.: industrial facilities, school systems, community colleges, etc.)
3. Upon receipt and review of the above EMS Physician recommendation, the Office of EMS will provide the Instructor Candidate with all required documentation for the practical pretest examination.

C. Upon successful completion of the practical pretest examination, the Instructor Candidate will be invited to attend an Instructor Institute.

1. Instructor Candidates invited to attend an EMT-Instructor Institute conducted by the Office will be asked to contact the Office to confirm attendance. Failure to notify the

Office to confirm or refuse an Instructor Institute invitation may limit the provision of future invitation if space in future courses is limited.

a. Attendance of some portions of the EMT-Instructor Institute may be waived for qualified Instructor Candidates who present documentation of completion of approved equivalent programs in adult education approved by the Office. Such documentation must be received and reviewed by the Office prior to a scheduled Instructor Institute.

D. **Performance Standards** - Instructor Candidates must demonstrate proficiency in application of the knowledge and skills required of an Instructor during a teaching presentation made at the Instructor Institute. Upon completion of their teaching presentation each Candidate will be evaluated to determine their preparedness for certification and rated as follows:

1. Instructor Candidates who perform to an acceptable level will be certified as EMT-Instructors and issued certificates of completion.
2. Instructor Candidates who perform at a marginal level may be granted Conditional Instructor status. (See **T-705**)
3. Instructor Candidates who perform at an unacceptable level will be deemed to have failed the Instructor Institute. These individuals will be required to repeat the entire Instructor certification process in order to seek EMT-Instructor certification.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-705**	Page: **1**	of: **1**
Title: **Conditional EMT-Instructor Program**		
Regulatory Authority: **12VAC5-31-1500**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Conditional Instructor Status** - Individuals who are granted Conditional Instructor status will be required to fulfill the following requirements before full EMT-Instructor certification can be granted:

1. Instruction of 50 hours in approved First Responder or EMT basic programs under the supervision of a certified EMT-Instructor. This requirement may be completed through not more than two (2) separate courses. (Non-standard Refresher or CE programs are not acceptable.)
2. Written notification to the Office of above course(s) must be received before the start of the course(s). Notification will include a course schedule that includes the specific classroom location, and lists dates, times and lesson topics that the Conditional Instructor is to instruct.
3. On-site evaluation of the Conditional Instructor's performance by Office staff (or designee) at one or more of the course sessions specified above.
4. Satisfactory instructional performance achieved during on-site evaluation(s).
5. Receipt of a written statement(s) from the supervising EMT-Instructor(s) attesting to the Conditional Instructor's instructional performance and the Conditional Instructor's ability to conduct future unsupervised instruction.

B. **Performance Standards** - Upon completion of the requirements listed above each individual's performance will be reviewed to determine eligibility for full EMT-Instructor certification.

1. Individuals who perform to a fully acceptable level will be certified as EMT-Instructors and issued certificates of completion per **Section T-700**.
2. Individual's who fail to perform to an acceptable level during their Conditional Instructor period will be required to repeat the entire Instructor certification process (including pre-testing and Instructor Institute attendance) in order to again pursue EMT-Instructor certification.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-710**	Page: **1**	of: **2**
Title: **EMT-Instructor Recertification Requirements**		
Regulatory Authority: **12VAC5-31-1650**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. The EMT-Instructor's privilege to teach must be renewed every two years. To fulfill the recertification requirements, the EMT-Instructor must:

1. **Course Instruction** - Instruct a minimum of 50 hours of EMT or First Responder subject material in approved courses within the two-year period.
   a. This requirement only may be met through instruction of standard Basic Life Support training courses or other programs approved for Basic Life Support (Category 1) continuing education credit.
   b. Instruction of programs approved for only Approved (Category 2) continuing education credit for basic life support providers may not be used to satisfy this requirement.
2. **Refresher Update Seminar Attendance** - Attend a minimum of one EMT-Instructor/ALS Coordinator Update Seminar within the two-year certification period.
   a. The purpose of the EMT-Instructor/ALS Coordinator Update Seminar is to provide the EMT-Instructor with up-to-date information in emergency medicine and adult learning skills. Office personnel will also review for the Instructor, any administrative changes that may have taken place during their current certification period.
3. **Continuing Education Required** - Satisfactorily attend a minimum of 10 additional hours of approved continuing education during the two-year certification period in which they are not the Course Coordinator or instructor.
   a. Documentation of these ten (10) hours must be submitted to the Office not less than one month before the expiration of the Instructor certification on a Continuing Education scancard using “Level F” and “Category 2” or in a format approved by the Office.
   b. Instructors holding an advanced life support level certification are not required to attend these additional ten (10) hours of continuing education as long as the advanced certification remains current.

4. **EMT Examination Required -** Successfully complete the EMT-Basic written certification examination with a minimum passing score of eighty (80) percent. This examination may be completed at any time following attendance of an EMT-Instructor/ALS Coordinator Update Seminar.
    a. If the EMT-instructor is affiliated with a licensed EMS Agency, this examination may be waived by the EMS Agency's OMD.
5. **Performance Ability** - Have no physical or mental impairment that would render the instructor unable to perform and evaluate all practical skills and tasks required of an EMT.
6. **Other Requirements** - The Office may establish other reasonable recertification requirements, policies and procedures; as deemed necessary.

B. **Failure to Meet Recertification Requirements -** Upon expiration of EMT-Instructor certification for failure to meet recertification requirements, the individual will revert back to their highest level of EMT certification remaining current at that time.

C. **EMT-Instructor Reentry -** Individuals whose EMT-Instructor certification has expired may regain full certification through completion of the Re-Entry program within two (2) years of their previous expiration date provided:
    1. If the EMT-Instructor had completed the teaching requirements of Section **A 1** above, but was unable to fulfill one or more of the requirements of Sections **A 2 – A 4** above, the remaining requirements must be completed within two (2) years following the expiration date.
        a. However if the EMT-Basic examination required under Section **D** above was not completed prior to expiration, this examination may not be waived by an EMS Agency OMD.
    2. If the EMT-Instructor had not completed the teaching requirements of Section **A** above, the following requirements will be necessary for re-entry:
        a. Successful completion of the EMT-Instructor written and practical pretest examinations as specified under Section **12VAC5-31-1500 A 5 and A 6.**
        b. Attendance of the administrative portions of an EMT-Instructor Institute. (This requirement excludes the adult education and practical teaching evaluation portions of the EMT-Instructor Institute.)
    3. Upon completion of the applicable requirements for Re-entry, new EMT-Instructor credentials will be issued for a two (2) year period. Thereafter, all of the requirements for recertification under this section will apply.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-715**	Page: **1**	of: **1**
Title: **EMT Instructor Teaching Credits**		
Regulatory Authority: **12VAC5-31-1650**		
Date of Issue: **December 1, 2002**	Effective Date: **March 1, 2005**	

A. **Team Instruction** - The Office encourages the concept of "team-instruction." Therefore, an EMT-Instructor may team-up with other Instructors in the presentation of any approved course.

B. **Instructor Participation Records** - When more than one EMT-Instructor is participating in a course, the Course Coordinator must maintain a record documenting the hours of participation of each Instructor.

   1. Participation is defined as the amount of time, on an hour for hour basis, that each Instructor provides either lecture or practical instruction.
   2. This information will be forwarded to the Office within fifteen (15) days of instruction on a continuing education scancard using “Level F” and “Category 6” and indicating the number of hours taught in “Column A” or in a format approved by the Office.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-720**	Page: **1**	of: **1**
Title: **Advanced Life Support Coordinator Program Description**		
Regulatory Authority: **12VAC5-31-1700**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

The Advanced Life Support Coordinator Program is a course designed to train and endorse individuals to coordinate advanced life support training programs that seek to award ALS certification or Category 1 continuing education credit from the Office. An ALS Coordinator may coordinate the basic and continuing education training programs for EMT-Enhanced, EMT-Intermediate and EMT-Paramedic up to their level of EMS certification or other healthcare certification/licensure.

Certification programs at the EMT-Intermediate and EMT-Paramedic levels must be conducted at accredited program sites per 12VAC5-31-1340 through 12VAC5-31-1390.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-725**	Page: **1**	of: **2**
Title: **Advanced Life Support Coordinator Endorsement Process**		
Regulatory Authority: **12VAC5-31-1700**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Prerequisites for Endorsement**

1. **Minimum Age** - Be a minimum of twenty-one (21) years of age.
2. **Prior Experience** - The applicant must hold current certification and/or licensure for one or more of the following issued by the Commonwealth of Virginia:
   a. EMT-Enhanced
   b. EMT-Intermediate
   c. EMT-Paramedic
   d. Physician Assistant
   e. Registered Nurse
   f. Doctor of Osteopathy
   g. Doctor of Medicine

B. **Endorsement Application Process -**

1. The applicant must complete and submit to the Office an "ALS Coordinator Application" form.
   a. The application must include a recommendation for acceptance from an EMS Physician knowledgeable of the applicant's qualifications.

C. If the applicant is an EMS Physician, the support of another EMS physician is not required on their "ALS Coordinator Application".
   a. The application must include a recommendation for acceptance of the applicant's qualifications from the Regional EMS Council or Local EMS Resource.
   b. A separate "ALS Coordinator Application" is required for each region in which the applicant wishes to coordinate ALS training programs.

D. Applications submitted for approval to serve in additional regions will not alter the expiration date of the current ALS Coordinator endorsement and all regional endorsements will be due for renewal on the current expiration date.
   a. The completed application(s) with the required recommendations and supporting documentation of qualifications must be submitted to the Office for review.

E. **ALS Coordinator Candidate -** Upon receipt of a complete ALS Coordinator Application meeting the prerequisites and qualifications for endorsement, the applicant must attend an ALS Coordinator Seminar.

   1. Applicants who successfully complete the ALS Coordinator Seminar may be eligible for endorsement by the Office.

F. **Endorsement Format / Expiration Dates - ALS Coordinator** -Candidates successfully completing all requirements for ALS Coordinator endorsement will be issued an endorsement with attached pocket card at the conclusion of the training program. Endorsement as an ALS Coordinator is valid for two (2) years.

G. **No Concurrent EMS Certification** - Endorsement as an ALS Coordinator does not provide concurrent provider credentials at any EMS certification level. ALS Coordinator endorsement is dependent upon the individual's maintenance of current and unrestricted Advanced Life Support certification and/or other applicable healthcare provider licensure.

H. **Field Practice** - Performance of any medical procedure is not permitted based upon ALS Coordinator endorsement alone. Any field practice by an ALS Coordinator will be based upon separate Advanced Life Support certification and/or other healthcare provider license held by the individual involved, and the authorization to practice by a licensed EMS agency's Operational Medical Director in compliance with **12VAC5-31 Part II**.

EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: **T-730**	Page: **1**	of: **1**
Title: **Renewal of Advanced Life Support Coordinator Endorsement**		
Regulatory Authority: **12VAC5-31-1710**		
Date of Issue: **December 1, 2002**	Effective Date: **January 1, 2003**	

A. **Maintenance of Endorsement/Continuing Education Required** - To remain endorsed, an ALS Coordinator must maintain current certification as a Virginia ALS provider, or licensure as a doctor of medicine, doctor of osteopathy, registered nurse, or physician assistant.

B. **Resubmit Application** - An ALS Coordinator must resubmit an ALS Course Coordinator application in the month before their expiration month. A separate "ALS Coordinator Application" is required for each region in which the applicant desires to continue to coordinate ALS training programs.

C. **Update Seminar Attendance** - Attend a minimum of one EMT-Instructor/ALS Coordinator Update Seminar within the two-year certification period.

   1. The purpose of the EMT-Instructor/ALS Coordinator Update Seminar is to provide the ALS Coordinator with up-to-date information in emergency medicine and adult learning skills. Office personnel will also review for the ALS Coordinator, any administrative changes that may have taken place during their current endorsement period.

D. **ALS Coordinator Re-entry -** Individuals whose ALS Coordinator endorsement has expired may regain full endorsement through completion of the Re-Entry program within two (2) years of their previous expiration date provided:

   1. The ALS Coordinator has submitted a completed "ALS Coordinator Application" and fulfilled the requirements of Sections A**,** B and C above.
   2. Upon successful completion of the applicable requirements for Reentry, ALS Coordinator credentials will be issued for a two (2) year period. Thereafter, all of the standard requirements for recertification under these state EMS regulations will apply.

I. INTRODUCTION

A. Introduce yourself and provide the following information to all students:

1. Your name
2. Your training credentials and affiliation
3. Your contact phone number(s), e-mail address etc.
4. A brief description of the type and level of program being taught

B. Introduce the program's Physician Course Director

(Note: If at all possible the medical director should be present to introduce him or herself and make any appropriate comments concerning the program.)

C. Handout Student Information Package for review.

II. PREREQUISITES FOR EMT-BASIC AND EMS FIRST RESPONDER PROGRAMS, CRIMINAL HISTORY AND STANDARDS OF CONDUCT (REFER THE STUDENTS TO THE STUDENT INFORMATION PACKAGE)

A. Read aloud each section of the state prerequisites for EMT-Basic and EMS First Responder programs, criminal history and standards of conduct stopping between each item to explain the statement and asking if there are any questions about its meaning. **(This information is provided by the Office per 12VAC5-31-910 through 12VAC5-31-940 and 12 VAC 5-31-1450 of state EMS regulations.)**

B. Read aloud each section of any additional local or regional prerequisites that are in addition to those described in part II A. **(Provide this information in the Student Information Package)**

C. Explain any medical requirement (vaccinations, etc.) for entry into the program or for class completion. A copy of these requirements and other pertinent information should be included in the Student Information Package. **(Note: The physician course director may want to cover these.)**

Information should include:

1. The specific requirements.
2. Where to go and who to see about satisfying these requirements.
3. When evidence of satisfying the requirements must be produced for the Course Coordinator.

