



Emergency Medical Responder and Emergency Medical Technician Level *EMS Education Program Administrative Standards and Guidelines*

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Table of Contents

Scope	3
1.0 Definitions	3
2.0 Applicable Programs	3
3.0 EMS Education Agency	4
Application Standards	4
Facility Standards	5
Medical Direction	5
Personnel Qualification Standards	5
Quality Improvement Standards	6
4.0 General Policy for Initial/Refresher Educational programs	6
5.0 Emergency Medical Responder/ Law Enforcement Medical Responder	7
Initial Training	7
Refresher Training	9
6.0 Emergency Medical Technician	10
Initial Training	10
Refresher Program	12
7.0 General Policy for Continuing Education Programs	16
General Requirements	16
Instructors	16
Program Packages	17
Program Content	17
8.0 Protocol training	17
9.0 Emergency Medical Services Instructor	18
Qualifications	18
EMS Instructor Training Program Guidelines	18
Certification	18
Recertification	19
10.0 Field Training Officer Programs	19
Appendices	19

EMS Education Programs

Scope: This document describes the standards and guidelines for emergency medical services (EMS) educational agencies desiring to present programs for **State of Delaware** and/or **National Registry** credit. The Division of Public Health, Office of Emergency Medical Services, the State EMS Medical Director, and the Delaware State Fire Prevention Commission accept these standards and guidelines.

1.0 Definitions

- 1.1 Agency – An entity recognized by the Division of Public Health and the State Fire Prevention Commission that provides EMS education
- 1.2 BLS- Basic Life Support
- 1.3 DOT – Department of Transportation (United States)
- 1.4 DSFS- The Delaware State Fire School
- 1.5 EMR – Emergency Medical Responder
- 1.6 EMT - Emergency Medical Technician
- 1.7 FTO- Field Training Officer
- 1.8 Guidelines – Components desired or to work toward, but not required under this document
- 1.9 LEMR – Law Enforcement Medical Responder
- 1.10 NREMT-National Registry of Emergency Medical Technicians
- 1.11 NSC – National Standard Curriculum
- 1.12 OEMS – Office of Emergency Medical Services (State of Delaware)
- 1.13 Program – A unit of instruction
- 1.14 SFPC- Delaware State Fire Prevention Commission
- 1.15 Standards – Minimum acceptable components that must be in place in order to be considered compliant with this document

2.0 Applicable Programs

- 2.1 The OEMS is designated as the representative for the National Registry of EMT's in the State.
- 2.2 The SFPC is the regulatory agency for the State's EMR and EMT certifications.
- 2.3 The State EMS Medical Directors are responsible for prospective medical control, which includes EMS education and training programs.
- 2.4 All programs will meet the standards as outlined in the following sections and receive approval from the State EMS Medical Director and the SFPC prior to the beginning of instruction.
- 2.5 Programs that do not meet these standards as outlined in the following sections will not receive State of Delaware approval and will not be eligible for state and/or National Certification.
- 2.6 This policy applies to the following programs
 - 2.6.1 EMR/LEMR
 - A. Initial
 - B. Refresher
 - C. Continuing Education
 - 2.6.2 EMT
 - A. Initial
 - B. Refresher
 - C. Continuing Education
 - D. Protocol
 - 2.6.3 Methods of Instruction

- A. Initial
- B. Refresher
- 2.6.4 FTO Programs

3.0 EMS Education Agency

3.1 Application Standards

- 3.1.1 Each agency desiring to present emergency medical services educational programs must submit an application on a prescribed form. (Appendix A)
- 3.1.2 EMR and EMT initial and recertification courses must be submitted to the OEMS at least 30 business days prior to the start of the course.
- 3.1.3 Continuing Education and BLS protocol courses must be submitted at least 15 business days prior to the start of the course.
- 3.1.4 Agencies must receive approval of their application prior to presentation of any EMS educational program or class.
- 3.1.5 Agencies must demonstrate compliance to the standards outlined in this document in order to receive approval to provide EMS educational programs.
- 3.1.6 The OEMS, the State Medical Director must approve each educational program.
 - 3.1.6.1 The State Medical Director will approve course content based on the current accepted national standards as published by NREMT National EMS Education Standards.
 - 3.1.6.2 The OEMS will verify educational agencies' compliance with the standard and guidelines set forth in this document in respect to CEU programs.
 - 3.1.6.3 The OEMS will notify the presenting agency in written form of the program approval/disapproval within 10 working days of receipt of the program.
 - 3.1.6.4 Programs disapproved by the State EMS Medical Director may be resubmitted with corrections for approval.
 - 3.1.6.5 The State EMS Medical Director reserves the right to alter or accept the recommended credit hours.
 - 3.1.6.6 Requested hours for credit shall be for delivered core content only, i.e., time for breaks and/or meals shall not be included in the total hours for credit requested.
 - 3.1.6.7 CEU's will be issued an approval number good for a two-year period.
 - 3.1.6.8 OEMS will publish yearly a list of the approved programs by agency and course name.
 - 3.1.6.9 Agencies must maintain attendance records of the program for at least five (5) years. The OEMS reserves the right to inspect attendance records.
- 3.1.7 The SFPC will verify educational agencies compliance with the standard and guidelines set forth in this document in respect to EMT and EMR programs.
 - 3.1.7.1 The SFPC will approve the educational agency for compliance with the *State of Delaware Ambulance Regulations* and state certification.

