Policy Name: Critical Care Transport Educational Institute Requirements
Policy Number: 8.3-020113

PURPOSE: To establish standards ensuring that Critical Care Transport (CCT) education offered in West Virginia is provided by approved, qualified entities.

POLICY: Any entity that conducts CCT education must be evaluated and endorsed by the West Virginia Office of Emergency Medical Services (WVOEMS) as a CCT Educational Institute. Application and evaluation processes shall be completed in a manner prescribed by WVOEMS. Such entities must be eligible, as determined by WVOEMS, to provide CCT education. CCT Institute approval shall be granted for a period of five (5) years, provided that the Institute must maintain the requirements of policy & rule.

PROCEDURE/REQUIREMENTS:

I. General Institute Characteristics:
   A. Qualifications:
      1. Only entities, authorized under applicable law to provide post-secondary education, or;
      2. Those authorized by legislative rule and determined by WVOEMS to be qualified to deliver CCT education shall be considered for endorsement.
   
   B. Responsibilities:
      1. Management of student admissions,
      2. Curriculum planning,
      3. Coordination of classroom teaching,
      4. Appointment and management of qualified faculty.
      5. Management of clinical & laboratory practice appropriate to the education of CCT personnel,
      6. Compiling and documenting student educational records.
      7. Compliance with requirements of WVOEMS related to the provision of CCT education.
   
   C. Administration:
      1. The institute shall have an organizational chart and written job descriptions identifying individual responsibilities for leadership and management of the CCT education program.

II. Required Resources:
   A. Required Personnel Positions (not required to be separate individuals):
      1. Administrative Director:
         a. Qualifications:
            i. Possess a minimum of an Associate’s Degree from an accredited institution of higher education with experience in administering an educational program or;
            ii. The Administrative Director shall have demonstrated experience in managing CCT education.
            iii. Knowledge of methodologies of instruction, guidance and evaluation of students.
iv. Field experience in the delivery of pre-hospital emergency care.

v. Academic training and preparation that is at least equivalent to that of the CCT education program graduates.

vi. Possess knowledge of current national curricula, and requirements for national registration and state certification or licensure.

b. Responsibilities:

c. Organization and supervision of the CCT education program.
   i. Continuous quality review and improvement of the CCT education program.
   ii. Processing of applications and oversight of the student selection process.
   iii. Course scheduling and the assignment of instructors.
   iv. Provision and maintenance of required educational equipment.
   v. Submission of course and student records in a manner specified by WVOEMS.
   vi. Requesting written and practical examinations.
   vii. Management of the CCT program budget,
   viii. Management of the student grievance procedure for the CCT program.

ix. Oversight of the selection and supervision of qualified faculty, and,

tax. May delegate responsibilities to other faculty as appropriate; provided that written policies and procedures in place to assure responsibility for delegated task completion.

2. Medical Director:

a. Qualifications:
   i. Shall be a physician licensed in the State of West Virginia.
   ii. Shall have current knowledge of emergency care of acutely ill and injured patients.
   iii. It is recommended that the Medical Director be knowledgeable about the education of the CCT personnel, including professional, legislative, and regulatory issues regarding their education.

b. Responsibilities
   i. Assume responsibility for all medical aspects of the CCT education program.
   ii. Assist with practical skills development and testing.
   iii. Assist with selection and orientation of faculty and clinical preceptors.
   iv. Provide medical advice and assistance to the CCT education program faculty and students.
3. Instructional Faculty:
   a. A Lead Instructor, meeting the requirements of WVOEMS Policy 5.03.11 must be appointed for each CCT course presented.
   b. Visiting instructors, meeting the requirements of WVOEMS policy 5.03.11 may be utilized as appropriate within an individual course.
   c. Institute selected and trained clinical preceptors shall be utilized to assist students during clinical rotations if applicable.
   d. There should be sufficient instructional faculty to maintain a student to teacher ratio that provides students with adequate didactic and psychomotor instruction and supervised practice.

4. Support staff:
   It is recommended that the CCT Institute provide secretarial/clerical staff to assist the Administrative Director and instructional staff.

5. Professional Development
   It is recommended that the CCT Institute develop and implement written policies and procedures to ensure continued professional growth of the faculty.

B. Financial:
   1. The Institute shall demonstrate commitment of adequate financial resources to operate and sustain the CCT education programs provided.
   2. The Institute shall provide evidence of professional liability and errors and omissions insurance in the amount of one million dollars (1,000,000) for EMS faculty and programs offered by the institution.