D. When this section is completed, read aloud the statement on the agreement page of the Student Information Package and have each student sign appropriately. (Provide each student two copies of the **Prerequisites for EMT-Basic and EMS First Responder Programs, Criminal History And Standards Of Conduct** so they can sign and return one copy to you and keep one copy.)

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES PREREQUISITES FOR EMT-BASIC AND EMS FIRST RESPONDER PROGRAMS, CRIMINAL HISTORY AND STANDARDS OF CONDUCT

To be eligible to attend an EMS First Responder, EMS First Responder Bridge, or Emergency Medical Technician Course in Virginia, you must:

A. Be proficient in reading, writing and speaking the English language in order to clearly communicate with a patient, family or bystander to determine a chief complaint, nature of illness, mechanism of injury or to assess signs and symptoms.

B. Be a minimum of 16 years of age at the beginning date of this certification program. If less than 18 years of age, you must provide the course coordinator with a completed parental permission form with the signature of a parent or guardian verifying approval for enrollment in the course. If you are less than 18 years of age and are affiliated with an EMS or other public safety agency you should also provide the Course Coordinator with documentation from an Officer of the agency stating that you will be covered by agency insurance while attending the course. **(Students less than 18 years of age must obtain a Student Permission Form from the course coordinator at the end of this class and return it by the third class session.)**

C. Have no physical or mental impairment that would render him unable to perform all practical skills required for that level of certification including the ability to function and communicate independently and perform appropriate patient care, physical assessments and treatments without the need for an assistant.

D. Hold current certification in an approved course in cardio-pulmonary resuscitation (CPR) at the beginning date of the certification program. This certification must also be current at the time of state testing...

E. Not have been convicted or found guilty of any crime, offense or regulatory violation, or participated in any other prohibited conduct identified in state EMS regulations as follows:

1. Have never been convicted or found guilty of any crime involving sexual misconduct where the lack of affirmative consent by the victim is an element of the crime, such as forcible rape.
2. Have never been convicted of a felony involving the sexual or physical abuse of children, the elderly or the infirm, such as sexual misconduct with a child, making or distributing child pornography or using a child in a sexual display, incest involving a child, assault on an elderly or infirm person.

3. Have never been convicted or found guilty of any crime (including abuse, neglect, theft from, or financial exploitation) of a person entrusted to his care or protection in which the victim is a patient or is a resident of a health care facility.
4. Have never been convicted or found guilty of any crime involving the use, possession, or distribution of illegal drugs except that the person is eligible for affiliation or enrollment five years after the date of final release if no additional crimes of this type have been committed during that time.
5. Have never been convicted or found guilty of any other act that is a felony except that the felon is eligible for affiliation or enrollment five years after the date of final release if no additional felonies have been committed during that time.
6. Are not currently under any disciplinary or enforcement action from another state EMS office or other recognized state or national healthcare provider licensing or certifying body. Personnel subject to these disciplinary or enforcement actions may be eligible for certification provided there have been no further disciplinary or enforcement actions for five years prior to application for certification in Virginia.
7. Have never been subject to a permanent revocation of license or certification by another state EMS office or other recognized state or national healthcare provider licensing or certifying body.

F. All references to criminal acts or convictions under this section refer to substantially similar laws or regulations of any other state or the United States. Convictions include prior adult convictions, juvenile convictions and adjudications of delinquency based on an offense that would have been, at the time of conviction, a felony conviction if committed by an adult within or outside Virginia.

G. If you are bridging to the EMT-Basic certification level you must hold current Virginia certification at the EMS First Responder level.

H. Be clean and neat in appearance.

I. May not be under the influence of any drugs or intoxicating substances that impairs your ability to provide patient care or operate a motor vehicle while in class or clinicals, while on duty or when responding or assisting in the care of a patient.

III. CLASS RULES

A. Read aloud each item of the rules established for your class to the students.

B. Provide a copy in the Student Information Package.

The class rules should at a minimum include:

1. Course attendance requirements.
2. Standards for successful course completion.
3. Class cancellation policy.
4. Time class will begin and end.
5. Location of classes.
6. Suggested dress code for class.
7. Special equipment needs if any (i.e. BP Cuff, Stethoscope, etc.)

C. Upon completion, read aloud the statement on the agreement page of the student information package and have the student sign appropriately.

{EXAMPLE}

EMTB CLASS RULES

1) No running calls from class.

2) No radios, tone pagers or cellular phones in class. (silent pagers are ok)

3) No disruptive behavior allowed. Disruptive student(s) will be dropped from class.

4) Active participation by all class members is expected. (Participate in all aspects of practical sessions)

5) No smoking, tobacco products or alcohol in classroom.

6) Classes will begin promptly at 7 PM. You are expected to arrive to class on time.

7) Anyone arriving 30 minutes after class starts will be considered absent from that class. Quizzes do not count as time class starts.

8) You are allowed absences for no more than 15% of the course. Absences must be made up within 2 weeks of the missed class. You will not be allowed to take the certification examination if you have more absences than 15% of the course that have not been made up. Each absence after 15% of the course will result in 1 point being removed from your final grade point average.

9) An overall 70% average must be obtained in order to qualify to sit for the State Certification Examination.

10) Anyone who falsifies information or is found to be cheating will be immediately removed from the program.

11) All Classes will be held in the continuing education classroom at _____ unless otherwise noted.

12) Class Cancellation Policy: Class will be held except in case of one the following events:

    1) Evening classes at _____ high school is canceled.

    2) You receive a phone call only from the course coordinator, John Smith.

13) Test books and course materials: Each student is expected to have a copy of the primary text for this program. Other recommended informational sources are optional.

- The primary text for this program will be:

  TITLE:
  AUTHOR:
  PUBLISHER:
  EDITION:
  OBTAINABLE FROM:

- List any other materials or books required or suggested for the program with information on how to obtain each of the items listed.

IV. EXPECTATIONS FOR SUCCESSFUL COMPLETION OF THE PROGRAM

A. Read aloud each item stopping between each to ask if there are any questions or clarification needed. Provide further explanation if needed.

1. A copy should be provided in the Student Information Package.
2. Information should contain State requirements at a minimum.
3. Also include any expectations that you require.

B. Upon completion, read aloud the statement on the agreement page of the student information package and have the student sign appropriately.

COURSE EXPECTATIONS FOR SUCCESSFUL COMPLETION

1) Comply with all course prerequisites.

2) Comply with all class rules.

3) Satisfy all minimum requirements as set forth in the minimum training requirements for the corresponding curriculum.

4) Satisfy all current course expectations.

5) Demonstrate proficiency in the performance of all practical aspects of the program As evidenced by a completed “Basic Life Support Individual Age, Clinical and Skills Performance Record”. (Also include activities reviewed in the "Functional Position Description" for the appropriate level.)

6) Successful completion of 1, 2, and 3 above as evidenced by a completed "Virginia EMS Certification Application," signed by the Course Coordinator or a “Letter of Testing Eligibility” from the Office of EMS.

7) CPR credentials from an Office of EMS approved course as evidenced by a current card or copy of the roster submitted to the respective agency. The CPR certificate must indicate successful training in adult, infant, and child airway maneuvers and CPR.

V. COURSE FEES

A. Explain any course fees and their purpose.

1. Note to Course Coordinators: If the Course Coordinator is being reimbursement from the State for the class, large course fees to the students may not be allowed. Course Coordinators should contact the Office of EMS for direction.

2. It is recommended that a copy of the fee structure be included in the Student Information Package and each item reviewed and students allowed to have their questions answered.

B. Upon completion, read aloud the statement on the agreement page of the Student Information Package and have the student sign appropriately.

VI. REQUIREMENTS FOR STATE TESTING

A. Read each item verbatim, providing an explanation for each and answering any questions the students may have.

B. A copy of the requirements must be included in the Student Information Package.

C. Upon completion, read aloud the statement on the agreement page of the Student Information Package and have the student sign appropriately.

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES
REQUIREMENTS FOR STATE TESTING

1. You must satisfy all items contained in "Course Expectations for Successful Completion."

2. Successful completion of #1 above as evidenced by a completed "Virginia EMS Certification Application," signed by the Course Coordinator or a “Letter of Testing Eligibility” from the Office of EMS.

3. Hold current CPR credentials from an Office of EMS approved course as evidenced by a current card or copy of the roster submitted to the respective agency. The CPR certificate must indicate successful training in adult, infant, and child airway maneuvers and CPR.

4. Testing for initial certification must be begun within 180 days of the course's end date.

5. Pass/Fail: Students must demonstrate proficiency on all practical stations.
6. Practical Retest Policy:

    i. Grades of UNSATISFACTORY in any critical area within a single practical station will constitute failure of the station, requiring a retest.

    ii. Failure of one or more stations on the practical constitutes failure of the practical exam. All practical stations failed must then be retested at another test site.

    iii. Students attending another test site to retest must provide the Program Representative or Certification Examiner with all necessary documents provided by the Office of EMS, explaining which parts of the written or practical need to be retested.

    iv. Failure of <u>any</u> retest will constitute total failure of the practical exam series and will require completion of the retest procedures listed below prior to being permitted to take the written and practical examinations again.

7. Written Examinations

    a. Once the written exam has begun, no student will be allowed to leave and return. (Other than for rest room) Any student who does leave will have their exam scored for only the questions completed prior to departure.

    b. Exam Scores: The Office's standard for successful completion is that the student must obtain a minimum score of 70 on the final standardized examination.

8. Oral testing will not be permitted on written examinations. The use of any electronic or

mechanical device which translates the written exam material into an audible or tactile format of any type is not permitted, but the use of normal corrective lenses is allowed.

9. Students successfully completing all requirements for state certification will be mailed a certificate with attached pocket card at the conclusion of the training program.

10. General Testing and Retesting Policy
    a. A certification candidate may have up to two series of state certification examinations before being required to repeat an entire BLS or ALS certification program.
    b. A certification candidate failing the written or practical certification examination of an exam series must retest within 90 days from the date of the initial test in that exam series.
    c. A certification candidate failing a practical examination but passing the written examination of an exam series must only repeat the practical examination of an exam series. A certification candidate failing the written examination but passing the practical examination must only repeat the written examination for the exam series.
    d. A certification candidate who has failed the retest of the initial examination series or has not taken the retest within the 90 day retest period, must satisfy the following before an additional certification test may be attempted:
        i. Completion of the recertification CE hour requirements for the level to be tested.
        ii. Receipt of a "Second Certification Testing Eligibility Notice" from the Office of EMS.
    e. A certification candidate who has received a "Second Certification Testing Eligibility Notice" must pass both the written and practical certification examinations for the certification level.
    f. A certification candidate who fails a retest during the second certification examination series must complete an initial certification program or applicable bridge course in order to be eligible for further certification examination.
    g. A certification candidate must complete all certification examination series within 12 months from the date of the first certification examination attempt. This 12-month maximum testing period may shorten the time available for retesting specified in subsection B of this section.

VII. AMERICAN'S WITH DISABILITIES ACT

A. Read aloud verbatim the functional position description for the Emergency Medical Technician.

B. A copy of the Atlantic EMS Council Functional Position Description for the Emergency Medical Technician is to be included in the Student Information Package.

C. It is critical that all portions of the description be read and explained clearly to every student in the same manner!

D. After reviewing the Atlantic EMS Council Functional Position Description for the Emergency Medical Technician, advise the class if anyone feels they may not be able to perform all the tasks and expectations just described, they should see you after class.

   1. The student is to be provided a copy of the Accommodation policy and advised to contact the manager of the Licensure and Certification Section of the Office of EMS.

   2. Be sure to indicate to the student the location of the Office of EMS phone number and address.

E. Upon completion, read aloud the statement on the agreement page of the student information package and have the student sign appropriately.

ATLANTIC EMS COUNCIL
FUNCTIONAL POSITION DESCRIPTION
FOR THE
EMERGENCY MEDICAL TECHNICIAN

INTRODUCTION

The following is a position description for the Emergency Medical Technician (EMT) within the Atlantic EMS Council states. This document identifies the minimum qualifications, expectations, competencies and tasks expected of the EMT.

QUALIFICATIONS FOR STATE CERTIFICATION

To qualify for state certification, the applicant must at a minimum:

1. meet minimum state entry requirements.

2. meet course requirements such as attendance and grades.

3. successfully complete all certification/licensure examination(s).

COMPETENCIES

The Emergency Medical Technician must demonstrate competency in handling emergencies utilizing basic life support equipment and skills in accordance with the objectives in the U.S. Department of Transportation National Standard Curriculum for EMT to include having the ability to:

- verbally communicate in person, via telephone and telecommunications using the English language.

- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene.

- lift, carry and balance a minimum of 125 pounds equally distributed (250 pounds with assistance) a height of 33 inches, a distance of 10 feet;

- read and comprehend written materials under stressful conditions;

- document, physically in writing, document physically patient information in prescribed format;

- demonstrate manual dexterity and fine motor skills, with ability to perform all tasks related to quality patient care in a safe manner;

- bend, stoop, crawl, and walk on uneven surfaces;

- meet minimum vision requirements to operate a motor vehicle within the state.

DESCRIPTION OF TASKS

- Receives a dispatched call, verbally acknowledges the call, reads road maps, identifies the most expeditious route to the scene, and observes traffic ordinances and regulations.

- Upon arrival at the scene, ensures that the vehicle is parked in a safe location. Safely performs size-up to determine scene safety including the presence of hazardous materials, mechanism of injury or illness, and the total number of patients. Performs triage and requests additional help as necessary.

- In the absence of public safety personnel takes safety precautions to protect the injured and those assisting in the care of the patient(s).

- Using body substance isolation techniques, protects the patient(s) and providers from possible contamination.

- Inspects for medical identification emblems, bracelets or cards that provide patient emergency medical care information.

- Determines nature and extent of illness or injury, checks respirations, auscultates breath sounds, takes pulses, auscultates/palpates blood pressure (including proper placement of the cuff), visually observes changes in skin color, establishes priority for emergency care. Based on assessment findings renders emergency care to adults, infants and children.