3.2 Facility Standards

- 3.2.1 AV equipment should be readily available to enhance didactic material.
- 3.2.2 Facility must have equipment mandated by the current accepted national standards as published by NREMT to augment learning in each module.
 - 3.2.2.1 The equipment must be readily available to all students and be in good working order.
- 3.2.3 The training facility should be well lit, well ventilated and have comfortable seating arrangements to facilitate learning.
- 3.2.4 The facility should have adequate parking available for all students and instructors.
- 3.2.5 The facility will have adequate restroom facilities.
- 3.2.6 Suggested ratio is 1 piece of equipment for every 8 students.

3.3 Medical Direction

- 3.3.1 All programs specified under these guidelines must be under the direction of and approved by a Program Medical Director.
- 3.3.2 The Program Medical Director must be a physician licensed in Delaware with a background in emergency medical services, actively practicing in Emergency Medicine. The physician should be Board Certified or prepared in emergency medicine.
- 3.3.3 The Program Medical Director will be responsible for
 - A. Review and approve the educational content of the program curriculum for appropriateness, medical accuracy and to be current with the basis for patient care.
 - B. Monitoring of the curriculum throughout the course.
 - C. Overseeing the course curriculum and any practice or protocol issues.
 - D. Insuring clinical competence in the instructor cadre and graduates.

3.4 Personnel Qualifications Standards

- 3.4.1 All agencies are required to appoint a Program Manager.
- 3.4.2 The Program Manager is responsible for:
 - A. The overall operation of the course and need not be involved with direct education.
 - B. Assuring the course goals and objectives are met.
 - C. Quality monitoring and improvement efforts to insure compliance with the current accepted national registry standards as published by NREMT, this policy and student satisfaction.
 - D. A copy of the curriculum vitae's for each instructor must be maintained by the Program Manager and are subject to audit by the State EMS Medical Director or their designee.
- 3.4.3 Primary/Core Instructor
 - A. Responsible for the direct presentation of core content.
 - B. Must meet EMS Instructor qualifications (Section 9.0)
- 3.4.4 Adjunct Instructor
 - A. This individual assists the primary/core instructors with practical skill labs.

- B. Must be at a minimum of an EMT or above and must be active in EMS for at least one (1) year following completion of their initial EMT training.
 - C. Must meet requirements of EMS instructor.
 - D. Must be an active member of the EMS system.
- 3.4.5 Agencies may elect to appoint a Course Coordinator. The Course Coordinator is responsible for:
- A. Coordination of each course or program.
 - B. May serve as the primary instructor if the minimum qualifications for that position are met.

3.5 Quality Improvement Standards

- 3.5.1 Agencies must have a written plan that includes eliciting feedback from students and instructors on performance, and addressing issues identified.
- 3.5.2 The plan should evaluate:
 - A. Student's assessment of achievement of each objective.
 - B. Teaching effectiveness of each instructor/trainer.
 - C. Relevance of the content to the objectives.
 - D. Effectiveness of teaching methods.
 - E. Appropriateness of physical facilities.
- 3.5.3 The training agency shall utilize this information to make appropriate changes to course admission policies, areas of emphasis, etc.
- 3.5.4 Agencies shall formulate a policy to handle complaints regarding the conduct of the course and examination process.

4.0 General Policy for Initial and Refresher Educational Programs

- 4.1 All requirements of Section 3.0 are mandatory.
- 4.2 Each presenting agency must complete a *Course Information Form* and submit it and all required paperwork to the OEMS in accordance with section 3.1.2.
 - 4.2.1 The SFPC will verify educational agencies' compliance with the standard and guidelines set forth in this document.
- 4.3 The OEMS will assign a Course Approval Number for each submitted course once verification of compliance with the standards set forth in this document has been met and approval from the State EMS Medical Director.
- 4.4 Agencies must receive approval of their application prior to presentation of any EMS educational program or class.
- 4.5 The State EMS Medical Director or his designee reserves the right to monitor the practical examination.
- 4.6 Proficiency of skills must be documented through ongoing practical skill stations.
- 4.7 The use of a skill measurement instrument is mandated to document competency.
- 4.8 Agencies must document and explain the National Registry of EMT's Felony Conviction Policy to all prospective students during course orientation (first class session).
- 4.9 Agencies must document and explain the State of Delaware's background check legislation to all EMT students.
- 4.10 Agencies must document and explain the State Fire Prevention Commissions Regulations in regard to applying for and receiving Delaware EMT Certification, which is a requirement in the State of Delaware.

- 4.11 It is recognized that there will be instances where a 100% attendance to a course cannot be achieved. It will be up to the Program Manager, in collaboration with the Program Medical Director to determine if the student may continue in the program due to documented absences. Agencies **must** document and explain attendance policies to prospective students during course orientation (first class session).
- 4.12 Following completion of the course or class, certificates will be presented to the students and will be signed by the Program Manager. OEMS/SFPC course approval number must appear on the course completion certificate.
 - 4.12.1 A copy of the course completion certificate must accompany the *OEMS Course Information Form*.
 - 4.12.2 Participant name and course date(s) **must** be typed or electronically entered on the course completion certificate.
- 4.13 Correspondence should be addressed to:

Training Administrator	EMS Training Administrator
State of Delaware	Delaware State Fire School
Office of Emergency Medical Services	1461 Chestnut Grove Road
100 Sunnyside Rd	Dover, DE 19904
Smyrna, DE 19977	
- 4.14 Classes may be monitored by the State Fire Prevention Commission or appointed designee.
- 4.15 The course content will be presented according to the current accepted national registry standards as published by NREMT and should follow NREMT guidelines for hours of didactic instruction. Referenced National EMS Education Standards Curricula includes:
 - 4.16 EMT Refresher NSC
 - 4.17 EMR Refresher NSC
 - 4.18 EMS Instructor Training Program
- 4.19 Class size should be limited to a size in which appropriate attention may be paid to each individual student.
- 4.20 Guest instructors for didactic core content may be used at the discretion of the course coordinator when dealing with the guest instructors' areas of expertise.
- 4.21 Recommended Instructor/student ratio for practical/skills sessions is 1:8.
- 4.22 The student will be tested through examinations and/or practical evaluations at appropriate intervals through a course or class session.