C. Physical:
   1. Facilities:
      a. The CCT Institute shall maintain, or by agreement make available for all courses, facilities for the provision of CCT education in a suitable setting for the purpose of the course, including, but not limited to:
         i. Classroom areas,
         ii. Laboratory/skills practice areas,
         iii. Appropriate clinical sites.
      b. Facilities shall have adequate storage space for all equipment and supplies required.
      c. Facilities will be in compliance with all Federal and State Laws and Codes.

   2. Equipment and Learning Resources:
      a. The Institute shall provide appropriate and sufficient medical equipment and supplies for student use and for teaching the didactic and psychomotor components of the curriculum
(Required equipment is in Appendix (1).
b. Audio/visual and/or computer hardware and software shall be available to enhance student learning experience.
c. It is recommended that students have access to adequate reference resources related to the curriculum to enhance student learning opportunities.

D. Clinical Resources:
   1. Affiliations:
      a. Institutes shall establish written agreements with licensed EMS agencies, hospitals, or other institutions to provide clinical experiences for their students if applicable.
      b. Agreements shall clearly define the learning goals the student should obtain, and the clinical site's role and responsibilities to the student.

   2. Settings:
      a. Clinical areas must be appropriate to ensure student experiences are efficient and effective in achieving clinical objectives, such as;
      b. Pre-hospital EMS:
         i. Insure appropriate oversight and accountability where students are not operating as independent practitioners.
         ii. Insures students operate under the appropriate treatment protocols as authorized by medical command.
      c. Hospitals or Health Facilities:
         i. Areas utilized must provide patient care similar to the CCT pre-hospital setting.
         ii. Insure appropriate oversight and accountability where students are not operating as independent practitioners.
      d. Patient Encounters:
         i. The Institute will document student's patient encounters.
         ii. The Institute and clinical facility will insure that any assessment and care provided by students is within their scope of education and practice.
      e. Student Supervision
         i. Shall be provided by appropriate Institute staff or by preceptors approved by the Institute.
         ii. The Institute shall have written policies and documentation of the process for selecting, training and orientating clinical preceptors.
      f. Student Identification:
         i. Students shall be clearly identified as students by use of nametags, uniforms, or other means to distinguish them from agency or facility personnel.

E. Advisory Committee:
   1. It is recommended that an advisory committee representing communities
of interest be selected and charged with assisting the Institute in formulating appropriate goals and standards, monitoring needs and expectations, and ensuring program effectiveness and responsiveness to community needs.

III. Student Affairs:
   A. Admission Policies and Procedures:
      1. Admission of students shall be made in accordance with clearly defined and published practices of the institute.
      2. Specific academic and technical standards required for admission to the program shall be clearly defined and published, and shall be readily accessible to prospective students and the public.
      3. If the Institute admits students on the basis of "ability-to-benefit", it shall employ appropriate methods, such as a pre-admission testing or evaluation, for the purpose of determining that such students are in fact capable of benefiting from the education offered.

   B. Health:
      1. The Institute shall establish a written policy and procedure for determining that applicant or the student's health will permit them to meet the written technical standards.

   C. Evaluation:
      2. There shall be written policies and procedures that define the evaluation process for students in CCT education programs. These policies shall include, but not be limited to:
         a. The frequency at which students will be evaluated.
         b. The methods used to evaluate them.
         c. The process used to report the outcomes.

   D. Guidance:
      1. There shall be written policies and procedures to establish a system of guidance and counseling to assist students in understanding course content, observing program policies and to provide counseling or referral for problems that may interfere with students' progress.
         a. There shall be documentation of all guidance and counseling sessions.
         d. Students shall have ample time to correct any identified deficiencies in knowledge and/or performance documented during guidance or counseling sessions, and be given time to correct these deficiencies prior to the completion of the course.

IV. Operational Policies:
   A. Fair Practices:
      1. Institutes shall have written policies and procedures addressing student and faculty recruitment, student admission, and faculty employment practices.
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a. These shall be non-discriminatory and in accordance with applicable Federal and State mandates.

2. Institute course announcements, catalogs, publications, and advertising shall accurately reflect the BLS education offered.
   a. Institutes shall publish an academic calendar for BLS programs.
   b. Materials shall specify the number of credit or clock hours required for successful completion of each program, including:
      i. Didactic hours
      ii. Lab/Psychomotor hours
      iii. Clinical hours
   c. Institutes shall publish accurate statements of all tuition and fees, including books, uniforms, and others.

3. Institutes shall establish written educational objectives, standards, and competencies of each CCT program.

4. Institutes shall have a written policy to provide a mechanism by which students and faculty may appeal decisions made by Institute staff regarding dismissal or other disciplinary actions.