- Skills performed include but are not limited to: establishing and maintaining an airway, ventilating patients, cardiac resuscitation, use of automated external defibrillators where applicable. In addition, provides prehospital emergency care of single and multiple system trauma such as controlling hemorrhage, bandaging wounds, treatment of shock (hypoperfusion), spinal immobilization and splinting of painful swollen or deformed extremities.

- Manages medical patients to include, but are not limited to: assisting in childbirth, management of respiratory, cardiac, diabetic, allergic, behavioral, and environmental emergencies and suspected poisonings.

- Performs interventions and assist patients with prescribed medications, including

sublingual nitroglycerine, epinephrine auto injectors, and metered dose aerosol inhalers observing safety measures for others and self.

- Responsible for the administration of oxygen, oral glucose and activated charcoal.
- Reassures patients and bystanders by working in a confident, efficient manner.
- Functions in varied environmental conditions such as lighted or darkened work areas, extreme heat, cold and moisture.
- Performs in situations that create stress and tension on a regular basis.
- Where extrication is required, assesses extent of entrapment and provides all possible emergency care and protection to the patient. Uses recognized techniques and equipment for removing patients safely (to include proper strap placement) Communicates verbally for additional help as needed.
- Complies with regulations for the handling of crime scenes and prehospital deaths by notifying the appropriate authorities and arranging for the protection of property and evidence at that scene.
- Lifts and moves patients into the ambulance and assures that the patient and stretcher are secured, continues emergency medical care enroute in accordance with local protocols.
- Determines most appropriate facility for patient transport. Reports to the receiving facility, the nature and extent of injuries, and the number of patients being transported.
- Observes patient enroute and administers care as directed by medical control or local protocol. Able to maneuver to all points in the patient compartment while transporting with a stretchered patient. Assists in lifting and carrying patient and appropriate equipment from ambulance and into receiving facility.
- Reports verbally and in writing, observations and emergency care given to the patient at the scene and in transit to the receiving staff for record keeping and diagnostic purposes. Upon request, provides assistance to the receiving facility staff.
- Disposes of contaminated supplies in accordance with established guidelines, decontaminates vehicle interior, sends used supplies for sterilization.
- Maintains ambulance in operable condition which includes cleanliness, orderliness and restocking of equipment and supplies. Determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure.

- Checks all medical equipment for future readiness. Maintains familiarity with all specialized equipment.
- Attends continuing education and or refresher training programs as required by EMS agency, medical direction, and/or certifying agency.
- Meets qualifications within the functional job analysis of the EMT.

ATLANTIC EMS COUNCIL
ACCOMMODATION POLICY

VIRGINIA DEPARTMENT OF HEALTH

VIRGINIA OFFICE OF
EMERGENCY MEDICAL SERVICES

109 Governor Street, Suite UB-55
Richmond, VA 23219

(804) 864-7600
(800) 523-6019 (VA only)

This document is intended to be distributed by course coordinators to students who after a formal review of the administrative aspects of a Virginia Basic Life Support program believe they need to pursue an accommodation.

ATLANTIC EMS COUNCIL
ACCOMMODATION POLICY

I. INTRODUCTION

The Americans with Disabilities Act of 1990 has implications for coordinators and students in the areas of prospective student information, testing of knowledge and skills competency. Among the many provisions of the ADA are several that pertain specifically to agencies, institutions and organizations that provide courses or examinations leading to certification.

The intent emphasizes that individuals with disabilities are not to be excluded from jobs that they can perform merely because a disability prevents them from taking a test or negatively influences the results of a test, which is a prerequisite to the job. Passing written and skills examinations during an EMS course and passing certification examinations are prerequisites for functioning as a certified EMS provider.

This law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with a reading disability could be required to take a written examination if the ability to read is an essential function of the profession, and the examination is designed, at least in part, to measure the ability to read. An essential function of an EMS provider is the ability to read and understand small English print under highly stressful conditions for the provider and patient. A second example is one dealing with skills examinations that must be performed within established time frames.

Performing a skill within a certain time frame can be required if speed of performance is an integral part of the skill being measured. Both the ability to read and the ability to perform basic skills within time frames are essential functions of an EMS Provider.

II. SCOPE

The information provided herein applies to all prehospital EMS personnel.

III. SPECIFIC DIRECTIONS

Coordinators must review the standard functional position description and the information concerning the ADA, with every prospective student. Prospective students need to understand the competencies and tasks that are required within the profession BEFORE entering a training program.

Students cannot be discriminated against on the basis of a disability in the offering of

programs or services.

There will be NO allowed accommodations during the course of instruction or certification examinations unless written approval is received from the certification/licensure agency, in advance. Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the state written and practical certification examination. The certification agency will establish eligibility for an accommodation on a case-by-case basis. Documentation confirming and describing the disability must be submitted according to policy, for consideration.

Here are five examples of accommodations that would NOT be allowed during the instructional program:

1. Additional time for skills with specific time frames will NOT be allowed. Obviously, patients would suffer due to life threatening conditions in emergency situations.

2. No accommodation will be made in a training program that is not reasonably available in a prehospital environment. Students may use performance aids which could be readily available and easily accessible to them in the prehospital setting. It is the responsibility of the student to provide any personal aids they deem necessary and the certifying agency deems appropriate.

3. Unlimited time to complete a written examination is NOT allowed. Such a request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.

4. Written examinations are NOT to be administered with an oral reader. The ability to read and understand small English print (12 point) is an essential function of the profession, and written examinations are designed, at least in part, to measure that ability.

5. A written examination with a reading level which is lower than the reading level required by the profession to function safely and efficiently should not be administered.

IV. DOCUMENTED LEARNING DISABILITY

Test takers who have presented a documented learning disability relating to reading decoding or reading comprehension may be granted a standard extension. A standard extension allowed for completing a written examination is time-and-a-half. Thus if the

examination is normally administered in two hours, an extra hour could be allowed to complete the examination. This accommodation could be allowed because the individual would be able to perform the essential functions of the position description. The critical nature of reading in emergency situations requires reading finite amounts of material in measured amounts of time, as it is required for taking an examination. Also the reading level of an exam is not impacted by the time requirement of the exam.

The certification/licensure agency will review only written requests for accommodations on the state written certification examination on a case-by-case basis. Requests must be submitted on the "Accommodation Request" form. The state certification/licensure agency will provide written notification upon review of the request for accommodation.

V. DISABILITY ACCOMMODATION POLICY

A. Requesting Accommodations

"Accommodation Request" forms are available from the Office of Emergency Medical Services. The candidate who is requesting an accommodation must complete the request form at the start of the instructional program or as soon as the need for an accommodation is recognized.

Documentation of a specific disability which would impact your performance on the written examination must include a signed statement on letterhead stationary from a professional who is familiar with your disability. This statement must confirm and describe the disability for which the accommodation is required. The professional must have expertise in the specific disability for which the accommodation is being requested.

Applicants with disabilities are entitled to, and have the responsibility to meet the same deadlines for application and submission of documentation established for preregistration as non-disabled individuals. The process involved in establishing eligibility will not impose discriminatory timeliness for application on the individual with a disability.

B. Reasonable Accommodations

The certification/licensure agency will offer reasonable accommodations for the written certification exam for those persons with written documented disabilities.

Based upon an analysis of the Functional Position Description and the written examination, it has been determined that persons with learning disabilities manifested in the academic areas of reading decoding, or reading

comprehension may be eligible for additional time as an accommodation.

Documentation of a specific disability which would negatively impact one's performance on the written examination must include a complete "Accommodation Request" form with signature of the individual. This statement must confirm and describe the disability for which an accommodation is being requested.

Requests for accommodation on the written examination will be reviewed on a case-by-case basis. If the appropriateness of the requested accommodation is in doubt, the certifying agency will discuss options with the candidate and will consult with professionals knowledgeable about disability and functions of the profession. The recency of disability testing is not an issue in determining the need for accommodation. A permanent learning disability is a permanent disability.

VI. DEFINITION

The word "written" was purposefully included to ensure that certified individuals could read. The written portion of the EMS certification examination is designed, in part to measure an applicant's ability to read and understand English. Being able to read is a skill that is justified as integral to the performance of the job.

VII. RECORD KEEPING

Diagnostic information related to an individual's disability is highly confidential and will not be disclosed to third parties. The accommodation file will be maintained separately from the application and test result files.

VIII. COURSE SYLLABUS

A. A copy of the course syllabus is to be included in the Student Information Package.

B. Recommended minimal content:

   1. class dates
   2. class topics
   3. identify classes meeting refresher and recert by continuing education criteria.

C. Upon completion, read aloud the statement on the agreement page of the student information package and have the student sign appropriately.

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES
BLS COURSE STUDENT INFORMATION PACKAGE

Enclosed are documents containing information about the EMS program you are about to attend. You will be asked to verify that you have reviewed the information with the Course Coordinator, have had your questions answered and understand the information contained herein by signing this cover form **and individual documents enclosed.**

My signature below indicates that the specific section listed below for the Emergency Medical Technician-Basic and EMS First Responder program has been read to me. Further, my signature indicates that I read the contents of the specific section for the EMTB and EMS First Responder program and understand the information contained in that section.

Print Name:_____

Part I **INTRODUCTION**

Part II **PREREQUISITES FOR EMS TRAINING PROGRAMS, CRIMINAL HISTORY AND STANDARDS OF CONDUCT**

Signed:_____ Date:_____

Date of Birth:_____/_____/____ (Minimum age 16 years old)

(Signature for this item indicates that I was also provided a duplicate copy of this form)

Part III **CLASS RULES**

Signed:_____ Date:_____

Part IV **EXPECTATIONS FOR SUCCESSFUL COMPLETION OF THE PROGRAM**

Signed:_____ Date:_____

Part V **COURSE FEES**

Signed:_____ Date:_____

Part VI **REQUIREMENTS FOR STATE TESTING**

Signed:_____ Date:_____

Part VII **AMERICAN'S WITH DISABILITIES ACT**

Signed:_____ Date:_____

Part VIII **COURSE SYLLABUS**

Signed:_____ Date:_____

EMT-B CLASS RULES

INSERT YOUR OWN RULES LISTING HERE

{example only}

1) No running calls from class.

2) No radios, tone pagers or cellular phones in class. (silent pagers are ok)

3) No disruptive behavior allowed. Disruptive student(s) will be dropped from class.

4) Active participation by all class members is expected. (Participate in all aspects of practical sessions)

5) No smoking, tobacco products or alcohol in classroom.

6) Classes will begin promptly at 7 PM. You are expected to arrive to class on time.

7) Anyone arriving 30 minutes after class starts will be considered absent from that class. Quizzes do not count as time class starts.

8) You are allowed absences for no more than 15% of the course. Absences must be made up within 2 weeks of the missed class. You will not be allowed to take the certification examination if you have more absences than 15% of the course that have not been made up. Each absence after 15% of the course will result in 1 point being removed from your final grade point average.

9) An overall 70% average must be obtained in order to qualify to sit for the State Certification Examination.

10) Anyone who falsifies information or is found to be cheating will be immediately removed from the program.

11) All Classes will be held in the continuing education classroom at _____ unless otherwise noted.

12) Class Cancellation Policy: Class will be held except in case of one the following events:

    Evening classes at _____ high school is canceled.

    You receive a phone call only from the course coordinator, John Smith.

13) Test books and course materials: Each student is expected to have a copy of the primary text for this program. Other recommended informational sources are optional.

    a. The primary text for this program will be:

        i. TITLE:
        ii. AUTHOR:
        iii. PUBLISHER:
        iv. EDITION:
        v. OBTAINABLE FROM:

    b. List any other materials or books required or suggested for the program with information on how to obtain each of the items listed.

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES
COURSE EXPECTATIONS FOR SUCCESSFUL COMPLETION

1) Comply with all course prerequisites.

2) Comply with all class rules.

3) Satisfy all minimum requirements as set forth in the minimum training requirements for the corresponding curriculum.

4) Satisfy all current course expectations.

5) Demonstrate proficiency in the performance of all practical aspects of the program. (Also includes activities reviewed in the "Functional Position Description" for the appropriate level.)

6) Successful completion of 1, 2, and 3 above as evidenced by a completed "Virginia EMS Certification Application," signed by the Course Coordinator.

7) CPR credentials from an Office of EMS approved course as evidenced by a current card or copy of the roster submitted to the respective agency. The CPR certificate must indicate successful training in adult, infant, and child airway maneuvers and CPR.

COURSE FEES

INSERT YOUR OWN COURSE FEES LISTING HERE

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES
REQUIREMENTS FOR STATE TESTING

1) You must satisfy all items contained in "Course Expectations for Successful Completion."

2) Successful completion of #1 above as evidenced by a completed "Virginia EMS Certification Application," signed by the Course Coordinator or “Letter of Testing Eligibility” from the Office of EMS.

3) Hold current CPR credentials from an Office of EMS approved course as evidenced by a current card or copy of the roster submitted to the respective agency. The CPR certificate must indicate successful training in adult, infant, and child airway maneuvers and CPR.

4) Testing for initial certification must be begun within 180 days of the course's end date.

5) Pass/Fail: Students must demonstrate proficiency on all practical stations.

6) Practical Retest Policy:

   a. Grades of UNSATISFACTORY in any critical area within a single practical station will constitute failure of the station, requiring a retest.

   b. Failure of one or more stations on the practical constitutes failure of the practical exam. All practical stations failed must then be retested at another test site.

   c. Students attending another test site to retest must provide the Program Representative or Certification Examiner with all necessary documents provided by the Office of EMS, explaining which parts of the written or practical need to be retested.

   d. Failure of <u>any</u> retest will constitute total failure of the practical exam series and will require completion of the retest procedures listed below prior to being permitted to take the written and practical examinations again.

7) Written Examinations

   a. Once the written exam has begun, no student will be allowed to leave and return. (Other than for rest room) Any student who does leave will have their exam scored for only the questions completed prior to departure.

   b. Exam Scores: The Office's standard for successful completion is that the student must obtain a minimum score of 70 on the final standardized examination.

