

Policy Title: Pre-Hospital Personnel Mandatory Training Requirements		Policy Number: 334
APPROVED: Administration: Steven L. Carroll, EMT-P	Date: June 1, 2014	
APPROVED: Medical Director: Angelo Salvucci, MD	Date: June 1, 2014	
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- I. PURPOSE: To define the requirements for mandatory training sessions for EMTs, Paramedics, EMT-ALS Assist SAR EMTs, MICNs and Flight Nurses in Ventura County.
- II. AUTHORITY: Title 22, California Code of Regulation, Division 9, Section 100175 and Chapter 6. Health and Safety Code Section 1797.214, 1797.220 and 1798.200.
- III. POLICY: All pre-hospital personnel have requirements for on-going authorization or accreditation to provide pre-hospital care in Ventura County. These requirements are outlined in VCEMS Policy 318 for Paramedics, 306 and 803 for EMTs, 1201 for Flight Nurses and SAR EMTs and 322 for MICNs.
- III. PROCEDURE:
 - A. EMS Updates – Applies to all personnel listed above except EMTs.
 Personnel shall attend mandatory education and/or testing on updates to local policies and procedures (EMS Update), which will be presented by the Base Hospitals in May and November each year (minimum of 12 opportunities to attend each session).
 Prehospital Services Committee members who attend 75% of the scheduled meetings over the previous 6 months may have this requirement waived.
 - B. MCI Training – Applies to all personnel listed above.
 Personnel shall attend initial Basic or Advanced MCI training within 6 months of initially starting the certification or accreditation process and complete bi-annual refreshers as indicated in VC EMS Policy 131.
 - C. Grief Training – Applies to all personnel listed above except MICNs.
 All personnel shall be provided the self-study packet titled “Dealing with Grief: A Workbook for Prehospital Personnel.” After finishing the self-study packet, personnel shall complete the post-test and evaluation and mail them to VC EMS for a course completion and 2 hours CE credit. This requirement shall be completed within 6 months of initially starting the certification or accreditation process.

- D. Emergency Response to Terrorism – Applies to all personnel listed above.
All personnel shall be provided the self-study packet titled “Emergency Response to Terrorism.” After finishing the self-study packet, personnel shall complete the post-test and mail it to VC EMS for a course completion and 3 hours CE credit. This requirement shall be completed within 6 months of initially starting the certification or accreditation process.
- E. Paramedic Skills Refresher – Applies to Paramedics only
1. Paramedics shall attend one skills refresher session during the first year of licensure and one skills refresher in the second year of licensure.
 2. Skills Refreshers will be offered at least 4 times in March and 4 times in September and will be offered over a 3 week period. Dates, times, and locations for the Skills Refreshers will be published one year in advance. Late arrivals will not be admitted into the Skills Refresher.
- F. Nerve Agent Training – Applies to Paramedics only
All personnel shall be provided the self study PowerPoint presentation entitled “Ventura County EMS Nerve Agents: Recognition and Treatment”. Providers shall forward a copy of the attendance roster to VCEMS to verify completion of the training. New employees shall complete training within 6 months of initially starting the accreditation process.
- G. Field Intubation Refresher Training– Applies to Paramedic and SAR Flight Nurses only
One intubation refresher session per six (6) month period based on license cycle as described in Policy 318.
- H. Advanced Cardiac Life Support (ACLS) - Applies to all personnel listed above except EMTs and SAR-EMTs.
ACLS course completion certificate shall be obtained within three months of initially starting the certification or accreditation process and remain current.
- I. Pediatric Advanced Life Support (PALS) or Pediatric Education for Prehospital Providers (PEPP) - Applies to Paramedics and MICNs.
PALS or PEPP course completion certificate shall be obtained within six months of initially starting the accreditation process and remain current. Emergency Nurse Pediatric Course (ENPC) is also an acceptable pediatric course for the purposes of MICN authorization / reauthorization.
- J. Failure to complete mandatory requirements:
1. Level II Paramedics who fail to complete any of these requirements will immediately revert to a Level I Paramedic according to VCEMS Policy 318. The

Paramedic's accreditation to practice in Ventura County will be suspended after the State required 15 day notice until the following remediation criteria has been met. All other required personnel who fail to complete these requirements will have their authorization immediately suspended.

2. Reinstatement of authorization or accreditation:
 - a. Personnel who have not completed MCI Training, Grief Training or Emergency Response to Terrorism must complete the requirements and provide documentation of completion to VC EMS for determination on reinstatement.
 - b. Personnel not attending EMS Update must complete the following remediation criteria.
 - 1) Personnel will attend a make-up session to be scheduled by VC EMS within 2 weeks of the last regularly scheduled EMS Update session.
 - 2) Personnel will submit a written statement to VC EMS explaining the circumstances why this requirement could not be met.
 - 3) Submit a \$125.00 fine.
 - 4) A written post-test will be administered, and must be successfully completed by achieving a minimum passing score of 85%.
 - 5) If the VC EMS make up session is not attended, the employer may elect to assist the person in completing the requirement.
 - a) The employer shall use the materials and test supplied by VC EMS.
 - b) The employer will be responsible to forward the written statement and \$125.00 fine to VC EMS.
 - c) The employer will administer the written test and will forward it to VC EMS for scoring. Minimum passing score will be 85%.
 - d) A make up session arranged by an employer will be approved by VC EMS before it is presented.
 - c. Paramedics not attending Skills Refresher must complete the following remediation criteria.
 - 1). Paramedic will submit a written statement to VC EMS explaining the circumstances why this requirement could not be met.
 - 2) Submit a \$125.00 fine.

- 3) Paramedic will attend a remediation session on documentation and review of VC EMS Policy 318 to be administered by VC EMS.
- 4) ALS provider will confirm paramedic has read and reviewed VC EMS Policy and Procedure Sections 6 & 7.
- 5) ALS provider will be responsible to coordinate a Skills Refresher make-up session conducted by either an ALS Service Provider Medical Director, base hospital physician or their designee. Skills Refresher make-up will include all skills covered at the most recent Skills Refresher.
- 6) ALS provider will submit a written plan of action to VC EMS to include: course curriculum, date and location of Skills Refresher make-up, equipment to be used and names of instructors.
- 7) Completed reinstatement checklist, will be submitted to VC EMS for review and determination on reinstatement of paramedic accreditation.

PARAMEDIC SKILLS REFRESHER REINSTATEMENT CHECKLIST

Paramedic Name: _____

CA License No.: _____

Action	Date	Signature
1. Read and reviewed EMS Policy and Procedure Sections 6 & 7 (signed by provider).		
2. Orientation at EMS Office, Policy 318 review.		
3. Documentation Station: Administered by EMS		
4. Skills refresher verification: The skills must be signed off by a BH physician or Medical Director associated with your employer.		
a.		
b.		
c.		
d.		
e.		
f.		
g.		

After the above is completed, please forward the checklist to the EMS Agency for review and determination on reinstatement of paramedic accreditation.