5.0 Emergency Medical Responder/ Law Enforcement Medical Responder

- 5.1 Initial Training
 - 5.1.1 The program must be a minimum of 40 hours in length inclusive of the final written and practical examination.
 - 5.1.2 Students must be at least 16 years of age at the time of registration for the course.
 - 5.1.3 Instructors must meet the requirements as outlined in this document.
 - 5.1.4 Final Written Examination
- 5.2 Following completion of an EMR/LEMR initial course a written final exam will be generated and administered by the SFPC or their designee.
- 5.3 Arrangements must be made at least 30 business days prior to the completion of the class to the final exam.
- 5.4 The SFPC or designee will administer any final exam, including re-tests.
- 5.5 Grades from the final exam may be averaged in with the student's overall grade point average.

- 5.6 Student must receive a 70% or higher grade on the Final Exam to pass the course.
- 5.7 The student will be allowed a maximum of one (1) re-tests
- 5.8 Final Practical Examination
 - 5.8.1 A final practical exam will be performed at the end of each program.
 - 5.8.2 A candidate is required to pass the practical examination prior to sitting for the National Registry Written Examination.
 - 5.8.3 The examination will consist of the most current practical skills utilized by NREMT testing standards
 - 5.8.4 The training facility shall utilize Skill Sheets for the practical examination as published by the National Registry.
 - 5.8.5 Station Failure
 - 5.8.5.1 Failure of all stations constitutes failure of the examination process.
 - a. The candidate must show evidence of remedial training prior to a second attempt.
 - b. The candidate must attempt a re-test of the final practical examination within 12 months of the first attempt.
 - 5.8.5.2 Failure of one (1) to two (2) stations entitles the candidate to re-test the failed stations only.
 - a. Same day re-tests are at the option of the training center.
 - b. The candidate may only re-test any one station once on the same day.
 - c. A second failure on any one station constitutes failure of the test and must seek remedial training from their training agency.
 - d. The candidate is responsible for making arrangements with the training agency for further testing opportunities.
 - 5.8.6 Students must pass the final exam and practical skills to be eligible to sit for the National Registry written exam.
 - 5.8.7 Reporting
 - 5.8.7.1 The training facility shall maintain a report of practical testing.
 - 5.8.7.2 The training facility shall make the report available to the SFPC as requested.
 - 5.8.7.3 The report shall note the name, and pass/fail status at each station, the date and location of the test, included is the number of students at the start of the class and the number completing.
 - 5.8.7.4 Students electing to take the NREMT written EMR/LEMR examination must present a copy of their course completion certificate to the examination proctor. The course completion certificate must include:
 - 1. Final examination score
 - 2. Results of practical examination for each station tested.
 - 5.8.8 Skills Examiners
 - 5.8.8.1 Skills examiners selected by the training agency shall be experienced providers with background and expertise in the skill they are to evaluate.

- 5.8.8.2 Skill evaluators selected may not have taught that skill to the students being tested.
- 5.9 Refresher Training
 - 5.9.1 Instructors for core content must be EMT or above.
 - 5.9.2 Program Hours
 - 5.9.2.1 The Delaware EMR/LEMR shall consist of the most current NREMT standards; a minimum of Twelve (12) hours of instruction, inclusive of skills evaluation.
 - 5.9.3 Core Content
 - 5.9.3.1 Core content for the Refresher shall consist of the most current NREMT standards.
 - A. Airway, Respiration & Ventilation (2 hours)
 - 1. Ventilation (1 hour)
 - a. Assisted Ventilation
 - i. Respiratory failure versus distress
 - ii. Adjuncts
 - b. Positioning
 - 2. Oxygenation (1 hour)
 - B. Cardiovascular (2 hours)
 - 1. Stroke (1 hour)
 - a. Assessment (Stroke Scale)
 - b. Oxygen Administration
 - c. Time of Onset (duration)
 - d. Transport Destination
 - 2. Cardiac Arrest
 - a. Ventricular Assist Devices
 - C. Trauma (1 hour)
 - 1. CNS Injury (.5 hours)
 - a. Concussion
 - 2. Tourniquets (.5 hours)
 - D. Medical (3 hours)
 - 1. Immunological Diseases (1 hour)
 - a. Allergic reaction
 - b. Anaphylaxis
 - 2. Communicable Diseases (.5 hours)
 - a. Hygiene (hand washing, etc.)
 - b. Vaccines
 - c. Influenza
 - 3. Psychiatric Emergencies (1.5 hours)
 - a. Mental Health
 - b. Patient Restraint
 - c. Agitated Delirium
 - d. Depression/suicide
 - 5.9.4 State Content
 - 5.9.4.1 State content for the Refresher shall consist of the AHA BLS for Healthcare Provider program, or equivalent.
 - 5.9.5 Student Evaluation
 - 5.9.5.1 The students will be evaluated during the course. This shall include demonstrated competency in the skills outlined above.