8) Oral testing will not be permitted on written examinations. The use of any electronic or mechanical device which translates the written exam material into an audible or tactile format of any type is not permitted, but the use of normal corrective lenses is allowed.

9) Students successfully completing all requirements for state certification, will be mailed a certificate with attached pocket card at the conclusion of the training program.

10) General Testing and Retesting Policy

a. A certification candidate may have up to two series of state certification examinations before being required to repeat an entire BLS or ALS certification program.

b. A certification candidate failing the written or practical certification examination of an exam series must retest within 90 days from the date of the initial test in that exam series.

c. A certification candidate failing a practical examination but passing the written examination of an exam series must only repeat the practical examination of an exam series. A certification candidate failing the written examination but passing the practical examination must only repeat the written examination for the exam series.

d. A certification candidate who has failed the retest of the initial examination series or has not taken the retest within the 90 day retest period, must satisfy the following before an additional certification test may be attempted:

    i. Completion of the recertification CE hour requirements for the level to be tested.

    ii. Receipt of a "Second Certification Testing Eligibility Notice" from the Office of EMS.

e. A certification candidate who has received a "Second Certification Testing Eligibility Notice" must pass both the written and practical certification examinations for the certification level.

f. A certification candidate who fails a retest during the second certification examination series must complete an initial certification program or applicable bridge course in order to be eligible for further certification examination.

g. A certification candidate must complete all certification examination series within 12 months from the date of the first certification examination attempt. This 12-month maximum testing period may shorten the time available for retesting specified in subsection B of this section.

ATLANTIC EMS COUNCIL
FUNCTIONAL POSITION DESCRIPTION
FOR THE
EMERGENCY MEDICAL TECHNICIAN

INTRODUCTION

The following is a position description for the Emergency Medical Technician (EMT) within the Atlantic EMS Council states. This document identifies the minimum qualifications, expectations, competencies and tasks expected of the EMT.

QUALIFICATIONS FOR STATE CERTIFICATION

To qualify for state certification, the applicant must at a minimum:

1. meet minimum state entry requirements.

2. meet course requirements such as attendance and grades.

3. successfully complete all certification/licensure examination(s).

COMPETENCIES

The Emergency Medical Technician must demonstrate competency in handling emergencies utilizing basic life support equipment and skills in accordance with the objectives in the U.S. Department of Transportation National Standard Curriculum for EMT to include having the ability to:

- verbally communicate in person, via telephone and telecommunications using the English language.

- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene.

- lift, carry and balance a minimum of 125 pounds equally distributed (250 pounds with assistance) a height of 33 inches, a distance of 10 feet;

- read and comprehend written materials under stressful conditions;

- document, physically in writing, document physically patient information in prescribed format;

- demonstrate manual dexterity and fine motor skills, with ability to perform all tasks related to quality patient care in a safe manner;

- bend, stoop, crawl, and walk on uneven surfaces;

- meet minimum vision requirements to operate a motor vehicle within the state.

DESCRIPTION OF TASKS

- Receives a dispatched call, verbally acknowledges the call, reads road maps, identifies the most expeditious route to the scene, and observes traffic ordinances and regulations.

- Upon arrival at the scene, ensures that the vehicle is parked in a safe location. Safely performs size-up to determine scene safety including the presence of hazardous materials, mechanism of injury or illness, and the total number of patients. Performs triage and requests additional help as necessary.

- In the absence of public safety personnel takes safety precautions to protect the injured and those assisting in the care of the patient(s).

- Using body substance isolation techniques protects the patient(s) and providers from possible contamination.

- Inspects for medical identification emblems, bracelets or cards that provide patient emergency medical care information.

- Determines nature and extent of illness or injury, checks respirations, auscultates breath sounds, takes pulses, auscultates/palpates blood pressure (including proper placement of the cuff), visually observes changes in skin color, establishes priority for emergency care. Based on assessment findings renders emergency care to adults, infants and children.

- Skills performed include but are not limited to: establishing and maintaining an airway, ventilating patients, cardiac resuscitation, use of automated external defibrillators where applicable. In addition, provides prehospital emergency care of single and multiple system trauma such as controlling hemorrhage, bandaging wounds, treatment of shock (hypoperfusion), spinal immobilization and splinting of painful swollen or deformed extremities.

- Manages medical patients to include, but are not limited to: assisting in childbirth, management of respiratory, cardiac, diabetic, allergic, behavioral, and environmental emergencies and suspected poisonings.

- Performs interventions and assist patients with prescribed medications, including sublingual nitroglycerine, epinephrine auto injectors, and metered dose aerosol inhalers observing safety measures for others and self.

- Responsible for the administration of oxygen, oral glucose and activated charcoal.
- Reassures patients and bystanders by working in a confident, efficient manner.
- Functions in varied environmental conditions such as lighted or darkened work areas, extreme heat, cold and moisture.
- Performs in situations that create stress and tension on a regular basis.
- Where extrication is required, assesses extent of entrapment and provides all possible emergency care and protection to the patient. Uses recognized techniques and equipment for removing patients safely (to include proper strap placement) Communicates verbally for additional help as needed.
- Complies with regulations for the handling of crime scenes and prehospital deaths by notifying the appropriate authorities and arranging for the protection of property and evidence at that scene.
- Lifts and moves patients into the ambulance and assures that the patient and stretcher are secured, continues emergency medical care enroute in accordance with local protocols.
- Determines most appropriate facility for patient transport. Reports to the receiving facility, the nature and extent of injuries, and the number of patients being transported.
- Observes patient enroute and administers care as directed by medical control or local protocol. Able to maneuver to all points in the patient compartment while transporting with a stretchered patient. Assists in lifting and carrying patient and appropriate equipment from ambulance and into receiving facility.
- Reports verbally and in writing, observations and emergency care given to the patient at the scene and in transit to the receiving staff for record keeping and diagnostic purposes. Upon request, provides assistance to the receiving facility staff.
- Disposes of contaminated supplies in accordance with established guidelines, decontaminates vehicle interior, sends used supplies for sterilization.
- Maintains ambulance in operable condition which includes cleanliness, orderliness and restocking of equipment and supplies. Determines vehicle readiness by checking oil, gas, water in battery and radiator, and tire pressure.
- Checks all medical equipment for future readiness. Maintains familiarity with all specialized equipment.
- Attends continuing education and or refresher training programs as required by EMS agency, medical direction, and/or certifying agency.

- Meets qualifications within the functional job analysis of the EMT.

ATLANTIC EMS COUNCIL
ACCOMMODATION POLICY

VIRGINIA DEPARTMENT OF HEALTH

VIRGINIA OFFICE OF
EMERGENCY MEDICAL SERVICES

109 Governor Street, Suite UB-55
Richmond, VA 23219

(804) 864-7600
(800) 523-6019

This document is intended to be distributed by course coordinators to students who after a formal review of the administrative aspects of a Virginia Basic Life Support program believe they need to pursue an accommodation.

ATLANTIC EMS COUNCIL
ACCOMMODATION POLICY

I. INTRODUCTION

The Americans with Disabilities Act of 1990 has implications for coordinators and students in the areas of prospective student information, testing of knowledge and skills competency. Among the many provisions of the ADA are several that pertain specifically to agencies, institutions and organizations that provide courses or examinations leading to certification.

The intent emphasizes that individuals with disabilities are not to be excluded from jobs that they can perform merely because a disability prevents them from taking a test or negatively influences the results of a test, which is a prerequisite to the job. Passing written and skills examinations during an EMS course and passing certification examinations are prerequisites for functioning as a certified EMS provider.

This law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with a reading disability could be required to take a written examination if the ability to read is an essential function of the profession, and the examination is designed, at least in part, to measure the ability to read. An essential function of an EMS provider is the ability to read and understand small English print under highly stressful conditions for the provider and patient. A second example is one dealing with skills examinations that must be performed within established time frames.

Performing a skill within a certain time frame can be required if speed of performance is an integral part of the skill being measured. Both the ability to read and the ability to perform basic skills within time frames are essential functions of an EMS Provider.

II. SCOPE

The information provided herein applies to all prehospital EMS personnel.

III. SPECIFIC DIRECTIONS

Coordinators must review the standard functional position description and the information concerning the ADA, with every prospective student. Prospective students need to understand the competencies and tasks that are required within the profession BEFORE entering a training program.

Students cannot be discriminated against on the basis of a disability in the offering of programs or services.

There will be NO allowed accommodations during the course of instruction or certification examinations unless written approval is received from the certification/licensure agency, in advance. Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the state written and practical certification examination. The certification agency will establish eligibility for an accommodation on a case-by-case basis. Documentation confirming and describing the disability must be submitted according to policy, for consideration.

Here are five examples of accommodations that would NOT be allowed during the instructional program:

1. Additional time for skills with specific time frames will NOT be allowed. Obviously, patients would suffer due to life threatening conditions in emergency situations.

2. No accommodation will be made in a training program that is not reasonably available in a prehospital environment. Students may use performance aids which could be readily available and easily accessible to them in the prehospital setting. It is the responsibility of the student to provide any personal aids they deem necessary and the certifying agency deems appropriate.

3. Unlimited time to complete a written examination is NOT allowed. Such a request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.

4. Written examinations are NOT to be administered with an oral reader. The ability to read and understand small English print (12 point) is an essential function of the profession, and written examinations are designed, at least in part, to measure that ability.

5. A written examination with a reading level which is lower than the reading level required by the profession to function safely and efficiently should not be administered.

IV. DOCUMENTED LEARNING DISABILITY

Test takers who have presented a documented learning disability relating to reading decoding or reading comprehension may be granted a standard extension. A standard extension allowed for completing a written examination is time-and-a-half. Thus if the examination is normally administered in two hours, an extra hour could be allowed to complete the examination. This accommodation could be allowed because the individual would be able to perform the essential functions of the position description. The critical nature of reading in emergency situations requires reading finite amounts of material in measured amounts of time, as it is required for taking an examination. Also the reading level of an exam is not impacted by the time requirement of the exam.

The certification/licensure agency will review only written requests for accommodations on the state written certification examination on a case-by-case basis. Requests must be submitted on the "Accommodation Request" form. The state certification/licensure agency will provide written notification upon review of the request for accommodation.

V. DISABILITY ACCOMMODATION POLICY

A. Requesting Accommodations

"Accommodation Request" forms are available from the Office of Emergency Medical Services. The candidate who is requesting an accommodation must complete the request form at the start of the instructional program or as soon as the need for an accommodation is recognized.

Documentation of a specific disability which would impact your performance on the written examination must include a signed statement on letterhead stationary from a professional who is familiar with your disability. This statement must confirm and describe the disability for which the accommodation is required. The professional must have expertise in the specific disability for which the accommodation is being requested.

Applicants with disabilities are entitled to, and have the responsibility to meet the same deadlines for application and submission of documentation established for preregistration as non-disabled individuals. The process involved in establishing eligibility will not impose discriminatory timeliness for application on the individual with a disability.

B. Reasonable Accommodations

The certification/licensure agency will offer reasonable accommodations for the written certification exam for those persons with written documented disabilities.

Based upon an analysis of the Functional Position Description and the written examination, it has been determined that persons with learning disabilities manifested in the academic areas of reading decoding, or reading comprehension may be eligible for additional time as an accommodation.

Documentation of a specific disability which would negatively impact one's performance on the written examination must include a complete "Accommodation Request" form with signature of the individual. This statement must confirm and describe the disability for which an accommodation is being requested.

Requests for accommodation on the written examination will be reviewed on a case-by-case basis. If the appropriateness of the requested accommodation is in doubt, the certifying agency will discuss options with the candidate and will consult

with professionals knowledgeable about disability and functions of the profession. The recency of disability testing is not an issue in determining the need for accommodation. A permanent learning disability is a permanent disability.

VI. DEFINITION

The word "written" was purposefully included to ensure that certified individuals could read. The written portion of the EMS certification examination is designed, in part to measure an applicant's ability to read and understand English. Being able to read is a skill that is justified as integral to the performance of the job.

VII. RECORD KEEPING

Diagnostic information related to an individual's disability is highly confidential and will not be disclosed to third parties. The accommodation file will be maintained separately from the application and test result files.

I. INTRODUCTION

A. Introduce yourself and provide the following information to all students:

1. Your name
2. Your training credentials and affiliation
3. Your contact phone number(s), e-mail address etc.
4. A brief description of the type and level of program being taught

B. Introduce the program's Physician Course Director

(Note: If at all possible the medical director should be present to introduce him or herself and make any appropriate comments concerning the program.)

C. Handout Student Information Package for review.

II. PREREQUISITES FOR EMT-ENHANCED, EMT-INTERMEDIATE AND EMT-PARAMEDIC PROGRAMS, CRIMINAL HISTORY AND STANDARDS OF CONDUCT (REFER THE STUDENTS TO THE STUDENT INFORMATION PACKAGE)

A. Read aloud each section of the state prerequisites for EMT-Enhanced, EMT-Intermediate and EMT-Paramedic programs, criminal history and standards of conduct stopping between each item to explain the statement and asking if there are any questions about its meaning. **(This information is provided by the Office per 12VAC5-31-910 through 12VAC5-31-940 and 12 VAC 5-31-1450 of state EMS regulations.)**

B. Read aloud each section of any additional local or regional prerequisites that are in addition to those described in part II A. **(Provide this information in the Student Information Package)**

C. Explain any medical requirement (vaccinations, etc.) for entry into the program or for class completion. A copy of these requirements and other pertinent information should be included in the Student Information Package. **(Note: The physician course director may want to cover these.)**
Information should include:

1. The specific requirements.
2. Where to go and who to see about satisfying these requirements.
3. When evidence of satisfying the requirements must be produced for the Course Coordinator.

