

EMS Education Approval Policy and Procedures

PURPOSE:

To establish standards for the submission and approval of Emergency Medical Services (EMS) education courses to the West Virginia Office of Emergency Medical Services (WVOEMS) in conjunction with Legislative Rule §64-48-8.

DEFINITIONS:

Professional competence is most commonly defined as “the habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.”

Professional competence is multidimensional. The dimensions of competence evolve as an EMS provider’s career evolves. Achieving competence, as demonstrated in knowledge, skills, abilities, attitudes and behaviors, is a lifelong process, motivated by both self-interest and a commitment to providing the highest quality care. The initial educational programs lay the foundation for application of the competencies in clinical care. Upon entering the field, it is the responsibility of the EMS provider to continue their life-long learning. EMS providers must engage in continuing professional development, using a variety of modalities to continuously assess and improve their knowledge, skills and attitudes with the goal of improving patient care outcomes.

POLICY:

EMS Initial Certification and Recertification courses instructed by a WVOEMS approved training agency shall be submitted to WVOEMS for approval. Initial certification courses shall follow the National curriculum and recertification courses shall utilize the WVOEMS approved curriculum. These courses shall be reviewed by WVOEMS to ensure they are being taught consistent with WVOEMS educational requirements, standards, protocols, scope of practice, and code/rule.

- A. **Initial Certification Courses:** shall be taught to the National standard curriculum.
- B. **Recertification Courses:** shall be taught to the NCCP standard as outlined by National Registry. Recertification can be obtained utilizing the National Registry NCCP model **or** completing a Refresher course approved by WVOEMS.

Both options require completing the WVOEMS State and Federal requirements per respective policy. Application of hours to meet the National Registry NCCP model in another state **SHALL NOT** constitute meeting the requirement for State certification in West Virginia.

Skills are required for each discipline and will be validated through Medical Director acknowledgement in the National Registry System. Skills at the ALS level are completed through the required alphabet courses. BLS skills can be documented through alphabet courses or through a WVOEMS approved training agency skills module.

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1. National Registry NCCP Option:

- Applicant completes all requirements per National Registry policy to include the National Component, Local or State Component, and Individual Component.
This can be completed in any method approved by National Registry.
- Applicant complete the WVOEMS State and Federal Mandated courses. These courses can be applied to the National Registry NCCP Local or State Component. These courses include:
 - ❖ CPR (4 hours biennially)
 - ❖ Protocol Update (2 hours annually)
 - ❖ Mass Casualty Incident Training (2 biennially)
 - ❖ Hazardous Materials Awareness (3 hours annually)

2. WVOEMS Approved Refresher Course Option:

- Applicant completes a WVOEMS approved NCCP refresher course meeting the National Registry National Component. WVOEMS shall approve this course annually and course material is standardized throughout the State.
- Applicant completes the WVOEMS State and Federal Mandated courses. These courses can be applied to the National Registry NCCP Local or State Component. These courses include:
 - ❖ CPR (4 hours biennially)
 - ❖ Protocol Update (2 hours annually)
 - ❖ Mass Casualty Incident Training (2 biennially)
 - ❖ Hazardous Materials Awareness (3 hours annually)

C. Individuals who do not complete the West Virginia specific components will not be certified or recertified.

D. Continuing Education (CE) courses shall be accepted per National Registry Policy.

E. National Registry auditing shall be conducted per National Registry policy.

PROCEDURE/REQUIREMENTS:

INITIAL CERTIFICATION and RECERTIFICATION Courses:

1. Shall be submitted to WVOEMS at least five (5) working days prior to the course starting date to guarantee course approval prior to the class beginning.

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2. All courses shall be submitted prior to the start date of the class to be considered for approval. Courses submitted after the class has taken place will be denied in accordance with §64-48-8.1g.
3. In the event that a course is submitted in a time period shorter than the specified five (5) working days, WVOEMS will review the course per policy, however, there may be up to a fifteen (15) working day delay in the approval process. Students and instructors will not be able to enter data into the course until such time that it is approved. Should the class be denied with legitimate reason, students who participated in the program will not receive credit for taking the class.
4. Students who complete an unapproved course will be ineligible to test for certification nor will they will receive credit for taking the class and no hours will be awarded for certification.