- 5.9.6 There are no continuing education requirements for EMR/LEMR other than the maintenance of a current AHA CPR BLS for Healthcare provider card or an approved equivalent by the SFPC.
- 5.9.7 Following completion of the course a written final exam will be generated and administered by the SFPC or their designee.
- 5.10 Continuing Education Credit- Currently not required for Delaware Certification
- 5.10.1 Individual Continued Competency Requirements (ICCR) permit that an individual may select any OEMS approved education for a minimum of 4 hours; as described by the National Registry of EMTs for EMR recertification.

6.0 Emergency Medical Technician

- 6.1 Initial Training
 - 6.1.1 Eligibility
 - 6.1.1.1 All applicants must show proof of current immunizations (or the initiation of a vaccine series) by the sixth class session or before the student enters a clinical site (Tetanus, MMR, Hepatitis, and TB tested). Waivers of liability shall be presented to the training agency should the student elect not to receive the immunizations.
 - 6.1.1.2 All applicants must have a healthcare level CPR course completed prior to the start of the program with proof of attendance presented at the time of registration. Programs are permitted to waive this requirement **IF** they have a mechanism in place to assure compliance to this requirement by the sixth class session.
 - 6.1.2 Program Hours
 - 6.1.2.1 Program hours must be a minimum of 150 hours of instruction as described in the current recognized national standard; not inclusive of clinical experience.
 - 6.1.2.2 Delaware BLS Protocols shall be included as part of initial training. The protocol exam shall be provided by the SFPC or their designee.
 - 6.1.3 Instructors
 - 6.1.3.1 Instructors must meet EMS Instructor qualifications (Section 8.0).
 - 6.1.3.2 Primary Instructors must be EMT level trained or above to present the didactic clinical portions of the training
 - 6.1.4 Clinical Experience
 - 6.1.4.1 The course must include clinical and/or field rotations above and beyond the mandated hours of didactic training.
 - A. Each student must achieve a minimum of 10 live patient exposures beginning with an interview and progressing through an assessment.
 - B. Patient contacts shall be done on a 911 BLS responding ambulance, or clinical rotations in an approved emergency department with a Delaware Paramedic Instructor with SFPC approval. The student must assist with providing a physical exam, obtaining a history, and a set of Vital signs.

EMS Education Policy

- 6.1.4.2 Preceptors within the organization must document evaluation of clinical/field performance on a written evaluation form.
- 6.1.4.3 Suggested exposures include the local emergency department and EMS service.
- 6.1.4.4 The Course Coordinator verifying that an agreement has been reached between the Course Coordinator and the facility stating that use of their resources has been approved for clinical/field rotations must keep a letter from each of these agencies on file.
- 6.1.5 Final Written Examination
 - 6.1.5.1 The SFPC appointed designee prior to National Registry testing may provide a cumulative final examination.
 - 6.1.5.2 The student should not fail more than two (2) module examinations in succession or a total of four (4) module examinations throughout the course.
 - 6.1.5.3 If either cannot be achieved, it is reasonable to declare that the student has not met the expectations of the program.
- 6.1.6 Final Practical Examination
 - 6.1.6.1 A final practical exam will be performed at the end of each complete EMT course; and may be monitored by OEMS, the SFPC, or their designees.
 - 6.1.6.2 The Psychomotor Exam shall be administered according to and following the current NREMT EMT Psychomotor Examination Users Guide.
 - 6.1.6.3 A candidate is required to pass the practical examination prior to sitting for the National Registry Written Examination.
 - 6.1.6.4 The examination will consist of the most current practical skills utilized by NREMT testing standards
 - 6.1.6.5 Station Failure
 - 6.1.6.5.1 Failure of four (4) or more stations constitutes failure of the examination process.
 - A. The candidate must show evidence of remedial training prior to a second attempt.

- B. The candidate must attempt a re-test of the final practical examination within 12 months of the first attempt.
 - 6.1.6.5.2 Failure of one (1) to three (3) stations entitles the candidate to re-test the failed stations only.
 - 6.1.6.5.3 Failure of the Random Skill Station will be re-tested as follows:
 - A. The candidate must re-test the failed station.
 - B. The candidate must then test on one additional random skills station.
 - 6.1.6.6 Reporting
 - 6.1.6.6.1 The training facility shall submit a report of practical testing on the form provided.
 - 6.1.6.6.2 The training facility shall make the report available to the SFPC appointed designee.
 - 6.1.6.6.3 The report shall note the name, and pass/fail status at each station, the date and location of the test. The report shall also indicate number of students who started the course and the number who completed.
 - 6.1.6.7 Skills Examiners
 - 6.1.6.7.1 Skills examiners selected by the training agency shall be experienced providers with background and expertise in the skill they are to evaluate.
 - 6.1.6.7.2 The training agency shall select examiners who did not teach or evaluate students during the course on the skill they are examining.
 - 6.1.6.8 Same day re-tests are at the option of the training center.
 - 6.1.6.9 If the candidate attempts a re-test at a site other than where they received their initial training, the candidate must present a letter from their training agency noting appropriate remedial training and the attempt number.
- 6.2 Refresher Program
 - 6.2.1 Instructor Requirements
 - 6.2.1.1 Instructors for core content must be EMT or above.
 - 6.2.2 Program Hours
 - 6.2.2.1 The Delaware EMT- Refresher Program shall be approved by the SFPC and consist of the most current NREMT EMT Refresher criteria.
 - 6.2.3 Core Content: National Continued Competency Requirements (NCCR)
 - 6.2.3.1 Core Content for the Delaware Refresher program shall consist of the current NCCP as developed by the NREMT.
 - A. Airway, Respiration & Ventilation 4 hours
 - 1. Ventilation (3 hours)
 - a. Minute Ventilation
 - b. Effect on Cardiac Output
 - c. Assisted Ventilation
 - i. Respiratory Failure versus Distress