D. When this section is completed, read aloud the statement on the agreement page of the Student Information Package and have each student sign appropriately. (Provide each student two copies of the **Prerequisites for EMT-Enhanced, EMT-Intermediate and EMT-Paramedic Programs Criminal History And Standards Of Conduct** so they can sign and return one copy to you and keep one copy.)

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES PREREQUISITES FOR EMT-ENHANCED, EMT-INTERMEDIATE AND EMT-PARAMEDIC PROGRAMS, CRIMINAL HISTORY AND STANDARDS OF CONDUCT

To be eligible to attend an EMT-Enhanced, EMT-Intermediate and EMT-Paramedic Course in Virginia (including bridge courses), you must:

A. Be proficient in reading, writing and speaking the English language in order to clearly communicate with a patient, family or bystander to determine a chief complaint, nature of illness, mechanism of injury or to assess signs and symptoms.
B. Be a minimum of 18 years of age at the beginning date of the certification program.
C. Hold current Virginia certification as an EMT or higher EMS certification level.
D. Hold, at a minimum, a high school or general equivalency diploma.
E. Have no physical or mental impairment that would render him unable to perform all practical skills required for that level of training. Physical performance skills must include the ability of the student to function and communicate independently, to perform appropriate patient care, physical assessments and treatments without the need for an assistant.
F. Not have been convicted or found guilty of any crime, offense or regulatory violation, or participated in any other prohibited conduct identified in state EMS regulations as follows:

    1. Have never been convicted or found guilty of any crime involving sexual misconduct where the lack of affirmative consent by the victim is an element of the crime, such as forcible rape.
    2. Have never been convicted of a felony involving the sexual or physical abuse of children, the elderly or the infirm, such as sexual misconduct with a child, making or distributing child pornography or using a child in a sexual display, incest involving a child, assault on an elderly or infirm person.
    3. Have never been convicted or found guilty of any crime (including abuse, neglect, theft from, or financial exploitation) of a person entrusted to his care or protection in which the victim is a patient or is a resident of a health care facility.
    4. Have never been convicted or found guilty of any crime involving the use, possession, or distribution of illegal drugs except that the person is eligible for affiliation or enrollment five years after the date of final release if no additional crimes of this type have been committed during that time.
    5. Have never been convicted or found guilty of any other act that is a felony except that the felon is eligible for affiliation or enrollment five years after the date of final release if no additional felonies have been committed during that time.
    6. Are not currently under any disciplinary or enforcement action from another state EMS office or other recognized state or national healthcare provider licensing or certifying body. Personnel subject to these disciplinary or enforcement actions may be eligible for certification provided there have been no further disciplinary or enforcement actions for five years prior to application for certification in Virginia.

7. Have never been subject to a permanent revocation of license or certification by another state EMS office or other recognized state or national healthcare provider licensing or certifying body.

G. All references to criminal acts or convictions under this section refer to substantially similar laws or regulations of any other state or the United States. Convictions include prior adult convictions, juvenile convictions and adjudications of delinquency based on an offense that would have been, at the time of conviction, a felony conviction if committed by an adult within or outside Virginia.
H. Meet requirements for course enrollment as set by the regional EMS council or local EMS resource, the PCD or the course coordinator, approved by the Office of EMS.
I. If in an ALS bridge certification program between certification levels, have completed the eligibility requirements for certification at the prerequisite lower ALS level at the beginning date of the ALS bridge certification program. He shall also become certified at the lower ALS certification level before certification testing for the higher level of the ALS bridge certification program.
J. Be clean and neat in appearance.
K. May not be under the influence of any drugs or intoxicating substances that impairs your ability to provide patient care or operate a motor vehicle while in class or clinicals, while on duty or when responding or assisting in the care of a patient.

III. CLASS RULES

A. Read aloud each item of the rules established for your class to the students.

B. Provide a copy in the Student Information Package.

C. The class rules should at a minimum include:

1. Course attendance requirements.
2. Standards for successful course completion.
3. Class cancellation policy.
4. Time class will begin and end.
5. Location of classes.
6. Suggested dress code for class.
7. Special equipment needs if any (i.e. BP Cuff, Stethoscope, etc.)

D. Upon completion, read aloud the statement on the agreement page of the student information package and have the student sign appropriately.

{EXAMPLE}

ALS CLASS RULES

1) No running calls from class.

2) No radios, tone pagers or cellular phones in class. (silent pagers are ok)

3) No disruptive behavior allowed. Disruptive student(s) will be dropped from class.

4) Active participation by all class members is expected. (Participate in all aspects of practical sessions)

5) No smoking, tobacco products or alcohol in classroom.

6) Classes will begin promptly at 7 PM. You are expected to arrive to class on time.

7) Anyone arriving 30 minutes after class starts will be considered absent from that class. Quizzes do not count as time class starts.

8) You are allowed absences for no more than 15% of the course. Absences must be made up within 2 weeks of the missed class. You will not be allowed to take the certification examination if you have more absences than 15% of the course that have not been made up. Each absence after 15% of the course will result in 1 point being removed from your final grade point average.

9) An overall 70% average must be obtained in order to qualify to sit for the State Certification Examination.

10) Anyone who falsifies information or is found to be cheating will be immediately removed from the program.

11) All Classes will be held in the continuing education classroom at _____ unless otherwise noted.

12) Class Cancellation Policy: Class will be held except in case of one the following events:

    - Evening classes at _____ high school is canceled.
    - You receive a phone call only from the course coordinator, John Smith.

13) Test books and course materials: Each student is expected to have a copy of the

primary text for this program. Other recommended informational sources are optional.

- The primary text for this program will be:

  TITLE:
  AUTHOR:
  PUBLISHER:
  EDITION:
  OBTAINABLE FROM:

- List any other materials or books required or suggested for the program with information on how to obtain each of the items listed.

IV. EXPECTATIONS FOR SUCCESSFUL COMPLETION OF THE PROGRAM

A. Read aloud each item stopping between each to ask if there are any questions or clarification needed. Provide further explanation if needed.

1. A copy should be provided in the Student Information Package.
2. Information should contain State requirements at a minimum.
3. Also include any expectations that you require.

B. Upon completion, read aloud the statement on the agreement page of the student information package and have the student sign appropriately.

COURSE EXPECTATIONS FOR SUCCESSFUL COMPLETION

1) Comply with all course prerequisites.

2) Comply with all class rules.

3) Satisfy all minimum requirements as set forth in the minimum training requirements for the corresponding curriculum.

4) Satisfy all current course expectations.

5) Demonstrate proficiency in the performance of all practical aspects of the program. (Also includes activities reviewed in the "Functional Position Description" for the appropriate level.)

6) Successful completion of 1, 2, and 3 above as evidenced by the submission of a completed "Course Student Disposition Report (CSDR) form as required by the end date of the program.

7) Maintain valid EMT credentials as evidenced by a current Virginia certification card issued by the Office of EMS.

V. COURSE FEES

A. Explain any course fees and their purpose.

   1. Note to Course Coordinators: If the Course Coordinator is being reimbursement from the State for the class, large course fees to the students may not be allowed. Course Coordinators should contact the Office of EMS for direction.

   2. It is recommended that a copy of the fee structure be included in the Student Information Package and each item reviewed and students allowed to have their questions answered.

B. Upon completion, read aloud the statement on the agreement page of the Student Information Package and have the student sign appropriately.

VI. REQUIREMENTS FOR STATE OR NATIONAL REGISTRY OF EMTs TESTING

A. The three following sections of testing procedures are followed based upon on the type of course being conducted. Review the appropriate information in the section for EMT-Enhanced, EMT-Intermediate or EMT-Paramedic programs.

B. Read each item verbatim, providing an explanation for each and answering any questions the students may have.

C. A copy of the applicable requirements must be included in the Student Information Package.

D. Upon completion, read aloud the statement on the agreement page of the Student Information Package and have the student sign appropriately.

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES
REQUIREMENTS FOR STATE TESTING

(This section applies to initial testing for EMT-Enhanced and recertification testing for all state ALS levels. Initial EMT-Intermediate and EMT-Paramedic testing is administered following procedures of the National Registry of EMT's.)

1. You must satisfy all items contained in "Course Expectations for Successful Completion."

2. Successful completion of #1 above as evidenced by the submission of a completed "Course Student Disposition Report (CSDR) form as required by the end date of the program.

3. Hold current Virginia EMT credentials from the Office of EMS

4. Testing for initial certification must be begun within 180 days of the course's end date.

5. Pass/Fail: Students must demonstrate proficiency on all practical stations.

6. Practical Retest Policy:

    a. Grades of UNSATISFACTORY in any critical area or failure to achieve the minimum required points within a single practical station will constitute failure of the station, requiring a retest.

    b. Failure of one or more stations on the practical constitutes failure of the practical exam. All practical stations failed must then be retested at an available test site. (Retesting may not be offered at all test sites.)

        i. Students attending another test site to retest must provide the Program Representative or Certification Examiner with all necessary documents provided by the Office of EMS, explaining which parts of the written or practical need to be retested.

        ii. Failure of <u>any</u> retest will constitute total failure of the practical exam series and will require completion of the retest procedures listed below prior to being permitted to take the written and practical examinations again.

7. Written Examinations

    a. Once the written exam has begun, no student will be allowed to leave and return. (Other than for rest room) Any student who does leave will have their exam scored for only the questions completed prior to departure.

i. Exam Scores: The Office's standard for successful completion is that the student must obtain a minimum score of 80 on the final standardized examination.

8. Oral testing will not be permitted on written examinations. This excludes the use of any electronic or mechanical device which translates the written exam material into an audible or tactile format of any type, but does allow the use of normal corrective lenses.

9. Students successfully completing all requirements for state certification will be mailed a certificate with attached pocket card at the conclusion of the training program.

10. General Testing and Retesting Policy

    a. A certification candidate may have up to two series of state certification examinations before being required to repeat an entire BLS or ALS certification program.

    b. A certification candidate failing the written or practical certification examination of an exam series must retest within 90 days from the date of the initial test in that exam series.

    c. A certification candidate failing a practical examination but passing the written examination of an exam series must only repeat the practical examination of an exam series. A certification candidate failing the written examination but passing the practical examination must only repeat the written examination for the exam series.

    d. A certification candidate who has failed the retest of the initial examination series or has not taken the retest within the 90 day retest period, must satisfy the following before an additional certification test may be attempted:

        i. Completion of the recertification CE hour requirements for the level to be tested.

    e. Receipt of a "Second Certification Testing Eligibility Notice" from the Office of EMS.

        i. A certification candidate who has received a "Second Certification Testing Eligibility Notice" must pass both the written and practical certification examinations for the certification level.

        ii. A certification candidate who fails a retest during the second certification examination series must complete an initial certification program or applicable bridge course in order to be eligible for further certification examination.

        iii. A certification candidate must complete all certification examination series within 12 months from the date of the first certification examination attempt. This 12-month maximum testing period may shorten the time available for retesting specified in subsection B of this section.

11. EMT-Enhanced is a unique Virginia training program: Students enrolled in an EMT-Enhanced certification program should be aware that this training program and certification level is unique to Virginia and that it will usually not be recognized by any other state or the National Registry of EMTs for reciprocity purposes. Transfer of certification to another state will usually result in certification only as an EMT-Basic based on the recipient state's law, regulations and certification policies.

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES REQUIREMENTS FOR NATIONAL REGISTRY OF EMTs INTERMEDIATE/99 TESTING

(This section applies to initial testing for EMT-Intermediate testing and is administered following procedures of the National Registry of EMT's.)

1. You must satisfy all items contained in "Course Expectations for Successful Completion."

2. A "National Registry of EMTs Registration Application" signed by the Course Coordinator and Physician Course Director must be submitted to the National Registry of EMTs with all required documentation and fees.

3. Successful completion of #2 above as evidenced by applicant being included on a "National Registry of EMTs Exam Roster".

4. Hold current Virginia EMT credentials from the Office of EMS

5. Testing for initial National Registry certification must be completed within 2 years of the course's end date.

6. Pass/Fail: Students must demonstrate proficiency on all practical stations.

7. Practical Retest Policy:

    a. Grades of UNSATISFACTORY in any critical area or failure to achieve the minimum required points within a single practical skill will constitute failure of the skill station.

    b. Failure of five (5) or less skills (when taking the entire NREMT-Intermediate/99 practical) entitles the candidate to two (2) retesting opportunities of just the skill(s) failed. If a same-day retest is offered at the examination site, only one (1) retest attempt may be completed at that test. Retests must be completed in an all-or-none fashion. The NREMT cannot score or report incomplete practical attempts. Candidates are not permitted to complete only a portion of the skills that need to be retested. The NREMT does not mandate or guarantee same-day retest opportunities at any National Registry Advanced level practical examination site.

    c. Failure of any portion of the second retest attempt constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all eleven (11) skills on another date, provided all other requirements for National Registration are fulfilled.

d. Failure of six (6) or more skills constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all eleven (11) EMT-Intermediate skills on another date, provided all other requirements for National Registration are fulfilled.

e. Candidates are allowed three (3) full attempts to pass the practical examination (one "full attempt" is defined as completing all skills and two retesting opportunities if so entitled). Candidates who fail a full attempt or any portion of a second retest must submit official documentation of remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all eleven (11) skills, provided all other requirements for National Registration are fulfilled. This official documentation must be signed by the EMT Training Program Director or Physician Medical Director of training/operations that verifies remedial training over all skills has occurred since the last unsuccessful attempt and the candidate has demonstrated competence in all skills. Should a candidate fail the third full and final attempt of the practical examination, the candidate must complete a new, state-approved EMT-Intermediate/99 Training Program.

8. Written Examinations

a. A passing score requires that the candidate obtain a minimum score on each of six (6) topical areas plus an overall average score. The results received by the candidate after completion of the examination will indicate the required minimum score for each topical area and the overall passing score for the particular examination taken by the candidate. Failure to obtain the minimum overall passing score and/or failure of any topical area will constitute complete failure of the written examination. Candidates failing the written examination may re-apply by submitting another completed application and fee for re-examination.

b. Candidates are allowed three opportunities to pass the written examination provided all other requirements for National Registration are met. Candidates applying for the fourth attempt of the written examination must submit official documentation verifying he/she has successfully completed 36 hours of refresher training as outlined in Section 1-A of the reregistration requirements on this site. Should a candidate fail the sixth and final attempt of the written examination, the candidate must complete a new, entire, state-approved EMT-intermediate Education Program.

