

Monterey County EMS System Policy



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PUBLIC SAFETY FIRST AID

TRAINING PROGRAM REQUIREMENTS AND APPROVAL

I. PURPOSE

To establish the process and guidelines for the approval, continued approval, monitoring, and corrective action(s) for Public Safety First Aid Training Programs in Monterey County.

II. POLICY

- A. Public Safety First Aid Training Programs shall prepare individuals to render basic life support at the Public Safety First Aid scope of practice at the scene of an emergency within the organized EMS System of Monterey County.
- B. The Monterey County EMS Agency is the authorized entity to approve Public Safety First Aid training programs conducted within Monterey County.
- C. The initial course of instruction shall, at a minimum, consist of not less than twenty-one (21) hours of instruction and skills practice in first aid and CPR.
- D. The course of instruction shall include, at a minimum, the course content described in California Code of Regulations, Title 22, Division 9, Chapter 1.5, Section 100017(c) to prepare the individual to function under Monterey County EMS System Policy 2030 – Scope of Practice-Public Safety First Aid.
- E. The initial and retraining course shall include a written and skills examination with pre-established standards for successful course completion.
- F. Initial training shall be completed within one (1) year of the effective date of the individual's initial employment and prior to assumption of regular duty as an EMS responder.
- G. The Monterey County EMS Agency shall approve the course objectives, course outline, program director, clinical coordinator, textbook, and cognitive and skills testing materials.
- H. Retraining shall be required of the individual every two years by successful completion of either:
 - 1. An approved retraining course which includes a review of the topics and demonstration of skills. This course shall be a minimum of eight hours of instruction in first aid and CPR including AED.
 - 2. Successful completion of a competency-based written and skills pretest of the topics and skills found in the initial course.

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- a. In addition to successful completion of the written and skills pretest, retraining of the individual in items identified by the pretest and in any new developments in first aid and CPR.
 - b. A final exam will be provided for those who do not pass the pretest after retraining.
- I. Course records are to be maintained for at least four (4) years.
 - J. The Public Safety First Aid course completion certificate should show an expiration date not later than the end of the month, two years after completion of the final exam.
 - K. The EMS Agency is to be notified by the program director whenever there is a change in course content or teaching staff. Notice is to be made in advance of the change but in no case later than 30 days after the change.
 - L. The EMS Agency will schedule and conduct a program review upon receipt of a request for continued Public Safety First Aid training program approval. The EMS Agency may also conduct unannounced site visits to review classroom and teaching activities. All program materials shall be subject to periodic review by the EMS Agency.
 - M. Non-compliance with any criterion required for program approval, use of any unqualified teaching personnel, or non-compliance with any other applicable provisions may result in probation, suspension, or withdrawal of program approval by the EMS Agency.

III. PROCEDURE

- A. The following guidelines are established for obtaining approval of a Public Safety First Aid training course in Monterey County:
 - 1. The agency or entity submits an application which will include all supporting documents required under California Code of Regulations Section 100024. This includes:
 - a. The Monterey County EMR and Public Safety First Aid course application to include the name of the sponsoring institution, organization, or agency.
 - b. Detailed course outline.
 - c. Final written exam with pre-established scoring standards.
 - d. Skill competency testing criteria with pre-established scoring standards
 - e. Name and qualifications of instructor(s).
 - 2. The EMS Agency will review the application for completeness and compliance with applicable directives and approve the program application, request additional information and materials, or disapprove the program application.
 - 3. The EMS Agency will notify the applicant within twenty-one (21) business days of the receipt of the Public Safety First Aid training program application and supporting documents whether additional documentation is required.

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4. Public Safety First Aid training program approval or disapproval will be made, in writing, by the EMS Agency after a thorough review of the application and supporting documentation.
5. Public Safety First Aid training program approval by the EMS Agency will specify the effective date of program approval.
6. Public Safety First Aid training program disapproval by the EMS Agency will include the reason(s) for disapproval along with recommendations that may lead to course approval. The EMS Agency will notify the program director of the Public Safety First Aid training program by certified mail.
7. Public Safety First Aid training program approval will be for four (4) years starting on the effective date of program approval and ending on the last day of the month in which approval was given.
8. The EMS Agency will notify the EMS Authority, at the time of program approval or disapproval, of the action taken and the effective date. The EMS Agency will also provide to the EMS Authority the name and address of the training program, name of the program director, phone number of the contact person, and date of approval expiration.

B. Training Instructor Requirements.

1. Instructors shall be proficient in the skills and topics taught.
2. Qualified to teach by education and/or experience.
3. Validation of the instructor qualifications is the responsibility of the Public Safety First Aid training program.

C. Validation of Course Completion

1. Each trainee who successfully completes an approved course of instruction and successfully passes the competency based written and skills exams shall be given a certificate or written verification to that effect by the Public Safety First Aid training program.
2. The certificate shall include the following information:
 - a. Indicate initial or refresher training and the number of hours completed.
 - b. Date of issue.
 - c. Date of expiration

IV. WITHDRAWAL OF PUBLIC SAFETY FIRST AID TRAINING PROGRAM APPROVAL

- A. The EMS Agency may suspend, revoke, or place on probation the approval of a Public Safety First Aid training program for failure to comply with the provisions of CCR, Title 22, Section 1.5 or Monterey County EMS System policies.
- B. A Public Safety First Aid training program whose approval has been withdrawn by the EMS Agency due to non-compliance may appeal the decision in writing to the EMS Medical Director and reapply for program approval as outlined in this policy.

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- C. Within fifteen (15) working days of receipt of the notification of noncompliance, the Public Safety First Aid training program shall submit to the EMS Agency in writing, by certified mail, e-mail, or other method specified by the EMS Agency, the following materials:
1. Evidence of compliance with Monterey County EMS policy and California statutes and regulations.
 2. A plan for meeting compliance within sixty (60) calendar days of receipt of notice of noncompliance.
 3. The EMS Agency will notify the training program and the EMS Authority within fifteen (15) working days if a plan for meeting compliance is received or thirty (30) calendar days if a plan for meeting compliance is not received. Notice shall provide a decision and the rationale to accept the plan for meeting compliance, place the program on probation, or revoke training program approval. The notice will include the beginning and ending dates for the action taken and any terms necessary for lifting probation.

END OF POLICY