- ii. Adjuncts
 - (a) Automatic Transport Ventilator
 - iii. Positioning
 - 2. Oxygenation (1 hour)
 - B. Cardiovascular 6 hours
 - 1. Post-Resuscitation Care (.5hours)
 - a. Recognition of Return of Spontaneous Circulation (ROSC)
 - b. Oxygenation
 - c. Induced hypothermia (only limited depth & breadth)
 - 2. Stroke (1 hour)
 - a. Assessment (stroke scale)
 - b. Oxygen administration
 - c. Time of onset (duration)
 - d. Transport destination
 - 3. Cardiac Arrest & Ventricular Assist Devices (.5 hours)
 - 4. Pediatric Cardiac Rate Disturbances (1 hour)
 - a. Tachycardia
 - b. Bradycardia
 - c. Irregular Pulse
 - 5. Pediatric Cardiac Arrest (2 hours)
 - a. Optimal chest compressions i. Techniques
 - b. Ventilation/Compression ratio
 - i. Single & 2-Rescuer CPR
 - ii. AED use
 - 6. Chest Pain from Cardiovascular Cause (1 hour)
 - a. Medication Administration
 - i. Nitroglycerine
 - ii. Aspirin
 - iii. Oxygen
 - b. Transport Destination
 - C. Trauma 2 hours
 - 1. CNS Injury (.5 hours)
 - a. Concussion
 - 2. Tourniquets (.5 hours)
 - 3. Field Triage (1 hour)
 - a. Model Uniform Core Criteria (MUCC)
 - b. CDC Trauma Triage Decision Scheme
 - c. Sort, Assess, Lifesaving Interventions, Treatment/Transport (SALT)
 - D. Medical 6 hours
 - 1. Special Healthcare Needs (1 hour)
 - a. Tracheostomy care
 - b. Dialysis shunts
 - c. How to deal with patient and equipment
 - i. Feeding tubes, VP shunts, etc.
 - d. Cognitive issues
 - 2. OB Emergency (1 hour)
 - a. Abnormal

- presentations
 - i. Nuchal cord
 - b. Neonatal resuscitation
 - i. Routine suctioning of the neonate
 - 3. Psychiatric Emergencies (1.5 hours)
 - a. Mental Health
 - b. Patient restraint
 - i. Agitated Delirium (only limited depth & breadth)
 - c. Suicide/ Depression
 - 4. Endocrine (1 hour)
 - a. Diabetes
 - b. Metabolic Syndrome (only limited depth & breadth)
 - i. Insulin resistance, DKA/HHNS
 - c. Medication pumps (only limited depth & breadth)
 - i. Insulin
 - d. Glucometer
 - 5. Immunological Diseases (1 hour)
 - a. Allergic Reaction
 - b. Anaphylaxis
 - 6. Communicable Diseases (.5 hours)
 - a. Hygiene (hand washing, etc.)
 - b. Vaccines
 - c. Antibiotic Resistant Infections
 - d. Influenza
 - e. Public Health – epidemics, pandemics, reporting, etc.
 - f. Systematic inflammatory response syndrome (SIRS) versus sepsis versus septic shock
 - i. Fluid Resuscitation
 - E. Operations 2 hours
 - 1. At-Risk Populations (.5 hours)
 - a. Pediatric
 - b. Geriatric
 - c. Economically Disadvantaged
 - d. Domestic violence
 - e. Human Trafficking
 - 2. Pediatric Transport (.5 hours)
 - 3. Affective Characteristics (.5 hours)
 - a. Professionalism
 - b. Cultural Competency
 - i. Changing demographics
 - 4. Role of Research (.5 hours)
- 6.2.3.1 A maximum of 7 hours of this core content may utilize distance education, as defined by the NREMT.
- 6.2.3.2 State Content shall be derived from Local Continued Competency Requirements (LCCR) most current BLS Protocols and issues that affect the State's EMS System as identified by the BLS & State Medical Directors. This shall be 10 hours of content, as described by the NREMT EMT

Recertification Guidelines.

- A. BLS Protocol Review & DEMRS Review (3.5 hours)
- B. Environmental Emergencies (1 hour)
- C. Medical, Legal & Ethical Issues (.5 hours)
- D. Workplace Safety & Wellness of the EMT (1 hour)
 - a. Code Green Campaign
 - b. Workplace Violence Awareness & Reporting
 - c. Patient Movement Techniques
- E. Injury Prevention & Community Outreach (.5 hours)
- F. CPR Feedback & CPR Assist Devices (.5 hours)
- G. Pharmacology Skills Review (1 hour)
 - a. Aspirin
 - b. Nitroglycerine
 - c. Albuterol
 - d. Epinephrine Auto-injector
 - e. Narcan
 - f. Oral Glucose
- H. Skill Review (1.5 hours)
 - a. Medical Assessment
 - b. Trauma Assessment
 - c. Long Bone Immobilization
 - d. Joint Immobilization
 - e. Seated Spinal Immobilization
 - f. Supine Spinal Immobilization
- I. Final Test (.5 hours)

