

## MODULE 3: ADMINISTRATIVE ISSUES

### Cognitive Goals

At the completion of this module, the student-instructor should be able to:

- 3.1. Identify resources at the federal level for obtaining information on policies and procedures for EMS education programs and courses
- 3.2. Identify resources at the state level for obtaining information on policies and procedures for EMS education programs and courses
- 3.3. Identify resources at the local level for obtaining information on policies and procedures for EMS education programs and courses

### Psychomotor Goals

There are no psychomotor objectives for this module

### Affective Goals

At the completion of this module, the student-instructor should be able to:

- 3.1. Describe the importance of understanding the policies and procedures put in place for EMS instructors for conducting EMS education programs and courses

### Declarative

- I. Why is this module important?
  - A. Instructors must adhere to the local, state and federal rules and regulations which pertain to the EMS education program
  - B. In some circumstances, violations of these rules or regulations may result in criminal and/or civil liability to the instructor or training agency
    1. Example: Violation of a student's confidentiality or privacy rights by disclosing information to unauthorized sources
    2. Example: Failure to meet established deadlines for submission of student applications to National Registry resulting in the inability of the student to take the licensing examination when he or she planned to
- II. Sources of information on policies and procedures
  - A. Federal level
    1. United States Department of Transportation
      - a. National Highway Traffic Safety Administration
    2. Health Resources and Services Administration
      - a. Maternal Child Health Bureau
        - i. EMS for Children
    3. National Association of State EMS Directors
    4. National Association of State EMS Training Coordinators

5. American College of Emergency Physicians
  6. National Association of EMS Physicians
  7. National Registry of Emergency Medical Technicians
  8. Committee on Accreditation for EMS Professionals
  9. Continuing Education Certification Board for EMS
  10. American Society for Testing and Materials
  11. Federal Emergency Management Agency
  12. National Association of EMTs
  13. International Association of Fire Fighters
  14. International Association of Fire Chiefs
  15. National Association of EMS Educators
  16. Occupational Safety and Health Agency
- B. State resources
1. Insert information from your own state here
  2. State EMS office
    - a. Location of agency varies by state and may be found within the health department or some other department or bureau
    - b. Often the agency is subdivided into smaller units
      - i. Education and training section
      - ii. Certification and licensure section
      - iii. Administrative section
      - iv. Public information and media relations
      - v. Etc.
  3. State code or laws for rules and regulations regarding all aspects of EMS
    - a. How can you access this information?
    - b. Is it available online?
  4. State chapters of federal organizations listed above
  5. State higher education commission
  6. Accreditation bodies
    - a. State EMS accreditation standards
    - b. National EMS program accreditation bodies
    - c. Academic schools and higher education (colleges and university) settings accreditation bodies
- C. Local or program specific sources
1. Insert information from your own state here
  2. Jurisdictional training agency rules and regulations
  3. College or university based rules and regulations
  4. Company policies and procedures
- III. Types of information available to you
- A. Curriculum standards and resources (model curricula, lesson plans and even entire programs)
  - B. Legal statutes
  - C. Safety rules and regulations
  - D. Information on contacts within the organization

- E. Best practices standards
  - F. Equipment and vehicle standards and guidelines
  - G. Educational research and other grant opportunities
- IV. Department policies and procedures
- A. For legal protection, awareness in the following areas as appropriate to the level of instruction is required
    1. Rules and regulations from your organization (instructor or faculty manual)
    2. Job description and listing of duties and responsibilities of the EMS instructor
    3. Student handbook
      - a. See Appendix for sample student handbook
    4. Student grievance procedures
    5. Disciplinary guidelines
      - a. See appendix for sample document on classroom behavior
    6. Inclement weather policy
    7. Program administrative procedures
    8. Mission statement for the agency you are teaching for
    9. Contact information for course coordinator, medical director, program administrator and training site support personnel
    10. Other documents as described by your sponsoring organization

### **Bibliographical References**

- Bartram, S., and Gibson, B. (1995). *The Training Needs Analysis Toolkit*. Amherst: HRD Press.
- Chism, N.V.N. (n.d.). *Peer Review Of Teaching: A Sourcebook*. Bolton: Anker Publishing Company.
- Merriam, S. (1996). Updating our knowledge of adult learning. *Journal of Continuing Education in the Health Professions*. 16(3), 136-43.