9. Oral testing will not be permitted on written examinations. The use of any electronic or mechanical device which translates the written exam material into an audible or tactile format of any type is not permitted, but the use of normal corrective lenses is allowed.

10. Testing period allowed

The passed portion of the examination, either the written or practical, will remain

valid for a twelve (12) month period from the date of the examination. Candidates not completing the failed portion of the examination within that twelve (12) month period will be required to repeat the invalid portion.

11. Testing Accommodations

Any testing accommodation requested based upon the American's with Disabilities Act (ADA) must be submitted to the National Registry of EMTs at least 3 weeks prior to the test site.

12. Reciprocity for State Certification

Students successfully completing all requirements for NREMT certification are required to submit for reciprocity to receive state certification which is necessary to practice in Virginia. Packets of information and forms required to request reciprocity are available from the Office of EMS.

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES REQUIREMENTS FOR NATIONAL REGISTRY OF EMTs PARAMEDIC TESTING

(This section applies to initial testing for EMT-Paramedic testing and is administered following procedures of the National Registry of EMT's.)

1. You must satisfy all items contained in "Course Expectations for Successful Completion."

2. A "National Registry of EMTs Registration Application" signed by the Course Coordinator and Physician Course Director must be submitted to the National Registry of EMTs with all required documentation and fees.

3. Successful completion of #2 above as evidenced by applicant being included on a "National Registry of EMTs Exam Roster".

4. Hold current Virginia EMT credentials from the Office of EMS

5. Testing for initial National Registry certification must be completed within 2 years of the course's end date.

6. Pass/Fail: Students must demonstrate proficiency on all practical stations.

7. Practical Retest Policy:

    a. Grades of UNSATISFACTORY in any critical area or failure to achieve the minimum required points within a single practical skill will constitute failure of the skill station, requiring a retest.

    b. Failure of five (5) or less skills (when taking the entire NREMT-Paramedic practical) entitles the candidate to two (2) retesting opportunities. If a same-day retest is offered at the examination site, only one (1) retest attempt may be completed at that test. Retests must be completed in an all-or-none fashion. The NREMT cannot score or report incomplete practical attempts. Candidates are not permitted to complete only a portion of the skills that need retested. The NREMT does not mandate or guarantee same-day retest opportunities at any National Registry Advanced Level practical examination site.

    c. Failure of any portion of the second retest attempt constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all twelve (12) skills on another date, provided all other requirements for National Registration are fulfilled.

d. NREMT-Paramedic candidates who have successfully completed the **entire** NREMT-Intermediate/99 practical examination within the preceding twelve (12) months of his/her first attempt on the NREMT-Paramedic practical examination may apply his/her passed NREMT-Intermediate/99 results to the NREMT-Paramedic practical examination. **Passed NREMT-Intermediate/99 practical examination results may only be applied to the first full attempt of the NREMT-Paramedic examination for the following four (4) skills:**

    1. Intravenous Therapy
    2. Intravenous Bolus Medications
    3. Pediatric Intraosseous Infusion
    4. Random Basic Skills

e. Failure of five or less skills when applying passed NREMT-Intermediate/99 practical examination results and testing eight (8) skills as listed (#1, 3a and b, 4a and b, 5a and b, and 7a) entitles the candidate to two (2) retesting opportunities of just the skill(s) failed. If a same day retest is offered at the examination site, only one (1) retest attempt may be completed at that test. Retests must be completed in an all-or-none fashion. The NREMT cannot score of report incomplete practical attempts. Candidates are not permitted to complete only a portion of the skills that need to be retested. The NREMT does not mandate or guarantee same-day retest opportunities at any National Registry Advanced Level practical examination site. Candidates applying passed NREMT-Intermediate/99 results should note that outright failure of the first full attempt or failure of the second retest opportunity of the first attempt on the NREMT-Paramedic practical examination will require re-examination over the entire NREMT-Paramedic practical (all twelve (12) skills) on another date after completing the required remedial training, provided all other requirements for national registration are fulfilled.

f. Failure of six (6) or more skills constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all twelve (12) EMT-Paramedic skills on another date, provided all other requirements for National Registration are fulfilled.

g. Candidates are allowed three (3) full attempts to pass the practical examination (one "full attempt" is defined as completing all twelve (12) skills and two retesting opportunities if so entitled). Candidates who fail a full attempt or any portion of a second retest must submit official documentation of remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all twelve (12) skills, provided all other requirements for National Registration are fulfilled. This official documentation must be signed by the EMT-Paramedic Training Program Director or Physician Director of training/operations that verifies remedial training over all skills has occurred since the last unsuccessful attempt and the candidate has demonstrated competence in all skills. Should a candidate

fail the third full and final attempt of the practical examination, the candidate must complete a new, state-approved EMT-Paramedic Training Program.

8. Written Examinations

   a. A passing score requires that the candidate obtain a minimum score on each of six (6) topical areas plus an overall average score. The results received by the candidate after completion of the examination will indicate the required minimum score for each topical area and the overall passing score for the particular examination taken by the candidate. Failure to obtain the minimum overall passing score and/or failure of any topical area will constitute complete failure of the written examination. Candidates failing the written examination may re-apply by submitting another completed application and fee for re-examination.

   b. Candidates are allowed three (3) opportunities to pass the written examination provided all other requirements for national registration are met. Candidates applying for the fourth attempt of the written examination must submit official documentation verifying he/she has successfully completed forty-eight (48) hours of educational review with a recognized instructor that overviews the content of the 1999 EMT-Paramedic National Standard Curriculum as outlined in the reregistration section of this site. This educational review must be completed after the third unsuccessful attempt of the written examination. Should a candidate fail the sixth and final attempt of the written examination, the candidate must complete another complete EMT-Paramedic course. Candidates should allow three to four weeks from the examination date for reporting of examination results. When results are not received or an application is not returned within six (6) weeks, candidates or coordinators are urged to contact the NREMT.

9. Oral testing will not be permitted on written examinations. The use of any electronic or mechanical device which translates the written exam material into an audible or tactile format of any type is not permitted, but the use of normal corrective lenses is allowed.

10. Testing period allowed

    The passed portion of the examination, either the written or practical, will remain valid for a twelve (12) month period from the date of the examination. Candidates not completing the failed portion of the examination within that twelve (12) month period will be required to repeat the invalid portion.

11. Testing Accommodations

    Any testing accommodation requested based upon the American's with Disabilities Act (ADA) must be submitted to the National Registry of EMTs at least 3 weeks prior to the test site.

12. Reciprocity for State Certification

Students successfully completing all requirements for NREMT certification, are required to submit for reciprocity to receive state certification which is necessary to practice in Virginia. Packets of information and forms required to request reciprocity are available from the Office of EMS.

FUNCTIONAL POSITION DESCRIPTION
FOR THE
ADVANCED LIFE SUPPORT PROVIDER

INTRODUCTION

The following is a position description for the Advanced Life Support Provider within Virginia. This document identifies the minimum qualifications, expectations, competencies and tasks expected of the Advanced Life Support Provider.

QUALIFICATIONS FOR STATE CERTIFICATION

To qualify for state certification, the applicant must at a minimum:

1. meet minimum state entry requirements.

2. meet course requirements such as attendance and grades.

3. successfully complete all certification/licensure examination(s).

COMPETENCIES

The Advanced Life Support Provider must demonstrate competency in handling emergencies utilizing basic and advanced life support equipment and skills in accordance with the objectives in the Virginia Standard Curriculum for the EMT-Enhanced or the U.S. Department of Transportation National Standard Curriculum for the EMT-Intermediate or EMT-Paramedic to include having the ability to:

- verbally communicate in person, via telephone and telecommunications using the English language;

- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;

- ability to lift, carry, and balance up to 125 pounds (250 with assistance);

- ability to interpret and respond to written, oral, and diagnostic form instructions;

- ability to use good judgment and remain calm in high-stress situations and take on the role of a leader.

- read road maps; drive vehicle, accurately discern street signs and address numbers;

- read medication/prescription labels and directions for usage in quick, accurate, and expedient manner;

- communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders;
- discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given;
- document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
- perform with good manual dexterity all tasks related to advanced emergency patient care and documentation;
- bend, stoop, balance, and crawl on uneven terrain;
- withstand varied environmental conditions such as extreme heat, cold, and moisture;
- perform quickly, precise, practical mathematical calculations pertinent to ratio and proportion of medication and supplies used in emergency patient care.

DESCRIPTION OF TASKS

The Advanced Life Support Provider must:

- be independent, confident, able to work independently without defined structure, have good stable reasoning ability with ability to draw valid conclusions expediently relevant to patient's condition, often, using limited information;
- have knowledge and skills relevant to position and be able to implement them in stressful situations;
- be cognizant of all legal, ethical, and moral obligations inherent within scope of practice;
- be able to perform mathematical calculations/ratios and apply them in expedient, practical manner;
- have successfully completed an approved curriculum with achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines;
- and at any given time, performs any or all tasks performed by a lower level EMT;
- may supervise activities of students or interns, and/or may engage in writing of journal articles or teach. Meets qualifications within the functional job analysis;
- meet minimum vision requirements to operate a motor vehicle within the state.

ATLANTIC EMS COUNCIL
ACCOMMODATION POLICY

VIRGINIA DEPARTMENT OF HEALTH

OFFICE OF
EMERGENCY MEDICAL SERVICES

109 Governor Street UB-55
Richmond, VA 23219

(804)864-7600
(800) 523-6019

This document is intended to be distributed by course coordinators to students who after a formal review of the administrative aspects of a Virginia Basic Life Support program believe they need to pursue an accommodation.

ATLANTIC EMS COUNCIL
ACCOMMODATION POLICY

I. INTRODUCTION

The Americans with Disabilities Act of 1990 has implications for coordinators and students in the areas of prospective student information, testing of knowledge and skills competency. Among the many provisions of the ADA are several that pertain specifically to agencies, institutions and organizations that provide courses or examinations leading to certification.

The intent emphasizes that individuals with disabilities are not to be excluded from jobs that they can perform merely because a disability prevents them from taking a test or negatively influences the results of a test, which is a prerequisite to the job. Passing written and skills examinations during an EMS course and passing certification examinations are prerequisites for functioning as a certified EMS provider.

This law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with a reading disability could be required to take a written examination if the ability to read is an essential function of the profession, and the examination is designed, at least in part, to measure the ability to read. An essential function of an EMS provider is the ability to read and understand small English print under highly stressful conditions for the provider and patient. A second example is one dealing with skills examinations that must be performed within established time frames.

Performing a skill within a certain time frame can be required if speed of performance is an integral part of the skill being measured. Both the ability to read and the ability to perform basic skills within time frames are essential functions of an EMS Provider.

II. SCOPE

The information provided herein applies to all prehospital EMS personnel.

III. SPECIFIC DIRECTIONS

Coordinators must review the standard functional position description and the information concerning the ADA, with every prospective student. Prospective students need to understand the competencies and tasks that are required within the profession BEFORE entering a training program.

Students cannot be discriminated against on the basis of a disability in the offering of programs or services.

There will be NO allowed accommodations during the course of instruction or certification examinations unless written approval is received from the certification/licensure agency, in advance. Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the state written and practical certification examination. The certification agency will establish eligibility for an accommodation on a case-by-case basis. Documentation confirming and describing the disability must be submitted according to policy, for consideration.

Here are five examples of accommodations that would NOT be allowed during the instructional program:

1. Additional time for skills with specific time frames will NOT be allowed. Obviously, patients would suffer due to life threatening conditions in emergency situations.

2. No accommodation will be made in a training program that is not reasonably available in a prehospital environment. Students may use performance aids which could be readily available and easily accessible to them in the prehospital setting. It is the responsibility of the student to provide any personal aids they deem necessary and the certifying agency deems appropriate.

3. Unlimited time to complete a written examination is NOT allowed. Such a request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.

4. Written examinations are NOT to be administered with an oral reader. The ability to read and understand small English print (12 point) is an essential function of the profession, and written examinations are designed, at least in part, to measure that ability.

5. A written examination with a reading level which is lower than the reading level required by the profession to function safely and efficiently should not be administered.

IV. DOCUMENTED LEARNING DISABILITY

Test takers who have presented a documented learning disability relating to reading decoding or reading comprehension may be granted a standard extension. A standard extension allowed for completing a written examination is time-and-a-half. Thus if the examination is normally administered in two hours, an extra hour could be allowed to complete the examination. This accommodation could be

allowed because the individual would be able to perform the essential functions of the position description. The critical nature of reading in emergency situations requires reading finite amounts of material in measured amounts of time, as it is required for taking an examination. Also the reading level of an exam is not impacted by the time requirement of the exam.

The certification/licensure agency will review only written requests for accommodations on the state written certification examination on a case-by-case basis. Requests must be submitted on the "Accommodation Request" form. The state certification/licensure agency will provide written notification upon review of the request for accommodation.

V. DISABILITY ACCOMMODATION POLICY

A. Requesting Accommodations

"Accommodation Request" forms are available from the Office of Emergency Medical Services. The candidate who is requesting an accommodation must complete the request form at the start of the instructional program or as soon as the need for an accommodation is recognized.

Documentation of a specific disability which would impact your performance on the written examination must include a signed statement on letterhead stationary from a professional who is familiar with your disability. This statement must confirm and describe the disability for which the accommodation is required. The professional must have expertise in the specific disability for which the accommodation is being requested.

Applicants with disabilities are entitled to, and have the responsibility to meet the same deadlines for application and submission of documentation established for preregistration as non-disabled individuals. The process involved in establishing eligibility will not impose discriminatory timeliness for application on the individual with a disability.

