



# **BLM Colorado EMS Education Group**

**Policy Manual**

Effective 4/2017

# **Emergency Medical Technician**

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# **BLM CO EMS Education Program Mission, Vision, and Objectives**

## **MISSION**

The mission of the BLM CO Education Group is to provide standardized BLS care to fellow federal and cooperating agencies employees on all risk assignments or work projects. The intent is to be able to assess, treat, and package patients for safe transfer to equal level or greater care for transport to an appropriate medical facility.

## **VISION**

The vision of BLM CO Educational Group is to continue to grow and provide educational opportunities for current emergency medical technicians and those wishing to start a career in the medical field.

## **OBJECTIVES**

Participants in the BLM CO Education Group will receive:

1. EMT continuing education (CE) hours that will review and update their skills and knowledge in a variety of medical related trainings.
2. EMT CE tracking system to help with their EMT relicensing procedures.
3. Access to a variety of knowledgeable guest speakers.
4. Standardization of forms for the use of medical personnel on incidents and establish some form of quality control to ensure a high standard of care and accountability.

Any questions, comments, or concerns regarding this EMS education program should be directed to:

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## **Program Resources**

### **EDUCATION GROUP PROGRAM DIRECTOR**

1. Responsibilities
  - a. Assumes ultimate responsibility for the oversight of the education program.
  - b. Delegates responsibilities as needed and appoints support program personnel.
  - c. Work with the Medical Director, program instructors, and other faculty.
  - d. Monitors the program for its effectiveness, cost, policy controls, and procedures that provide for a viable and sustaining group.
  
2. Qualifications
  - a. Knowledgeable in the administration, organization, and supervision of the EMS education group and BLM agency policies.
  - b. Successfully completes the NWCG course Facilitative Instructor (M410) or Colorado Instructor Series EMS Administration Orientation Course.

## **EDUCATION GROUP MEDICAL DIRECTOR**

1. Responsibilities
  - a. Functions as the medical authority regarding course content and review and approves the medical accuracy of content offered by the program.
  - b. Actively participates in the evaluation of the education group's instructors and guest faculty.
  - c. Works with the education group program director to continue to better the program.
  - d. Oversees the tracking of agency EMTs CE hours for relicensing needs.
  - e. Establishes and updates EMS protocols and procedures.
  
2. Qualifications
  - a. Must be licensed as a physician in the State of Colorado.
  - b. Has knowledge of the Colorado Department of Public Health and Environment Rules pertaining to **Emergency Medical Services 6-CCR-1015-3 Chapter 2 – Medical Direction and EMS Provider Scope of Practice.**
  - c. Required to have experience in emergency medicine, preferably in the prehospital setting.
  - d. Experienced in the implementation of a quality control measurement program.
  - e. Validation of the EMTs skills for relicensing.

## **EDUCATION GROUP PRIMARY DISTRICT COORDINATORS**

1. Responsibilities
  - a. Will assure course continuity.
  - b. Ensure any guest faculty have the resume to function as a guest instructor at the respective level of care.
  - c. Works cooperatively with the program director, medical director, guest faculty, and removes or adds authorized signers etc.
  - d. Act as point of contact for agency related questions from local agencies and cooperative organizations.
  - e. Maintain an up to date record of any guest faculty and the course material.
2. Qualifications
  - a. Must be knowledgeable in course material being presented.
  - b. Successful completion of an approved instructor course such as, but not limited to facilitative instructor or an EMS Instructor series skills.
  - c. Must be knowledgeable in program policy and procedure.
  - d. Ability to provide knowledge in course material, experience, and administration abilities.

## **EDUCATION GROUP AUTHORIZED SIGNERS**

1. Responsibilities
  - a. Responsible for the skills and knowledge of agency EMTs which they approve for renewal.
  - b. Works under the direct supervision and authority of the program director.
2. Qualifications
  - a. Knowledge of the CE hour and category requirements for maintaining certification with the National Registry of EMTs (NREMT), as well as the requirements needed to maintain a Colorado EMT license.
  - b. Must be licensed at or above the level of care they are overseeing.
  - c. Knowledge of the roles and responsibilities of the BLM CO Education Group.