6.2.3.3 A maximum of 7 hours of this State content may utilize distance education, as defined by the NREMT.

6.2.3.4 The State Content shall provide for skills verification in the following areas:

- A. Patient Assessment/Management
 - i. Medical & Trauma
- B. Ventilatory Management Skills/Knowledge
 - i. Simple Adjuncts
 - ii. Supplemental Oxygen Delivery
 - iii. Bag-Valve-Mask
 - a. One-Rescuer
 - b. Two-Rescuer
- C. Cardiac Arrest Management/AED
- D. Hemorrhage Control & Splinting Procedures
- E. Spinal Immobilization
 - i. Seated & Supine patients
- F. OB/Gynecologic Skills/Knowledge
- G. Other Related Skills/Knowledge
 - i. Radio Communications
 - ii. Report Writing & Documentation

6.2.4 Supplemental Refresher Hours

6.2.4.1 These hours may be derived from the EMT Refresher or from the EMT curriculum.

6.2.5 Course Evaluation

6.2.5.1 The students will be evaluated at the conclusion of each module. This may include either practical skill demonstration or written examination as appropriate.

EMS Education Policy

- 6.2.5.2 The state-approved practical examination as outlined in Section 6.1.6 shall be conducted at the conclusion of the course.
- 6.2.5.3 If conducted, the course completion certificate shall include a record of the examination.

7.0 General Policy for Continuing Education Programs

7.1 General Requirements

- 7.1.1 All Policies stated in section 3.0 are mandatory unless deviation from general policy is stated in 7.0
- 7.1.2 Presenting agencies shall meet the following criteria:
 - 7.1.2.1 Be recognized as part of the EMS system or as a related EMS educational institution.
 - A. Programs approved for “In-Field” delivery are not required to meet the training faculty requirement.
- 7.1.3 At the completion of a Protocol course the State Fire Prevention Commission appointed designee will provide the approved State protocol exam.
 - 7.1.3.1 Agencies will contact the SFPC appointed designee at least 15 working days in advance to schedule receipt of the approved exam.
 - 7.1.3.2 The SFPC reserves the right to administer and grade the protocol exam and report results to the presenting agency within 15 working days.
 - 7.1.3.3 Successful completion of the course is achieving an 80% or higher on the protocol exam.
 - 7.1.3.4 Students not receiving a successful passing score on the protocol exam will be required to retake the protocol course.
- 7.1.4 The OEMS Program Approval Number must be included on all documentation associated with the program including:
 - A. Attendance rosters
 - B. Post-course evaluations
 - C. Student Certificate of Completion/Attendance
 - D. Advertising/promotional materials
- 7.1.5 There is no maximum number of students specified under this section. Each agency shall use their judgment as to how effective a program will be for the number of students admitted.
- 7.1.6 After approval by the State EMS Medical Director, the agency may use the following language in publicly advertised programs:

“This offering has been approved for _____ hours of continuing education credit for Emergency Medical Responders, Emergency Medical Technician, and Paramedics by the Delaware Division of Public Health, Office of Emergency Medical Services.”

- 7.1.7 The OEMS will maintain a file of approved programs and outlines. Prior approval of the submitting agency is required before copies of such programs will be distributed.

7.2 Instructors

- 7.2.1 Instructors teaching in a skills lab must be certified at least to the level of the students they are teaching and must be under the direct supervision of a Core Instructor.
- 7.2.2 The certification level of the Core Instructor to be used in the

EMS Education Policy

presentation of a specific program is at the discretion of the presenting agency, however their experience and expertise should be consistent with the program being presented and should be noted on their curriculum vitae.

7.3 Program Packages

7.3.1 Packages shall include the following:

- 7.3.1.1 A completed OEMS Application for Continuing Education Credit.
- 7.3.1.2 Program objectives
- 7.3.1.3 Program outline (includes main teaching points and total instructional hours).
- 7.3.1.4 Post-course evaluation tool.
 - A. Mail the completed application package to the OEMS.

7.3.2 Programs approved by the State EMS Medical Director shall be either notified by e-mail or mailed a copy of the application with the program approval number and credit hours.

7.4 Program Content

7.4.1 Continuing Education for Drills or Field Exercises

- 7.4.1.1 The drill or exercise must have a component directly related to the National EMS Education Standards.
- 7.4.1.2 Specific emergency medical objectives for the drill/exercise must be submitted with the application.
- 7.4.1.3 The drill or exercise must include a concluding drill/exercise evaluation. It must include an evaluation of the actions of the emergency medical personnel.
- 7.4.1.4 Ideally, a medical director or senior medical officer for the agency should lead this.

7.4.2 Presentations can be any subject covered in any NSC (National Standard Curriculum, EMR, EMT, Paramedic, PIER, EVO-Ambulance, and Emergency Medical Dispatch) appropriate for the audience being taught.

7.4.3 Approval can be obtained for presentations outside of a NSC; however, supporting evidence must be submitted as to its application to emergency medical services and the presenting agency.

7.4.4 There are national standard programs that already meet the approval of the State EMS Medical Director, if taught by a training center recognized by the national organization having jurisdiction over that program. These courses do not need prior approval from the State EMS Medical Director for credit. This includes:

- A. Basic Trauma Life Support
- B. Pre-Hospital Trauma Life Support
- C. Advanced Cardiac Life Support
- D. Pediatric Advanced Life Support

7.4.5 Other programs approved for continuing education credit by nationally recognized accrediting bodies (CECBEMS, etc.) could be used for continuing education.

8.0 BLS Protocol training

8.1 All BLS Protocol training/standing orders, including updates or proposed Pilot Protocols, shall be developed and provided by the OEMS.