B. Reasonable Accommodations

The certification/licensure agency will offer reasonable accommodations for the written certification exam for those persons with written documented disabilities.

Based upon an analysis of the Functional Position Description and the written examination, it has been determined that persons with learning disabilities manifested in the academic areas of reading decoding, or reading comprehension may be eligible for additional time as an accommodation.

Documentation of a specific disability which would negatively impact one's performance on the written examination must include a complete "Accommodation Request" form with signature of the individual. This statement must confirm and describe the disability for which an accommodation is being requested.

Requests for accommodation on the written examination will be reviewed on a case-by-case basis. If the appropriateness of the requested accommodation is in doubt, the certifying agency will discuss options with the candidate and will consult with professionals knowledgeable about disability and functions of the profession. The recency of disability testing is not an issue in determining the need for accommodation. A permanent learning disability is a permanent disability.

VI. DEFINITION

The word "written" was purposefully included to ensure that certified individuals could read. The written portion of the EMS certification examination is designed, in part to measure an applicant's ability to read and understand English. Being able to read is a skill that is justified as integral to the performance of the job.

VII. RECORD KEEPING

Diagnostic information related to an individual's disability is highly confidential and will not be disclosed to third parties. The accommodation file will be maintained separately from the application and test result files.

VIII. COURSE SYLLABUS

A. A copy of the course syllabus is to be included in the Student Information Package.

B. Recommended minimal content:

1. class dates
2. class topics
3. identify classes meeting refresher and recert by continuing education criteria.

C. Upon completion, read aloud the statement on the agreement page of the student information package and have the student sign appropriately.

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES
ALS COURSE STUDENT INFORMATION PACKAGE

Enclosed are documents containing information about the EMS program you are about to attend. You will be asked to verify that you have reviewed the information with the Course Coordinator, have had your questions answered and understand the information contained herein by signing this cover form **and individual documents enclosed.**

My signature below indicates that the specific section listed below for the Emergency Medical Technician-Enhanced, Emergency Medical Technician-Intermediate and/or EMT-Paramedic program has been read to me. Further, my signature indicates that I read the contents of the specific section for the Emergency Medical Technician-Enhanced, Emergency Medical Technician-Intermediate and/or EMT-Paramedic program and understand the information contained in that section.

Print Name:_____

Part I **INTRODUCTION**

Part II **PREREQUISITES FOR EMS TRAINING PROGRAMS, CRIMINAL HISTORY AND STANDARDS OF CONDUCT**

Signed:_____ Date:_____

Date of Birth:_____/_____/____ (Minimum age 18 years old)

(Signature for this item indicates that I was also provided a duplicate copy of this form)

Part III **CLASS RULES**

Signed:_____ Date:_____

Part IV **EXPECTATIONS FOR SUCCESSFUL COMPLETION OF THE PROGRAM**

Signed:_____ Date:_____

Part V **COURSE FEES**

Signed:_____ Date:_____

Part VI **REQUIREMENTS FOR STATE or NREMT TESTING**

Signed:_____ Date:_____

Part VII **AMERICAN'S WITH DISABILITIES ACT**

Signed:_____ Date:_____

Part VIII **COURSE SYLLABUS**

Signed:_____ Date:_____

ALS CLASS RULES

INSERT YOUR OWN RULES LISTING HERE

{example only}

1) No running calls from class.

2) No radios, tone pagers or cellular phones in class. (silent pagers are ok)

3) No disruptive behavior allowed. Disruptive student(s) will be dropped from class.

4) Active participation by all class members is expected. (Participate in all aspects of practical sessions)

5) No smoking, tobacco products or alcohol in classroom.

6) Classes will begin promptly at 7 PM. You are expected to arrive to class on time.

7) Anyone arriving 30 minutes after class starts will be considered absent from that class. Quizzes do not count as time class starts.

8) You are allowed absences for no more than 15% of the course. Absences must be made up within 2 weeks of the missed class. You will not be allowed to take the certification examination if you have more absences than 15% of the course that have not been made up. Each absence after 15% of the course will result in 1 point being removed from your final grade point average.

9) An overall 70% average must be obtained in order to qualify to sit for the State Certification Examination.

10) Anyone who falsifies information or is found to be cheating will be immediately removed from the program.

11) All Classes will be held in the continuing education classroom at _____ unless otherwise noted.

12) Class Cancellation Policy: Class will be held except in case of one the following events:

    1) Evening classes at _____ high school is canceled.

    2) You receive a phone call only from the course coordinator, John Smith.

13) Test books and course materials: Each student is expected to have a copy of the primary text for this program. Other recommended informational sources are optional.

    A) The primary text for this program will be:

       TITLE:
       AUTHOR:
       PUBLISHER:
       EDITION:
       OBTAINABLE FROM:

    B) List any other materials or books required or suggested for the program with information on how to obtain each of the items listed.

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES
COURSE EXPECTATIONS FOR SUCCESSFUL COMPLETION

COURSE EXPECTATIONS FOR SUCCESSFUL COMPLETION

1) Comply with all course prerequisites.

2) Comply with all class rules.

3) Satisfy all minimum requirements as set forth in the minimum training requirements for the corresponding curriculum.

4) Satisfy all current course expectations.

5) Demonstrate proficiency in the performance of all practical aspects of the program. (Also includes activities reviewed in the "Functional Position Description" for the appropriate level.)

6) Successful completion of 1, 2, and 3 above as evidenced by the submission of a completed "Course Student Disposition Report (CSDR) form as required by the end date of the program.

7) Maintain valid EMT credentials as evidenced by a current Virginia certification card issued by the Office of EMS.

COURSE FEES

INSERT YOUR OWN COURSE FEES LISTING HERE

REQUIREMENTS FOR STATE or NREMT TESTING

Select the appropriate handout for your course type based upon the certification level involved.

EMT—Enhanced

EMT—Intermediate

EMT—Paramedic

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES
REQUIREMENTS FOR STATE TESTING

(This section applies to initial testing for EMT-Enhanced and recertification testing for all state ALS levels. Initial EMT-Intermediate and EMT-Paramedic testing is administered following procedures of the National Registry of EMT's.)

1) You must satisfy all items contained in "Course Expectations for Successful Completion."

2) Successful completion of #1 above as evidenced by a completed "Virginia EMS Certification Application," signed by the Physician Course Director.

3) Hold current Virginia EMT credentials from the Office of EMS

4) Testing for initial certification must be begun within 180 days of the course's end date.

5) Pass/Fail: Students must demonstrate proficiency on all practical stations.

6) Practical Retest Policy:

   a. Grades of UNSATISFACTORY in any critical area or failure to achieve the minimum required points within a single practical station will constitute failure of the station, requiring a retest.

   b. Failure of one or more stations on the practical constitutes failure of the practical exam. All practical stations failed must then be retested at an available test site. (Retesting may not be offered at all test sites.)

   c. Students attending another test site to retest must provide the Program Representative or Certification Examiner with all necessary documents provided by the Office of EMS, explaining which parts of the written or practical need to be retested.

   d. Failure of <u>any</u> retest will constitute total failure of the practical exam series and will require completion of the retest procedures listed below prior to being permitted to take the written and practical examinations again.

7) Written Examinations

   a. Once the written exam has begun, no student will be allowed to leave and return. (Other than for rest room) Any student who does leave will have their exam scored for only the questions completed prior to departure.

b. Exam Scores: The Office's standard for successful completion is that the student must obtain a minimum score of 80 on the final standardized examination.

8) Oral testing will not be permitted on written examinations. This excludes the use of any electronic or mechanical device which translates the written exam material into an audible or tactile format of any type, but does allow the use of normal corrective lenses.

9) Students successfully completing all requirements for state certification, will be mailed a certificate with attached pocket card at the conclusion of the training program.

10) General Testing and Retesting Policy

a. A certification candidate may have up to two series of state certification examinations before being required to repeat an entire BLS or ALS certification program.

b. A certification candidate failing the written or practical certification examination of an exam series must retest within 90 days from the date of the initial test in that exam series.

c. A certification candidate failing a practical examination but passing the written examination of an exam series must only repeat the practical examination of an exam series. A certification candidate failing the written examination but passing the practical examination must only repeat the written examination for the exam series.

d. A certification candidate who has failed the retest of the initial examination series or has not taken the retest within the 90 day retest period, must satisfy the following before an additional certification test may be attempted:

1. Completion of the recertification CE hour requirements for the level to be tested.

2. Receipt of a "Second Certification Testing Eligibility Notice" from the Office of EMS.

e. A certification candidate who has received a "Second Certification Testing Eligibility Notice" must pass both the written and practical certification examinations for the certification level.

f. A certification candidate who fails a retest during the second certification examination series must complete an initial certification program or applicable bridge course in order to be eligible for further certification examination.

g. A certification candidate must complete all certification examination series within 12 months from the date of the first certification examination attempt. This 12-month maximum testing period may shorten the time available for retesting specified in subsection B of this section.

11) EMT-Enhanced is a unique Virginia training program: Students enrolled in an EMT-Enhanced certification program should be aware that this training program and certification level is unique to Virginia and that it will usually not be recognized by any other state or the National Registry of EMT's for reciprocity purposes. Transfer of certification to another state will usually result in certification only as an EMT-Basic based on the recipient state’s law, regulations and certification policies.

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES REQUIREMENTS FOR NATIONAL REGISTRY OF EMT's INTERMEDIATE/99 TESTING

(This section applies to initial testing for EMT-Intermediate testing and is administered following procedures of the National Registry of EMT's.)

1) You must satisfy all items contained in "Course Expectations for Successful Completion."

2) A "National Registry of EMT's Registration Application" signed by the Course Coordinator and Physician Course Director must be submitted to the National Registry of EMT's with all required documentation and fees.

3) Successful completion of #2 above as evidenced by applicant being included on a "National Registry of EMT's Exam Roster".

4) Hold current Virginia EMT credentials from the Office of EMS

5) Testing for initial National Registry certification must be completed within 2 years of the course's end date.

6) Pass/Fail: Students must demonstrate proficiency on all practical stations.

7) Practical Retest Policy:

   a. Grades of UNSATISFACTORY in any critical area or failure to achieve the minimum required points within a single practical skill will constitute failure of the skill station.

   b. Failure of five (5) or less skills (when taking the entire NREMT-Intermediate/99 practical) entitles the candidate to two (2) retesting opportunities of just the skill(s) failed. If a same-day retest is offered at the examination site, only one (1) retest attempt may be completed at that test. Retests must be completed in an all-or-none fashion. The NREMT cannot score or report incomplete practical attempts. Candidates are not permitted to complete only a portion of the skills that need to be retested. The NREMT does not mandate or guarantee same-day retest opportunities at any National Registry Advanced level practical examination site.

   c. Failure of any portion of the second retest attempt constitutes failure of the entire practical examination. The candidate is then required to officially

document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all eleven (11) skills on another date, provided all other requirements for National Registration are fulfilled.

d. Failure of six (6) or more skills constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all eleven (11) EMT-Intermediate skills on another date, provided all other requirements for National Registration are fulfilled.

e. Candidates are allowed three (3) full attempts to pass the practical examination (one "full attempt" is defined as completing all skills and two retesting opportunities if so entitled). Candidates who fail a full attempt or any portion of a second retest must submit official documentation of remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all eleven (11) skills, provided all other requirements for National Registration are fulfilled. This official documentation must be signed by the EMT Training Program Director or Physician Medical Director of training/operations that verifies remedial training over all skills has occurred since the last unsuccessful attempt and the candidate has demonstrated competence in all skills. Should a candidate fail the third full and final attempt of the practical examination, the candidate must complete a new, state-approved EMT-Intermediate/99 Training Program.

8) Written Examinations

a. A passing score requires that the candidate obtain a minimum score on each of six (6) topical area plus an overall average score. The results received by the candidate after completion of the examination will indicate the required minimum score for each topical area and the overall passing score for the particular examination taken by the candidate. Failure to obtain the minimum overall passing score and/or failure of any topical area will constitute complete failure of the written examination. Candidates failing the written examination may re-apply by submitting another completed application and fee for re-examination.

b. Candidates are allowed three opportunities to pass the written examination provided all other requirements for National Registration are met. Candidates applying for the fourth attempt of the written examination must submit official documentation verifying he/she has successfully completed 36 hours of refresher training as outlined in Section 1-A of the re-registration requirements on this site. Should a candidate fail the sixth

and final attempt of the written examination, the candidate must complete a new, entire, state-approved EMT-intermediate Education Program.

9) Oral testing will not be permitted on written examinations. The use of any electronic or mechanical device which translates the written exam material into an audible or tactile format of any type is not permitted, but the use of normal corrective lenses is allowed.

10) Testing period allowed

The passed portion of the examination, either the written or practical, will remain valid for a twelve (12) month period from the date of the examination. Candidates not completing the failed portion of the examination within that twelve (12) month period will be required to repeat the invalid portion.

11) Testing Accommodations

Any testing accommodation requested based upon the American's with Disabilities Act (ADA) must be submitted to the National Registry of EMT's at least 3 weeks prior to the test site.

12) Reciprocity for State Certification

Students successfully completing all requirements for NREMT certification, are required to submit for reciprocity to receive state certification which is necessary to practice in Virginia. Packets of information and forms required to request reciprocity are available from the Office of EMS.

VIRGINIA OFFICE OF EMERGENCY MEDICAL SERVICES REQUIREMENTS FOR NATIONAL REGISTRY OF EMT's PARAMEDIC TESTING

(This section applies to initial testing for EMT-Paramedic testing and is administered following procedures of the National Registry of EMT's.)

1) You must satisfy all items contained in "Course Expectations for Successful Completion."

2) A "National Registry of EMT's Registration Application" signed by the Course Coordinator and Physician Course Director must be submitted to the National Registry of EMT's with all required documentation and fees.

3) Successful completion of #2 above as evidenced by applicant being included on a "National Registry of EMT's Exam Roster".