## **EDUCATION GROUP GUEST FACULTY**

1. Responsibilities
  - a. Delivers course information that meets the goals and objectives of the BLM CO

Education Group.

- b. May be asked to act as an evaluator for agency EMTs in lieu of other designated group instructors.
- c. Cooperatively works with education group director, medical director, and primary instructors.

2. Qualifications

- a. Must be considered a subject matter expert in the topic/content that they are delivering.
- b. Experience in the practice of emergency medicine preferred, but not required.

### **CLASSROOM AND LAB SPACE AVAILABILITY**

1. Classrooms, administrative offices, and other locations related to course content shall be provided. This includes, but not limited to:
  - a. Tables and chairs with appropriate technology assistance, such as overhead projectors and computers.
  - b. Appropriate personal services, such as restrooms and breakout locations for skill practice and evaluations.
  - c. Safe learning environment free of any obvious dangers.

### **EQUIPMENT AND SUPPLIES AVAILABLE FOR COURSES**

1. Appropriate supplies for the course content being presented will be provided. This will include, but not limited to working and well maintained equipment. Provided supplies will not be taken from “in service” units taking away from their ability to provide immediate medical assistance and availability.

### **OPERATIONAL POLICIES**

#### **STATEMENT OF NON-DISCRIMINATION**

- 1 BLM employees have a responsibility to maintain a work environment that is free from discrimination and to ensure that the work environment is free from all forms of discrimination or harassment based on race, religion, sex (gender, sexual harassment, sexual identity), age (over 40), national origin, color, mental or physical disability, genetic information, status as a parent, and reprisal for prior EEO activity.

It is IM CO-2015-003 (expires on 9/3018) can be found in records.

### **GRIEVANCE POLICY**

1. If any student or provider has concerns and/or disagreements regarding examinations, evaluations, instructors, or feels any inappropriate treatment of any kind the student or provider should pursue the following grievance mechanism.
  - a. Discuss the cause for concern with the individual in a private environment.
  - b. If the issue can't be resolved at the initial then it shall be brought to the primary instructor level.
  - c. If the issue still is unresolved, parties involved will submit a written letter accounting their issue and the steps taken to try and resolve this issue. The letter will be addressed to the BLM CO program director. The parties involved will set up an interview with the program director as well as the medical director to come to a resolve.
  - d. All decisions of the BLM CO program director and medical director will be final and no further appeal will be available.

### **INFECTION CONTROL AND EXPOSURE POLICY AND PROCEDURES**

1. Providers MUST use appropriate personal protective equipment (PPE) any time there is potential for contact with, or exposure of blood or bodily fluids. Gloves should be worn at all times.
2. Providers shall be up to date with their mandatory annual bloodborne pathogen trainings.
3. If a possible exposure has occurred the provider shall notify their immediate supervisor who will pass it up to the program director. The immediate supervisor shall ensure that the exposed individual is following the current BLM Exposure Policy.

*\*see Appendix D for a Quick reference guide to the bloodborne pathogen standards*

### **ENROLLMENT AND PARTICIPATION REQUIREMENTS FOR NON-AFFILIATED PROVIDERS IN EDUCATION GROUP ACTIVITIES**

1. The BLM CO education program WILL ALLOW non program EMTs to attend some continuing education course.
  - a. Any non-affiliated individuals wishing to attend a continuing education course (CE) will need to contact the instructor and will be responsible for any cost associated with their receipt of the CE credit hrs.

### **REVIEW AND APPROVAL OF SKILLS ATTESTATION FOR NON-EMPLOYEES**

1. The BLM CO education group WILL NOT provide skills evaluations for Non-employees.
2. The BLM CO education group WILL NOT allow non-employees to affiliate with the agency when seeking to renew their NREMT or Colorado EMT certification.

