

**TITLE: CONTINUING EDUCATION FOR
PREHOSPITAL PERSONNEL**

APPROVED: SIGNATURE ON FILE IN EMS OFFICE
Executive Director

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Medical Director

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CONTINUING EDUCATION FOR PREHOSPITAL PERSONNEL

I. AUTHORITY

Division 2.5, Health and Safety Code, Section 1797.208; and Title 22, California Code of Regulations, Chapter 11.

II. PURPOSE

The purpose of this policy is to provide information for Pre Hospital Personnel and Continuing Education (C.E.) providers regarding classes and courses that meet the requirements for continuing education credit.

III. POLICY

In order to acquire acceptable continuing education credit prehospital personnel shall attend classes and courses that are provided by C.E. Continuing Education Providers approved either by the Mountain-Valley EMS Agency, another Local EMS Agency or the California State EMS Authority.

Continuing Education Providers approved by Mountain-Valley EMS Agency shall adhere to the provisions of this policy when issuing continuing education credit for classes or courses offered for continuing education.

IV. PROCEDURE

A. Continuing Education Credit shall be granted for:

1. Courses in any of the topics contained in the respective National Standard Curricula for training EMS personnel
2. Advanced topics in subject matter outside the scope of practice of the certified or licensed EMS personnel but directly relevant to emergency medical care (e.g., surgical airway procedures).
3. Delivery formats for CE Courses shall be any of the following:
 - a. classroom - didactic and/or skills laboratory where direct interaction with instructor is possible
 - b. organized field care audits of patient care records

- b. courses offered by accredited universities and colleges, including junior and community colleges
 - c. structured clinical experience, with instructional objectives, to review or expand the clinical expertise of the individual
 - d. media based and/or serial productions (e.g. films, videos, audiotape programs, magazine articles offered for CE credit, home study, computer simulations or interactive computer modules).
 - f. precepting EMS students or EMS personnel as assigned by an EMS training program, or an EMS service provider. CE for precepting can only be given for actual time spent precepting a student or EMS personnel and must be issued by the EMS training program or EMS service provider that has an agreement or contract with the field preceptor or with the preceptor's employer. In order to issue CE for precepting EMS students or EMS personnel, an EMS service provider must be a CE provider.
4. Limitations:
- a. at least 50% of the required CE hours must be in a format that is instructor based, which means that instructor resources are readily available to the student to answer questions, provide feedback, provide clarification and address concerns (e.g. on-line CE courses where an instructor is available to the student). This provision shall not include precepting or magazine articles for CE credit. The Mountain-Valley EMS Agency shall determine whether a CE course, class or activity is instructor based.
 - b. during a certification or licensure cycle, an individual may receive credit, one time only, for services as a CE course, class, or activity instructor. Credit received shall be the same as the number of CE hours applied to the course, class, or activity.
 - c. during a certification or licensure cycle, an individual may receive credit, one time only, for services as an instructor for an approved EMT-I, EMT-II, or EMT-Paramedic training program, except that the hours of service shall not exceed 50% of the total CE hours required in a single certification or licensure cycle.
 - d. When guided by the EMS service providers QI program, an EMS service provider that is an approved CE provider may issue CE for skills competency demonstrations to address any deficiencies identified by the service provider QI program. Skills competency demonstration shall be conducted with the respective National Standard Curriculum skills outline or in accordance with the certification policies of the Mountain-Valley EMS Agency.

- e. An individual may receive credit for taking the same CE course, class, or activity no more than two times during a single certification or licensure cycle.
- f. If it is determined through a QI program that EMS personnel working in a local EMS system need remediation or refresher in an area of the individual's knowledge and/or skills, the Mountain-Valley EMS Agency Medical Director or an EMS service provider may require the EMS personnel to take an approved CE course with learning objectives that addresses the remediation or refresher needed, as part of the individual's required hours of CE for maintaining certification or licensure.
- g. Because paramedic licensure renewal applications are due to the EMS Authority thirty (30) days prior to the expiration date of a paramedic license, a CE course taken in the last month of a paramedic's licensure cycle, may be applied to the paramedic's subsequent licensure cycle, if that CE course was not applied to the licensure cycle during which the CE course was taken.

B. Continuing Education Records

- 1. CE shall be completed during the current certification or licensure cycle, except as noted for paramedics in Section IV.B.2.g of this policy.
- 2. In order for CE to satisfy the requirements for renewal of a lapsed certificate or license, CE shall be valid for a maximum of two years prior to the date of submission of a completed application for certificate or license renewal.
- 3. EMS personnel shall maintain for four years, CE certificates issued to them by any CE provider
- 4. CE certificates may be audited for cause by the certifying or licensing authority or as part of the certifying or licensing authority's continuing education verification process.