8.2 The SFPC must approve Protocol programs prior to presentation.

8.3 BLS Protocol Update and Pilot Protocol Training is to be provided by the

9.0 Emergency Medical Services Instructor

- 9.1 Qualifications
 - 9.1.1 Individual is 21 years of age or older.
 - 9.1.2 Individual has successfully completed a recognized instructor course approved by the Agency having Authority, or possesses a bachelor's degree in education or a teacher's certification in education.
 - 9.1.3 Individual has successfully completed an EMT course
 - 9.1.4 Individual possesses current National Certification as an EMT, or Paramedic, or recognition through academia as a healthcare professional
 - 9.1.5 Individual possesses a current certification in CPR/AED at the healthcare provider level.
 - 9.1.6 Individual possesses at least 1-year experience functioning at the EMT, Paramedic or healthcare professional level providing pre-hospital emergency care.
 - 9.1.7 The Instructor must currently be an active member of the Delaware EMS system.

- 9.2 EMS Instructor Training Program Guidelines
 - 9.2.1 Initial Training
 - 9.2.1.1 The program will utilize the EMS Instructor NSC, Fire Service Instructor Course or equivalent.
 - 9.2.1.2 The program must be a minimum of forty (40) hours in length.
 - 9.2.1.3 This program is not eligible for National Registry continuing education credit, however, the training agency shall comply with the appropriate paragraphs of Section 4.0 including the completion of a *Course Information Form* and supporting documentation.
 - 9.2.2 Staff Selection
 - 9.2.2.1 Instructional staff will possess background and experience in adult education theory and technique.
 - 9.2.2.2 Instructional staff will be familiar with EMS activities.

- 9.3 Certification
 - 9.3.1 Instructors must have Instructor Certification approved by the Authority having Jurisdiction (AHJ).

- 9.4 Recertification
 - 9.4.1 Has demonstrated competence in teaching the didactic and practical skills portions of the curriculum
 - 9.4.2 Instructor must teach a minimum of eighteen (18) hours over a four year period.
 - 9.4.3 Instructor must attend at least six (6) hours of professional development in EMS and/or adult education over a four year period.
 - 9.4.4 Possesses current National Registry & State certification as an EMT, or certification as a Paramedic or recognition as a healthcare professional.
 - 9.4.5 Possesses current certification in CPR/AED at the healthcare professional level.
 - 9.4.6 Training agencies will provide to the SFPC and OEMS a list of Certified EMS Instructors by January 1st each year.
 - 9.4.6.1 Training agencies are required to maintain records to

EMS Education Policy

- support the training of Instructors.
- 9.4.6.2 The SFPC and OEMS reserve to right to inspect all records pertaining to Instructors including but not limited to initial training, continuing education, and instruction hours.
- 9.4.7 Each agency shall monitor and evaluate their instructors on a regular basis. Methods can include direct observation, student feedback reports or other methods identified in the agencies policies. Suggested areas for evaluation include, but are not limited to:
 - A. Knowledge of material
 - B. Delivery of content
 - C. Evaluation of student knowledge
 - D. Classroom management