#### **RECEIPT OF COURSE PROGRAM POLICIES AND PROCEDURES**

1. All participants and program staff of BLM CO Education Group continuing education activities will receive a copy of this manual and are required to complete and sign a Receipt form

*\*see appendix E for an example of this form*

### **CONTINUING EDUCATION AND SKILLS ATTESTATION REQUIREMENTS FOR AGENCY EMPLOYEES**

#### **COURSES AND ACTIVITIES OFFERED**

1. The following courses and activities will be provided by the BLM CO education group;
  - a. A variety of continuing education lectures and presentations, guest speakers, in the field trainings, and case studies.

#### **CURRICULUM AND LESSON PLAN REQUIREMENTS FOR PROGRAM CONTINUING EDUCATION OPTIONS**

1. This education group will use the NHTSA National EMS Education Standards and Guidelines, the EMS provider scope of practice found in 6 CCR 1015-3 Chapter 2 – EMS Practice and Medical Director Oversight Rules as well as Colorado EMS education standards as the minimum benchmarks for creating CE content.
2. After successful completion of the CE course the student will receive a certificate of completion with the awarded CE hours on it.

*\*See Appendix F for an example of a certificate of completion*

#### **ADMINISTRATION OF PROGRAM CONTINUING EDUCATION OPTIONS**

1. Course outlines, learning objectives, and class rosters shall be maintained in an educational file for 4 years after completion of course. This may also be maintained via an electronic database.
2. The education group WILL NOT offer enough CE hours to meet renewal requirements for employees seeking Colorado recertification. Employees will be responsible to acquire the rest of the needed CE hours for completion.



3. The education group WILL track and maintain employees total CE hours while employed by the BLM.
4. The education group WILL NOT track and maintain the CE hours for non-employees that receive CE credit through one of the groups courses.
5. All documents related to course records will be available for review by the Colorado EMT's office, if requested, in a timely matter.

#### **APPROVAL PROCESS FOR CONTINUING EDUCATION (LIVE INSTRUCTOR HOURS)**

1. CE hours acquired from programs outside the education group must be provided by an institution recognized by the State of Colorado as a viable education center or group.
2. The education group reserves the right to not recognize any CE hours obtained that do not come from a non-recognized education center or group.
3. Employees with expired licenses MAY NOT practice. Employees who fall into this category may use the States' re-certification procedures as long as this is completed within the 6 month grace period.
4. Employees with expired licenses exceeding 6 months will not be eligible and will have to comply with the State of Colorado's Initial Certification requirements.

#### **APPROVAL PROCESS FOR CONTINUING EDUCATION (NON-INSTRUCTOR HOURS)**

1. Prior approval will be needed by the program director for securing non-instructor led CE hour credit.
  - a. This could include, but not limited to internet activities and organizations.
  - b. These courses must include a posttest to receive full credit.
  - c. It is the responsibility of the employee to ensure they receive their CE hours by a Continuing Education Coordinating Board for Emergency Medical Services (CECBEMS) backed providers.
  - d. The education group will accept 50% of non-instructor contact activities towards the Colorado State provider continuing education requirements.

*\*See Appendix G for a copy of Colorado/NREMT CE hour and Category Requirements for Recertification*

#### **APPROVAL PROCESS FOR OUTSIDE SOURCES OF CONTINUING EDUCATION**

1. In order to receive credit for CE provided outside of the program, the CE offering must be provided through another State recognized education group or center.
  - a. Certificates of successful completion of the course with total hours and provider must be documented and filled in the education group database for tracking.
2. The education group reserves the right to accept or deny these hours based on

information provided.

### **APPROVAL PROCESS FOR CONTINUING EDUCATION FOR EMS INSTRUCTION**

1. The education group recognizes instructor teaching hours for CE on an hour for hour basis. Content delivered must be relevant to the practice of pre-hospital care to receive credit.
2. If the individual teaches at another State recognized education center or group, they must provide documentation from that group to receive credit.
3. The education group reserves the right to accept or deny these hours based on information provided.

