



**TITLE: PARAMEDIC TRAINING PROGRAM APPROVAL**

EMS Policy No. **2800**

**PURPOSE:**

To establish the minimum standards and approval processes for paramedic training and/or Critical Care Paramedic (CCP) training programs located in San Joaquin County.

**AUTHORITY:**

Health and Safety Code (H&SC), Division 2.5, Section 1797 & 1798 et seq.; California Code of Regulations (CCR), Title 22, Division 9, Chapter 4.

**DEFINITIONS:**

- A. "CAAHEP" means Commission on Accreditation of Allied Health Education Programs.
- B. "CCP" means Critical Care Paramedic.
- C. "CoAEMSP" means Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.
- D. "EMSA" means California Emergency Medical Services Authority.
- E. "SJCEMSA" means San Joaquin County Emergency Medical Services Agency, a local emergency medical services agency.

**POLICY:**

SJCEMSA is the paramedic training program approval authority for paramedic training and/or CCP training program located in San Joaquin County, with the exception of those conducted by a qualified statewide public safety agency that has a current and valid approval from EMSA. Any paramedic training and/or CCP training program located in San Joaquin County shall be approved by SJCEMSA. Paramedic training and/or CCP training programs are reviewed and approved based on current criteria established in the H&SC, CCR, and SJCEMSA policies.

**PROCEDURE:**

**I. Program Training Program Requirements**

- A. A paramedic and/or CCP training program that intends on conducting a paramedic training and/or CCP training program in San Joaquin County, shall submit a complete Paramedic Training and/or CCP Training Program application, Form 2800A, and pay the application fee established by the San Joaquin County Board of Supervisors.

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Supersedes: N/A

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- B. Eligible training institutions as identified in CCR shall submit the complete Paramedic Training and/or CCP Training Program application at a minimum of ninety (90) days prior to the anticipated beginning date of instruction.
- C. Paramedic Training and/or CCP Training Program shall not begin instruction in San Joaquin County without prior written approval from SJCEMSA.
- D. Paramedic Training and/or CCP Training Program applications shall include the following:
  - 1. Copy of CoAEMSP LoR or current CAAHEP accreditation letter (as applicable).
  - 2. Copy of current BPPE approval (Private Post-Secondary Schools only).
  - 3. Program Medical Director name, qualifications, and credentials. Form 2800B
  - 4. Program Directors name, qualifications, and credentials. Form 2800C
  - 5. Principal Instructor name, qualifications, and credentials. Form 2800D
  - 6. Copies of written agreements with licensed general acute care hospital(s), which holds a permit to operate a basic or comprehensive emergency medical service for providing supervised clinical experience, to provide supervised hospital clinical training to include requirements of CCR.
    - a) Policy and provisions for supervised hospital clinical training, including student evaluation criteria and standardized forms for evaluation paramedic students; and monitoring of preceptors by the training program.
  - 7. Copies of clinical training evaluation forms.
  - 8. Copies of written agreements or contracts with a paramedic service provider(s) to provide field internship services to students that include requirements of CCR.
    - a) Policy and provisions for supervised field internship including evaluation criteria and standardized forms for evaluating paramedic students; and monitoring of preceptors by the training program.
  - 9. Copies of Field internship evaluation forms.

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10. The location at which the courses are to be offered and their proposed dates.
11. Outline of course objectives.
12. Performance objectives for each skill.
13. Evidence of adequate training facilities, equipment, and exam security.
14. Policy or written description of student record keeping procedures and security.
15. Samples of written and skills examinations used for periodic testing.
16. Samples of final written examination.
17. Sample of course completion certificate.
18. The provisions and policy to provide all their paramedic training program applicants prior to the applicants' enrollment in the paramedic training program:
  - a) The date the paramedic training program must submit their CAAHEP Request for Accreditation Services (RAS) form and ISSR or the date their application for accreditation renewal was sent to CoAEMSP; or,
  - b) The date the paramedic training program must be initially accredited or the date its accreditation must be renewed by CAAHEP.