5. Institutes shall have written policies and procedures for student withdrawal and refunds of tuition and fees, and these policies shall be made known to all applicants.

6. Institutes shall have written policies and procedures concerning the health and safety of students and faculty.

B. Student Records:
   1. All records and documentation for each student shall be permanently maintained by the Institute, including:
      a. Evidence of satisfactory completion of all didactic, psychomotor, and clinical requirements.
      b. Documentation of class and laboratory participation
      c. Documentation of competencies attained.
      d. Copies of examinations and assessments.
      e. Records of student admission, attendance, academic counseling, and evaluation.

C. Student Default Rates and Title IV responsibilities
   1. Institutes that participate in Title IV (or any other Federal or State Program), shall have a written default management plan and comply with prevailing governmental guidelines with respect to its program responsibilities.
   2. Institutes with responsibilities under Title IV (or other Federal or State programs), shall comply with any results of financial or compliance audits, program review, and such other information as may be provided to
WVOEMS.

D. It is recommended that Institute programs should be designed to provide a maximum opportunity for students to obtain formal academic credit and continue with education with a minimum loss of time or duplication of learning experiences. Institutes that do not offer academic credit are encouraged to establish agreements or memorandums of understanding with post-secondary institutions to provide students with the ability to receive maximum credit for coursework taken.

V. Evaluation Processes:
A. Policies:
   1. Institutes shall have written policies and procedures for a continuing system of reviewing and assuring the effectiveness of all students, courses and the overall program in achieving its stated objectives, standards, and competencies and shall demonstrate that measured outcomes are consistent with national guidelines.

B. Methods:
   1. Student evaluations shall emphasize gathering and analyzing data on the effectiveness of the programs teaching of the objectives, standards, and competencies.
      a. Cognitive examinations:
         i. Examination content shall be national in scope, with uniform passing standards and a means to perform statistical reporting.
         ii. Examinations shall be given at suitable intervals throughout the course.
         iii. A comprehensive final examination shall be given.
         iv. Examinations should be developed by a qualified independent organization.
         v. Examinations should evaluate entry level competency.
         vi. Examinations should be based on current practice analysis.
      b. Psychomotor evaluations:
         i. Evaluations shall be based upon criteria developed by the appropriate certifying authority.
         ii. Evaluations shall be conducted at suitable intervals throughout the course.
         iii. A comprehensive final evaluation shall be given.
         iv. Evaluations shall be conducted by WVOEMS approved skill evaluators.

2. The Institute shall evaluate outcomes through consistent evaluation of information regarding program graduates to analyze the program’s effectiveness. Sources of data include, but are not limited to:
   a. Surveys of graduates and employers regarding:
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i. Employment settings  
ii. Type and scope of practice  
iii. Salary & benefit information  
iv. Job satisfaction  
b. Interviews with program graduates and employers  
c. Data on student performance on the certifying examinations and other recognized standardized tests.

C. Evaluation Utilization  
1. Results of ongoing evaluation shall be appropriately reflected in adaptation of findings into all dimensions of the Institutes operations.  
2. The Institute shall systematically use the information obtained in its evaluations to improve student achievement  
a. There shall be a demonstrated systematic process with internal and external results validation, areas for review include, but are not limited to:  
   i. Admission criteria and processes  
   ii. Curriculum delivery  
   iii. Student evaluation processes  
   iv. Instructor effectiveness  
   v. Involvement of the advisory committee.

Special Note: Existing CCT educational programs, which have not been formally evaluated by WVOEMS as of the implementation date of this policy, may continue to operate, provided such programs complete the endorsement process by January 1, 2014.

APPLICABLE CODE/RULE: WV Code §16-4-C §6 (a) (4) and 64-CSR-48 § 8.4. & 8.5.
APPENDIX 1: INSTITUTE APPLICATION

Institution Information

Name
Address
Phone   Fax

Institution Administrator

Name
Title
Address
Phone   email

Education Director

Name
Title
Address
Phone   email
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Medical Director

Name

Title

Address

Phone  email

Level of Endorsement Sought  (Check all that apply)

BLS  ALS  CCT  Continuing Education

Education Programs to be Conducted  (Check all that apply)

In  CE  In  CE  In  CE

EMR  BLS  Paramedic
EMTM  BLS  CCT

Institution Administrator Signature  Date

Education Director Signature  Date

Medical Director Signature  Date
## APPENDIX 2: INSTITUTE SELF STUDY

### Educational Institution Personnel

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Educational Institution has an organizational chart and written job descriptions that define the individual responsibilities of the administration and program management.</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>2. The Administrative Director meets the qualification requirements set forth in the Endorsement Standards.</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>3. The Medical Director meets the qualification requirements set forth in the Endorsement Standards.</td>
<td>O</td>
<td>O</td>
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<tr>
<td>4. The program instructional and skills evaluator staff meet the qualification requirements set forth in the Endorsement Standards.</td>
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### Educational Institution Finances