### **SKILLS VERIFICATION AND ATTESTATION PROCESS**

1. The education group medical director WILL evaluate the skills competency of BLM CO education providers.
2. The education group medical director WILL NOT evaluate the skills competency of non-employees.
3. Successful skills completion from outside State recognized education centers or groups WILL be accepted.
4. Providers seeking verification of skills competency will be required to have a successful completion of the National Registry Psychomotor Examination Skills Sheet as follows:
  - a. Patient Assessment – Trauma
  - b. Patient Assessment – Medical
  - c. Ventilatory Management
    - i. BVM Ventilation of an Apneic Adult Patient (EMT)
    - ii. Oxygen Administration by Non-Rebreather
  - d. Cardiac management skills
    - i. Cardiac Arrest Management/AED
  - e. Random Skills
  - f. Spinal immobilization-supine patients

*\*See Appendix H for copies of program specific skill sheets*

5. Evaluations will be documented in writing for providers completing an approved skills evaluation and will be maintained in the education program group's database files.

### **SKILLS EVALUATION REMEDIATION**

1. If a provider fails a skills evaluation station or stations, the provider will be given an opportunity to retest the station or stations on the same day with a different proctor.
2. If the provider fails a skills evaluation station or stations twice in the same day, the provider must remediate and retake that station on a different day.

3. If the provider fails the station on a third attempt, the provider must retake the entire skills evaluation.

## **PROGRAM RECORDS**

### **DESCRIPTION OF PROVIDER FILES**

1. Provider files, shall be kept in paper form and stored electronically and shall contain the following documentation.
  - a. All pertinent application forms.
  - b. A signed Receipt of Program Policy Manual Form.
  - c. All completed skills evaluation forms.
  - d. A record of provider attendance.
  - e. Any incident, counseling, and/or disciplinary reports (if applicable).

### **DESCRIPTION OF FACULTY FILES**

1. A signed Receipt of Program Policy Manual Form.
2. A listing of all sessions taught and topics covered.
3. All evaluations completed by the education group director and/or medical director and by providers.
4. A resume, curriculum vitae, or teaching portfolio.

### **DESCRIPTION OF EDUCATION GROUP FILES**

1. Education group files shall contain:
  - a. A summary of provider attendance.
  - b. A summary of any provider written and practical examination results.
  - c. A copy of all written examinations with answer keys.
  - d. A detailed syllabus of all refresher courses (if applicable).
  - e. A copy of the current education group policies, to be updated on an annual basis.

### **DESCRIPTION OF RECORD STORAGE**

1. Provider records shall be maintained for a minimum of 4 years from the time of a course offering.
2. Program faculty and/or staff records shall be maintained for a minimum of 4 years from the time of the last activity.
3. Education group files should be maintained for a minimum of 4 years.
4. Records shall be kept in locked storage at an appropriate location or securely stored in an electronic database with password protection.

### **FILE SECURITY AND ACCESSIBILITY**

1. All education files are kept in locked storage at an appropriate location, such as, but not

limited to education primary instructors' office, or securely stored in an electronic database with password protection.

2. Access to provider files shall be limited to appropriate faculty, staff and to the provider themselves.
3. Copies of the file may be released to the provider, or other authorized person, only after a signed written request is received by individual provider.

## **QUALITY IMPROVEMENT PROGRAM**

### **PROGRAM QUALITY IMPROVEMENT PROCESS**

1. A plan to ensure on-going quality improvement of all program activities which include, but not limited to trainings, EMT skills, and incident reviews if needed.

### **EDUCATION GROUP ADVISORY COMMITTEE**

1. The BLM CO Education Program Group shall be established as a representative group of individuals whose experience and abilities represent a cross section of emergency services personnel.
2. The mission of the group shall be to improve the quality of EMS training and education in the State of Colorado. This will be accomplished by its members allowing a free exchange of information and technical assistance amongst its members, their services, EMS educators, and any other medical professionals.
3. This committee shall have no administrative or legislative authority within the BLM CO education group, but rather seek a consensus and standardization of EMS training practices.
4. Areas of discussion may include:
  - a. Program policy and procedures.
  - b. Quality improvement/evaluations.
  - c. Curriculum design and improvements.
5. The advisory committee shall meet annually. Meetings shall be kept with the education group programs' files for no less than 2 years.