APPLICABLE HOURS:

Some programs have requirements that meet a specific code. These courses often are taught in many different ways and may fluctuate in hours. WVOEMS will approve class hours in this category based on the average contact hours of available courses. These courses are as follows:

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| 1. Hazardous Materials Awareness | 3 Hours |
| 2. CPR | 4 Hours |
| 3. First Aid | 3 Hours |
| 4. ACLS or WVOEMS approved equivalent refresher | 8 Hours |
| 5. PALS, PEPP, or WVOEMS approved equivalent refresher | 8 Hours |
| 6. ITLS, PHTLS, or WVOEMS approved equivalent refresher | 8 Hours |

SKILL SHEETS:

Initial and recertification courses require the use of skill sheets to evaluate the ability of students to perform EMS tasks essential to the profession. EMR and EMT courses will require a final psychomotor exam at the completion of initial courses. Instructors are responsible to assure that all students have a mastery of all skill sheet content. Skill Sheets identified as "VERIFIED" shall be signed off by the course instructor once they feel the candidate has mastered that specific skill. Skill Sheets identified as "TESTED" shall be incorporated as part of the final psychomotor exam. EMR skill sheets can be found in Appendix A and EMT skill sheets are available in Appendix B.

- A. Emergency Medical Responder "TESTED" Skills
 - Patient Assessment – Medical (Skill Sheet 1)
 - Patient Assessment – Trauma (Skill Sheet 2)
 - Bleeding Control / Shock Management (Skill Sheet 3)

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- Oxygen Administration by Non–Rebreather Mask (Skill Sheet 4)
 - BVM Ventilation of an Apneic Patient (Skill Sheet 5)
- B. Emergency Medical Responder “VERIFIED” Skills
- Cardiac Arrest Management / AED (Skill Sheet 6)
 - Spinal Immobilization – Seated Patient (Skill Sheet 7)
 - Spinal Immobilization – Supine Patient (Skill Sheet 8)
 - Long Bone Immobilization (Skill Sheet 9)
 - Joint Immobilization (Skill Sheet 10)
 - Naloxone Administration (Skill Sheet 11)
 - Baseline Vital Signs (Skill Sheet 12)
- C. Emergency Medical Technician “TESTED” Skills
- Patient Assessment – Medical (with one incorporated medication) (Skill Sheet 1)
 - ❖ Oral Glucose Administration (Skill Supplement 1)
 - ❖ Nitroglycerin Administration (Skill Supplement 2)
 - ❖ Nebulized Medication Administration (Skill Supplement 3)
 - ❖ Epinephrine Auto-Injector Administration (Skill Supplement 4)
 - ❖ Epinephrine 1:1000 Ampule Administration (Skill Supplement 5)
 - Patient Assessment – Trauma (Skill Sheet 2)
 - Bleeding Control / Shock Management (Skill Sheet 3)
 - Airway Management – King Airway (Skill Sheet 4)
- D. Emergency Medical Technician “VERIFIED” Skills
- Cardiac Arrest Management / AED (Skill Sheet 5)
 - Baseline Vital Signs (Skill Sheet 6)
 - Spinal Immobilization – Seated Patient (Skill Sheet 7)
 - Spinal Immobilization – Supine Patient (Skill Sheet 8)
 - Long Bone Immobilization (Skill Sheet 9)
 - Joint Immobilization (Skill Sheet 10)
 - 12 Lead EKG Acquisition (Skill Sheet 11)
 - Continuous Positive Airway Pressure – CPAP (Skill Sheet 12)
 - Naloxone Administration (Skill Sheet 13)
 - Tetracaine Ophthalmic Administration / Morgan Lens (Skill Sheet 14)
 - Oxygen Administration by Non-Rebreather Mask (Skill Sheet 15)
 - BVM Ventilation of an Apneic Patient (Skill Sheet 16)
- E. Advanced Emergency Medical Technician – AEMT will be tested per NREMT policy in conjunction with a CAAHEP accredited educational program.
- F. Paramedic – Paramedics will be tested per NREMT policy in conjunction with a CAAHEP accredited educational program.

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SUMMARY SHEETS:

Summary sheets are to be utilized to track skill performance. Summary sheets shall be completed for all students in initial courses. In the event that a student fails a particular skill, a copy of that skill sheet with appropriate documentation shall be attached to the summary sheet. Summary sheets are available in Appendix C.

EXEMPTIONS:

WVOEMS recognizes that special circumstances exist for individuals and/or organizations that fall under specific accreditation standards as well as individuals that serve as State or Federal government employees. Although these individuals meet the requirements of National Registry, they often acquire the education in a different format. WVOEMS may offer exemptions in very specific circumstances for those individuals/agencies. Applications (Appendix D) can be completed and submitted to WVOEMS for consideration of exemption to the WVOEMS modular model.

This Education Approval Policy (Version 1.5 01/01/2019) replaces all previous Education Approval Policies.