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Educational Institution has a written budget that documents the institute's ability to financially support itself.</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>2. Educational Institution has proof of professional liability and errors and omissions insurance in the amount of one million dollars ($1,000,000) for all educational programs offered.</td>
<td>O</td>
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### Educational Institution Physical Resources

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<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1. Educational Institution maintains, or has written agreements in place to have adequate facilities available for each program offered.</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>2. All facilities utilized by the Educational Institution meet all Federal and State Laws and Codes, including all ADA requirements.</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>3. Educational Institution has at its disposal all equipment and supplies needed for instructor and student use during any program offered.</td>
<td>O</td>
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</table>

### Educational Institution Clinical Resources

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>1. Educational Institution has written agreements or memoranda of understandings with all institutions or agencies that will be providing clinical experience for program students.</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>2. Educational Institution has clearly documented and defined roles and responsibilities for each clinical site.</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<tr>
<td>3. Educational Institution has a means of documenting and tracking student's patient encounters.</td>
<td>O</td>
<td>O</td>
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<tr>
<td>4. Educational Institution has written policies outlining the process for selecting clinical preceptors, preceptor training and orientation process, and has documentation of preceptor training and orientation.</td>
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</table>
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### Student and Operational Policies

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. The Educational Institution's admission practices and academic and technical standards are clearly defined and published and are readily accessible to students and the public.</td>
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</tr>
<tr>
<td>2. The Educational Institution has a documented policy and procedure for pre-admission testing or evaluations with documentation that students admitted on the basis of &quot;ability-to-benefit&quot; are evaluated for the purpose of determining that the student is capable of benefiting from the education.</td>
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<tr>
<td>3. The Educational Institution has written policies and procedures for determining that the applicants' or students' health will permit them to meet the written technical standards of the education program.</td>
<td></td>
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<tr>
<td>4. The Educational Institution has written policies and procedures that define the student evaluation process and the institution has a means of documenting and reporting student evaluations.</td>
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<tr>
<td>5. The Educational Institution has written policies and procedures to establish a system of guidance and counseling to assist students, and there is a means of documenting any student counseling sessions.</td>
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<td>6. Educational Institution has a student handbook.</td>
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<tr>
<td>7. Educational Institution has written policies and procedures regarding student and faculty recruitment, student admission, and faculty employment.</td>
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<tr>
<td>8. The Educational Institution has a published academic calendar for all education programs offered.</td>
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<tr>
<td>9. All publications specify the number of didactic, lab/psychomotor, and clinical hours required for completion of the course.</td>
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<tr>
<td>10. The Educational Institution publishes a statement of all tuition and fees. To include books, uniforms, and fees for testing and certification.</td>
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<tr>
<td>11. The Educational Institution has written policies to provide students and faculty with a means of appealing decisions made by the institute regarding dismissal or other disciplinary actions.</td>
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<tr>
<td>12. The Educational Institution has written policies and procedures that are made known to all applicants for student withdrawal and for refund of tuition and fees</td>
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### Student and Operational Policies (Cont.)

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<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>13.</td>
<td>The Educational Institution has written policies and procedures concerning the health and safety of students, faculty, and any patients the student may come in contact with.</td>
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<tr>
<td>14.</td>
<td>The Educational Institution maintains permanent records and documentation for each student that has attended.</td>
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<tr>
<td>15.</td>
<td>The Educational Institution has a written default management plan that complies with any governmental, federal or state, guidelines with respect to the programs responsibilities.</td>
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### Educational Institution Quality Assurance

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<th></th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1.</td>
<td>The Educational Institution has written policies and procedures for continuing system review, and a means of documenting and reporting the outcomes of the review.</td>
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<td>2.</td>
<td>The Educational Institution has written policies and procedures to gather and document information on graduate’s performance once they have finished the program and are working in the field.</td>
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</table>
APPENDIX 3. CCT EQUIPMENT LIST
The following equipment is required to conduct a CCT education program. The institute will provide an adequate amount of equipment to allow all enrolled students the ability to practice the psychomotor skills required to meet required competencies.

12 Lead capable cardiac monitor
Adjustable IV Medication Pump
Surgical Cricothotomy Set
Surgical Chest tube set
Full Transport Ventilator
Simulated RSI Medications