

# Monterey County EMS System Policy



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## EMT-EXPANDED SCOPE TRAINING PROGRAM

### I. PURPOSE

To establish standards for and the process and criteria for approval of EMT-Expanded Scope Training Programs.

### II. POLICY

- A. EMT-Expanded Scope training may be provided by EMT training programs located in Monterey County when approved by the Monterey County EMS Agency.
- B. EMT-Expanded Scope training may be provided by Monterey County EMS Continuing Education (CE) providers who have been approved to provide this training.
- C. EMT-Expanded Scope training programs shall follow the requirements outlined in California Code of Regulations, Title 22, Division 9; California Health and Safety Code, Division 2.5; and Monterey County EMS System Policies.

### III. PROCEDURE

- A. The following guidelines are established for obtaining approval of an EMT-Expanded Scope training program:
  - 1. An EMT training program or EMS CE provider must submit an application for approval to provide EMT-Expanded Scope initial training and training for continued accreditation by the accredited EMT-Expanded Scope provider. The application must be received by the EMS Agency at least twenty (20) working days prior to providing the training.
  - 2. Approval to conduct an EMT-Expanded Scope training program shall be granted only to individuals or organizations based in Monterey County.
  - 3. The application packet shall include:
    - a. A completed application. The application form is available from the Monterey County EMS Agency.
    - b. The resume or C.V. of the Program Director and Clinical Director. The Program Director and/or Clinical Director are not required to be the same individuals that fulfill the roles with the EMT training program or EMS CE provider. If different from the Program Director and/or Clinical Director of the EMT training program or CE provider, the individual(s) shall meet, as a minimum, the respective requirements for the position as required for an approved EMS CE provider.
    - c. Sample copies of:
      - 1) A tamper resistant course completion certificate.

- 2) Written testing materials.
- 3) Skills testing materials.
- 4) Course outline with teaching objectives.
- 5) Course schedule to document hours of instruction and practice.
- d. Documentation of instructor competence to teach the skills assigned to that instructor.
- e. Instructors and skills proctors must have one of the following current licenses or certifications and be approved by the EMS Medical Director or designee:
  - 1) California physician license,
  - 2) California RN license,
  - 3) California Physician Assistant, or
  - 4) California paramedic license.
- f. California EMTs with Monterey County EMT-Expanded Scope accreditation may provide skills demonstration and assist with competency testing.
4. Upon approval as an EMT-Expanded Scope training program, the EMS Agency will provide documentation of approval to the training program.
5. Approval shall be for up to four (4) years. The expiration of the EMT-Expanded Scope training program approval shall coincide with the expiration of the EMS CE provider or EMT training program.
- B. EMS Agency staff may make scheduled or unscheduled site visits to observe and evaluate the skills training.
- C. The approved EMT-Expanded Scope training program shall maintain records for each EMT taking the training for a minimum of four (4) years. The records shall include:
  1. Date of training.
  2. Course roster.
  3. Skills taught.
  4. Course objectives and instructional outline.
  5. Name of instructor(s).
  6. Testing results.
- D. Training program requirements.
  1. The EMT-Expanded Scope training program shall notify the EMS Agency in writing in advance when possible and in all cases within 30 days of any changes in course content, hours of instruction, program staff, or teaching staff.

2. An application for continued EMT-Expanded Scope training program approval shall be submitted with the application to maintain continued approval as an EMS CE provider or EMT training program.
- E. Withdrawal of EMT-Expanded Scope training program approval
1. The EMS Agency may suspend, revoke, or place on probation an EMT-Expanded Scope training program for one or more of the below criteria:
    - a. Failure to follow the requirements in this or other Monterey County EMS System policies.
    - b. Failure to follow to meet the training standards for the EMT-Expanded Scope skills found in California Code of Regulations, Title 22, Chapter 2 or Monterey County EMS System policy.
    - c. The use of unqualified personnel to provide the training.
    - d. Failure to maintain required course records.
    - e. The use of training and testing materials that were not approved by the Monterey County EMS Agency.
    - f. Failure of the training program to apply for continued approval prior to expiration of current approval.
    - g. Poor quality training that results in the EMT being unable to provide the skill in a competent manner or having an inadequate knowledge of the skill.
  2. Process for suspending, revoking, or placing on probation the approval of an EMT-Expanded Scope training program.
    - a. The EMS Agency will discover or receive information indicating the EMT-Expanded Scope training program may be out of compliance with Monterey County EMS System policy or the requirements in California Code of Regulations, Title 22, Section 2.
    - b. The EMS Agency will investigate the information which may include requesting documentation from the training program, interviewing program staff and students, verifying competence of the EMT-Expanded Scope students, and any other investigation actions necessary to complete a thorough investigation.
    - c. EMS Agency staff will determine whether action against approval is warranted based on the investigation findings.
    - d. The EMS Agency will document the investigation findings and provide a summary to the training program along with notice of any action to be taken or that no action will be taken.

**END OF POLICY**