4) Hold current Virginia EMT credentials from the Office of EMS

5) Testing for initial National Registry certification must be completed within 2 years of the course's end date.

6) Pass/Fail: Students must demonstrate proficiency on all practical stations.

7) Practical Retest Policy:

   a. Grades of UNSATISFACTORY in any critical area or failure to achieve the minimum required points within a single practical skill will constitute failure of the skill station, requiring a retest.

   b. Failure of five (5) or less skills (when taking the entire NREMT-Paramedic practical) entitles the candidate to two (2) retesting opportunities. If a same-day retest is offered at the examination site, only one (1) retest attempt may be completed at that test. Retests must be completed in an all-or-none fashion. The NREMT cannot score or report incomplete practical attempts. Candidates are not permitted to complete only a portion of the skills that need retested. The NREMT does not mandate or guarantee same-day retest opportunities at any National Registry Advanced Level practical examination site.

   c. Failure of any portion of the second retest attempt constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all twelve (12)

skills on another date, provided all other requirements for National Registration are fulfilled.

d. NREMT-Paramedic candidates who have successfully completed the **entire** NREMT-Intermediate/99 practical examination within the preceding twelve (12) months of his/her first attempt on the NREMT-Paramedic practical examination may apply his/her passed NREMT-Intermediate/99 results to the NREMT-Paramedic practical examination. **Passed NREMT-Intermediate/99 practical examination results may only be applied to the first full attempt of the NREMT-Paramedic examination for the following four (4) skills:**

1. Intravenous Therapy
2. Intravenous Bolus Medications
3. Pediatric Intraosseous Infusion
4. Random Basic Skills

e. Failure of five or less skills when applying passed NREMT-Intermediate/99 practical examination results and testing eight (8) skills as listed (#1, 3a and b, 4a and b, 5a and b, and 7a) entitles the candidate to two (2) retesting opportunities of just the skill(s) failed. If a same day retest is offered at the examination site, only one (1) retest attempt may be completed at that test. Retests must be completed in an all-or-none fashion. The NREMT cannot score of report incomplete practical attempts. Candidates are not permitted to complete only a portion of the skills that need to be retested. The NREMT does not mandate or guarantee same-day retest opportunities at any National Registry Advanced Level practical examination site. Candidates applying passed NREMT-Intermediate/99 results should note that outright failure of the first full attempt or failure of the second retest opportunity of the first attempt on the NREMT-Paramedic practical examination will require re-examination over the entire NREMT-Paramedic practical (all twelve (12) skills) on another date after completing the required remedial training, provided all other requirements for national registration are fulfilled.

f. Failure of six (6) or more skills constitutes failure of the entire practical examination. The candidate is then required to officially document remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all twelve (12) EMT-Paramedic skills on another date, provided all other requirements for National Registration are fulfilled.

g. Candidates are allowed three (3) full attempts to pass the practical examination (one "full attempt" is defined as completing all twelve (12) skills and two retesting opportunities if so entitled). Candidates who fail a full attempt or any portion of a second retest must submit official

documentation of remedial training over all skills before starting the next full attempt of the practical examination and re-examining over all twelve (12) skills, provided all other requirements for National Registration are fulfilled. This official documentation must be signed by the EMT-Paramedic Training Program Director or Physician Director of training/operations that verifies remedial training over all skills has occurred since the last unsuccessful attempt and the candidate has demonstrated competence in all skills. Should a candidate fail the third full and final attempt of the practical examination, the candidate must complete a new, state-approved EMT-Paramedic Training Program.

8) Written Examinations

a. A passing score requires that the candidate obtain a minimum score on each of six (6) topical area plus an overall average score. The results received by the candidate after completion of the examination will indicate the required minimum score for each topical area and the overall passing score for the particular examination taken by the candidate. Failure to obtain the minimum overall passing score and/or failure of any topical area will constitute complete failure of the written examination. Candidates failing the written examination may re-apply by submitting another completed application and fee for re-examination.

b. Candidates are allowed three (3) opportunities to pass the written examination provided all other requirements for national registration are met. Candidates applying for the fourth attempt of the written examination must submit official documentation verifying he/she has successfully completed forty-eight (48) hours of educational review with a recognized instructor that overviews the content of the 1999 EMT-Paramedic National Standard Curriculum as outlined in the re-registration section of this site. This educational review must be completed after the third unsuccessful attempt of the written examination. Should a candidate fail the sixth and final attempt of the written examination, the candidate must complete another complete EMT-Paramedic course. Candidates should allow three to four weeks from the examination date for reporting of examination results. When results are not received or an application is not returned within six (6) weeks, candidates or coordinators are urged to contact the NREMT.

9) Oral testing will not be permitted on written examinations. The use of any electronic or mechanical device which translates the written exam material into an audible or tactile format of any type is not permitted, but the use of normal corrective lenses is allowed.

10) Testing period allowed

The passed portion of the examination, either the written or practical, will remain valid for a twelve (12) month period from the date of the examination. Candidates not completing the failed portion of the examination within that twelve (12) month period will be required to repeat the invalid portion.

11) Testing Accommodations

Any testing accommodation requested based upon the American's with Disabilities Act (ADA) must be submitted to the National Registry of EMT's at least 3 weeks prior to the test site.

12) Reciprocity for State Certification

Students successfully completing all requirements for NREMT certification, are required to submit for reciprocity to receive state certification which is necessary to practice in Virginia. Packets of information and forms required to request reciprocity are available from the Office of EMS.

FUNCTIONAL POSITION DESCRIPTION
FOR THE ADVANCED LIFE SUPPORT PROVIDER

INTRODUCTION

The following is a position description for the Advanced Life Support Provider within Virginia. This document identifies the minimum qualifications, expectations, competencies and tasks expected of the Advanced Life Support Provider.

QUALIFICATIONS FOR STATE CERTIFICATION

To qualify for state certification, the applicant must at a minimum:

1. meet minimum state entry requirements.

2. meet course requirements such as attendance and grades.

3. successfully complete all certification/licensure examination(s).

COMPETENCIES

The Advanced Life Support Provider must demonstrate competency in handling emergencies utilizing basic and advanced life support equipment and skills in accordance with the objectives in the Virginia Standard Curriculum for the EMT-Enhanced or the U.S. Department of Transportation National Standard Curriculum for the EMT-Intermediate or EMT-Paramedic to include having the ability to:

- verbally communicate in person, via telephone and telecommunications using the English language;

- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;

- ability to lift, carry, and balance up to 125 pounds (250 with assistance);

- ability to interpret and respond to written, oral, and diagnostic form instructions;

- ability to use good judgment and remain calm in high-stress situations and take on the role of a leader.

- read road maps; drive vehicle, accurately discern street signs and address numbers;

- read medication/prescription labels and directions for usage in quick, accurate, and expedient manner;

- communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders;
- discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given;
- document, in writing, all relevant information in prescribed format in light of legal ramifications of such;
- perform with good manual dexterity all tasks related to advanced emergency patient care and documentation;
- bend, stoop, balance, and crawl on uneven terrain;
- withstand varied environmental conditions such as extreme heat, cold, and moisture;
- perform quickly, precise, practical mathematical calculations pertinent to ratio and proportion of medication and supplies used in emergency patient care.

DESCRIPTION OF TASKS

The Advanced Life Support Provider must:

- be independent, confident, able to work independently without defined structure, have good stable reasoning ability with ability to draw valid conclusions expediently relevant to patient's condition, often, using limited information;
- have knowledge and skills relevant to position and be able to implement them in stressful situations;
- be cognizant of all legal, ethical, and moral obligations inherent within scope of practice;
- be able to perform mathematical calculations/ratios and apply them in expedient, practical manner;
- have successfully completed an approved curriculum with achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines;
- and at any given time, performs any or all tasks performed by a lower level EMT;
- may supervise activities of students or interns, and/or may engage in writing of journal articles or teach. Meets qualifications within the functional job analysis;
- meet minimum vision requirements to operate a motor vehicle within the state.

ATLANTIC EMS COUNCIL
ACCOMMODATION POLICY

VIRGINIA DEPARTMENT OF HEALTH

OFFICE OF
EMERGENCY MEDICAL SERVICES

109 Governor Street UB-55
Richmond, VA 23219

(804)864-7600
(800) 523-6019

This document is intended to be distributed by course coordinators to students who after a formal review of the administrative aspects of a Virginia Basic Life Support program believe they need to pursue an accommodation.

ATLANTIC EMS COUNCIL
ACCOMMODATION POLICY

I. INTRODUCTION

The Americans with Disabilities Act of 1990 has implications for coordinators and students in the areas of prospective student information, testing of knowledge and skills competency. Among the many provisions of the ADA are several that pertain specifically to agencies, institutions and organizations that provide courses or examinations leading to certification.

The intent emphasizes that individuals with disabilities are not to be excluded from jobs that they can perform merely because a disability prevents them from taking a test or negatively influences the results of a test, which is a prerequisite to the job. Passing written and skills examinations during an EMS course and passing certification examinations are prerequisites for functioning as a certified EMS provider.

This law permits testing that requires the use of sensory, manual or speaking skills where the tests are intended to measure essential functions of the profession. For example, an applicant with a reading disability could be required to take a written examination if the ability to read is an essential function of the profession, and the examination is designed, at least in part, to measure the ability to read. An essential function of an EMS provider is the ability to read and understand small English print under highly stressful conditions for the provider and patient. A second example deals with skills examinations that must be performed within established time frames.

Performing a skill within a certain time frame can be required if speed of performance is an integral part of the skill being measured. Both the ability to read and the ability to perform basic skills within time frames are essential functions of an EMS Provider.

II. SCOPE

The information provided herein applies to all prehospital EMS personnel.

III. SPECIFIC DIRECTIONS

Coordinators must review the standard functional position description and the information concerning the ADA, with every prospective student. Prospective students need to understand the competencies and tasks that are required within the profession BEFORE entering a training program.

Students cannot be discriminated against on the basis of a disability in the offering of programs or services.

There will be NO allowed accommodations during the course of instruction or certification examinations unless written approval is received from the certification/licensure agency, in advance. Students who have received an accommodation during the course need to fully understand that there is a separate process for requesting an accommodation for the state written and practical certification examination. The certification agency will establish eligibility for an accommodation on a case-by-case basis. Documentation confirming and describing the disability must be submitted according to policy, for consideration.

Here are five examples of accommodations that would NOT be allowed during the instructional program:

1. Additional time for skills with specific time frames will NOT be allowed. Obviously, patients would suffer due to life threatening conditions in emergency situations.

2. No accommodation will be made in a training program that is not reasonably available in a prehospital environment. Students may use performance aids which could be readily available and easily accessible to them in the prehospital setting. It is the responsibility of the student to provide any personal aids they deem necessary and the certifying agency deems appropriate.

3. Unlimited time to complete a written examination is NOT allowed. Such a request is not considered reasonable because a candidate should be able to complete a test within a finite amount of time.

4. Written examinations are NOT to be administered with an oral reader. The ability to read and understand small English print (12 point) is an essential function of the profession, and written examinations are designed, at least in part, to measure that ability.

5. A written examination with a reading level which is lower than the reading level required by the profession to function safely and efficiently should not be administered.

IV. DOCUMENTED LEARNING DISABILITY

Test takers who have presented a documented learning disability relating to reading decoding or reading comprehension may be granted a standard extension. A standard extension allowed for completing a written examination is time-and-a-half. Thus if the examination is normally administered in two hours, an extra hour could be allowed to complete the examination. This accommodation could be

allowed because the individual would be able to perform the essential functions of the position description. The critical nature of reading in emergency situations requires reading finite amounts of material in measured amounts of time, as it is required for taking an examination. Also the reading level of an exam is not impacted by the time requirement of the exam.

The certification/licensure agency will review only written requests for accommodations on the state written certification examination on a case-by-case basis. Requests must be submitted on the "Accommodation Request" form. The state certification/licensure agency will provide written notification upon review of the request for accommodation.

V. DISABILITY ACCOMMODATION POLICY

A. Requesting Accommodations

"Accommodation Request" forms are available from the Office of Emergency Medical Services. The candidate who is requesting an accommodation must complete the request form at the start of the instructional program or as soon as the need for an accommodation is recognized.

Documentation of a specific disability which would impact your performance on the written examination must include a signed statement on letterhead stationary from a professional who is familiar with your disability. This statement must confirm and describe the disability for which the accommodation is required. The professional must have expertise in the specific disability for which the accommodation is being requested.

Applicants with disabilities are entitled to, and have the responsibility to meet the same deadlines for application and submission of documentation established for preregistration as non-disabled individuals. The process involved in establishing eligibility will not impose discriminatory timeliness for application on the individual with a disability.

B. Reasonable Accommodations

The certification/licensure agency will offer reasonable accommodations for the written certification exam for those persons with written documented disabilities.

Based upon an analysis of the Functional Position Description and the written examination, it has been determined that persons with learning disabilities manifested in the academic areas of reading decoding, or reading comprehension may be eligible for additional time as an accommodation.

Documentation of a specific disability which would negatively impact one's performance on the written examination must include a complete "Accommodation Request" form with signature of the individual. This statement must confirm and describe the disability for which an accommodation is being requested.

Requests for accommodation on the written examination will be reviewed on a case-by-case basis. If the appropriateness of the requested accommodation is in doubt, the certifying agency will discuss options with the candidate and will consult with professionals knowledgeable about disability and functions of the profession. The recency of disability testing is not an issue in determining the need for accommodation. A permanent learning disability is a permanent disability.

VI. DEFINITION

The word "written" was purposefully included to ensure that certified individuals could read. The written portion of the EMS certification examination is designed, in part to measure an applicant's ability to read and understand English. Being able to read is a skill that is justified as integral to the performance of the job.

VII. RECORD KEEPING

Diagnostic information related to an individual's disability is highly confidential and will not be disclosed to third parties. The accommodation file will be maintained separately from the application and test result files.