**E. Eligibility for approval shall be limited to the following institutions:**

1. Accredited universities, colleges, including junior and community colleges, and private post-secondary schools as approved by the State of California, Department of Consumer Affairs, Bureau for Private Postsecondary Education.
2. Medical training units of the United States Armed Forces or Coast Guard.
3. Licensed general acute care hospitals which meet the following criteria:
  - a) Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of CCR, Title 22, Division 5; and
  - b) Provide continuing education (CE) to other health care professionals; and
  - c) Are accredited by a Centers for Medicare and Medicaid Services accreditation organization with deeming authority.
4. Agencies of government.



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- F. SJCEMSA will notify the Paramedic Training and/or CCP Training Program that the application has been received, and shall specify, if applicable, if any information is missing.
  - G. Paramedic Training and/or CCP Training Program approval or denial shall be made in writing, to the requesting program, after receipt of all required documentation. This determination shall not exceed ninety (90) days.
  - H. SJCEMSA shall submit to EMSA an outline of program objectives and eligibility on each training program being proposed for approval in order to allow EMSA to make the determination required by HSC § 1797.173. Upon request by EMSA, any or all materials submitted by the training program shall be submitted to EMSA.
  - I. SJCEMSA shall establish the effective date of the program approval in writing upon the satisfactory documentation of compliance with all program requirements.
  - J. Paramedic Training and/or CCP Training Program approval shall be for four (4) years following the effective date of approval and may be renewed every four (4) years subject to the procedure for program approval specified in this policy and provisions contained in the H&SC and CCR.
- II. Program Review and Reporting
- A. Approved paramedic training and/or CCP programs shall submit annual Paramedic Training and/or CCP program monitoring report using Form 2800E and pay the annual monitoring fee established by the San Joaquin County Board of Supervisors.
  - B. Approved paramedic training and/or CCP programs shall participate in SJCEMSA Continuous Quality Improvement Council Meetings.
  - C. Approved paramedic training and/or CCP programs materials shall be subject to periodic review by SJCEMSA and shall also be made available for review upon request by EMSA.
  - D. Approved paramedic training and/or CCP programs shall be subject to on-site evaluation by SJCEMSA and may also be evaluated by EMSA.

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- E. Approved paramedic training and/or CCP programs shall provide written notification of any change(s) to SJCEMSA, no later than thirty (30) days after a change(s) occur to the course objectives, hours of instruction, program director, program medical director, principal instructor, provisions for hospital clinical experience, or field internship.

### III. Withdrawal of Program Approval

- A. Noncompliance of a paramedic training and/or CCP training program to maintain the criteria required by H&SC, CCR, or SJCEMSA policies may result in denial, probation, suspension, or revocation of training program approval.
- B. The requirements for training program noncompliance notification and actions are as follows:
  - 1. SJCEMSA shall provide written notification of noncompliance to the training program provider found in violation. The notification shall be in writing and sent by certified mail to the training program director.
  - 2. Within 15 days from receipt of the noncompliance notification, the training program shall submit in writing, by certified mail, to SJCEMSA one (1) of the following:
    - a) Evidence of compliance with the criteria for training program approval, or
    - b) A plan to comply with the criteria for training program approval within 60 days from the day of receipt of the notification of noncompliance.
  - 3. Within 15 days from receipt of the training program's response, or within 30 days from the mailing date of the noncompliance notification, if no response is received from the training program, SJCEMSA shall issue a decision letter by certified mail to EMSA and the training program. The letter shall identify SJCEMSA's decision to take one or more of the following actions:
    - a) Accept the evidence of compliance provided.
    - b) Accept the plan for meeting compliance provided.
    - c) Place the training program on probation.
    - d) Suspend or revoke the training program approval.
  - 4. The decision letter shall also include, but need not be limited to, the following information:
    - a) Date of SJCEMSA's decision.



- b) Specific provisions found noncompliant by SJCEMSA, if applicable.
  - c) The probation or suspension effective and ending date, if applicable.
  - d) The terms and conditions of the probation or suspension, if applicable.
  - e) The revocation effective date, if applicable.
5. SJCEMSA shall establish the probation, suspension, or revocation effective dates no sooner than 60 days after the date of the decision letter as described in this section.