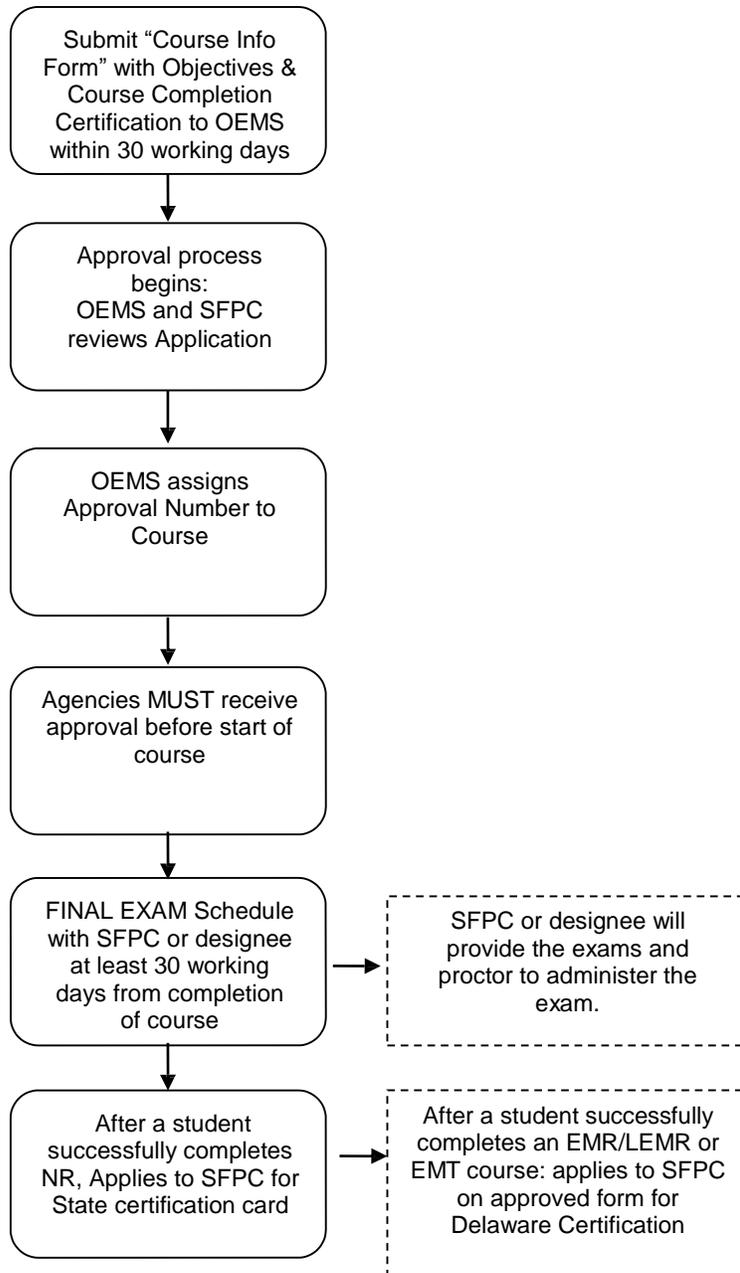
10.0 Field Training Officer Program

- 10.1 Applications and approval for FTO programs follow the same criteria specified in 7.0 Continuing Education Programs. The Field Training Officer (FTO) Interactive course offered by Jones & Bartlett Learning, or a SFPC approved equivalent, may be recognized as initial training.
 - 10.1.1 Upon completion of the course, students shall submit a certificate of completion to the Delaware State Fire School.
- 10.2 This course is not eligible for EMS CEUs.
- 10.3 FTO certification shall be recognized by the SFPC for a period of 2 years.
- 10.4 Recertification
 - 10.4.1 FTOs must attend a SFPC approved recertification course prior to certification lapsing as a FTO.
 - 10.4.1.1. FTOs whose certification has lapsed must take the FTO full course.
 - 10.4.2 Re-certifications are good for a 2 year period.

APPENDICES

- A. Flow chart: course approval for Emergency Medical Responder/Law Enforcement Medical Responder and EMT
- B. Application for Continuing Education Credit
- C. Course Information Form
- D. OEMS/SFPC Official Course roster

Flow Chart: Course Approval Process for
Emergency Medical Responder/Law Enforcement
Medical Responder and EMT





**State Of Delaware
Office of Emergency Medical Services**

Application for Continuing Education Credit

Presenting Agency and Address:

Agency Contact:

Daytime Tel. No.:

E-Mail:

Program Name and Brief Description:

Content	Hrs
<input type="checkbox"/> Patient Assessment	
<input type="checkbox"/> Airway, Breathing & Cardiology	
<input type="checkbox"/> Medical Emergencies	
<input type="checkbox"/> Trauma	___
<input type="checkbox"/> Obstetrics & Pediatrics	
<input type="checkbox"/> Operational Tasks	
<input type="checkbox"/> Preparatory	___

Course Location:

Total Hours:
BLS: ___ ALS ___

Class Start Date:

Class End Date:

Name of Primary Instructor and Credentials:

Signature of Agency Contact:

Date:

Name of Course Medical Director and Credentials:

- Please attach the following:**
- 1) Course Objectives
 - 2) Course Outline (include instructional hours per section)
 - 3) Post-Course Evaluation Tool (quiz, test, skill evaluation tool, class evaluation)
 - 4) Example, Course Completion Certificate

OEMS Use Only Below This Line

Received by OEMS (Date):

Reviewed By: (Initial/Date):

Medical Director Review:

Date:

Status:

Approved

Approved w/ Comments

Not Approved w/ Comments

Approval Number:

- CED -

Comments:

Date Approved:

Core Content:

Mandatory

Flexible

Elective

Approved Credit Hours:
BLS: ___ ALS ___



**State Of Delaware
Office of Emergency Medical Services**

Course Information Form

Presenting Agency and Address:

Agency Contact:

Daytime Tel. No:

E-mail:

Course Name (select one):

Emergency Medical Responder/
Law Enforcement Medical Responder:

Initial
 Refresher

EMT

Initial
 Refresher
 Protocol

Field Training Officer

Initial
 Refresher

Paramedic

Initial
 Refresher
 Protocol

Methods of Instruction

Initial

Class Location:

Registration Close Date:

Name of Course Medical Director and Credentials:

Class Start Date:

Class End Date:

Written Exam Test Date:

Paramedic Practical Exam Date:

Is this class?

Open for all students Private – Closed to outside students

Please attach Class Schedule and a copy of the Course Completion Certificate

OEMS- SFPC Use Only Below This Line

Received by OEMS (Date):

Reviewed By: (Initial/Date)

Date Approved:

Approval Number:

SFPC Reviewed By: (Initial/Date)

Date Approved:

Status:

Approved
 Approved w/ Comments
 Not Approved w/ Comments

Comments:



OEMS/SFPC Official Course Completion Roster

Course Information

Emergency Medical Responder/Law Enforcement Medical Responder:
Full Course Refresher Course

BLS:
Full Course Refresher Course Protocol

Continuing Education Course
Course Title: _____

Method of Instruction:
Full Course Refresher Course

Field Training Officer ~~Course~~
Full Course Refresher Course

Presenting Agency: _____

Program Manager: _____

Phone#: _____

Course Location and address: _____

Total Number of Students Complete: _____

Course Approval #: _____

Course Start Date _____

Course End Date _____

Total hours of instruction _____

I verify that this information is accurate and truthful, and that it may be confirmed. This course was taught in accordance with the Office of EMS and Delaware State Fire Prevention Commission's EMS Educational Program Administrative Standards and Guidelines:

Program Manager Signature: _____

Date: _____

Please forward by email or mail to the Delaware State Fire School no later than 15 business days after the completion date of the course.

Delaware State Fire School
www.delawarestatefireschool.com
Attn: EMS Training Administrator
1461 Chestnut Grove Rd
Dover, DE 19904

NO FAXED COPIES WILL BE ACCEPTED. ALL INFORMATION MUST BE TYPED.

Date _____

Course: _____

Approval #: _____