

Craven County Continuing Education EMS Guidelines

All Emergency Medical Services personnel that are affiliated with Craven County will fall under these guidelines for continuing education (CE) and re-certification. These guidelines address CE requirements, means to obtain those requirements, delivery of CE in Craven County, evaluation of skill proficiency, Scope of Practice Evaluations, and re-certification procedures.

1. All certified EMS providers affiliated with the Craven County EMS System are required to obtain and maintain continuing education. The requirements will be based on the individual providers credentialing level and are as follows:
 - A. Medical Responder: Must have a total of 72 hours of CE credit to include the minimum topics within the 4- year certification period. A Scope of Practice Evaluation is required during the last year of certification. A BLS skills evaluation is required every year.
 - B. EMT-Basic: Must have a total of 72 hours of CE credit within the 4-year certification period, to include the minimum topics. A Scope of Practice Evaluation is required during the last year of certification. A BLS skills exam is required every year.
 - C. EMT-Intermediate: Must obtain a total of 72 hours to include all required topics during the 4-year certification period. A Scope of Practice Evaluation is required during the last year of certification. An ALS and BLS skills evaluation is required every year.
 - D. EMT-Paramedic: Must obtain a total of 72 hours to include all required topics during the 4-year certification period. A Scope of Practice Evaluation is required during the last year of certification. An ALS and BLS skills evaluation is required every year.

2. EMS providers may obtain their CE requirements in several ways:
 - A. Craven Community College will offer Thirty-Six (36) hours per year of Structured CE credit on a monthly schedule.
 - B. Nationally recognized courses such as, but not limited to, ACLS, BTLIS, PALS, PEPP, PHTLS and any of the AHA CPR classes can be counted on a once per year basis.
 - C. Lecture Programs and Conferences outside of Craven Community College and Self Study Material such as Internet based, video, books, CE articles and other such can be used if prior approval is obtained through the Medical Advisor. These sources can count for a maximum of thirty-six (36) hours in 4 years. An exception to the 36-hour maximum will be those military personnel who are deployed and unable to attend regular CE.
 - D. Refresher programs that follow the OEMS guidelines for education can be used for both hours and topics.

**Craven County Continuing Education
EMS Guidelines**

- E. Participants of the CE program may attend certain classes of an initial training program to make up objectives/hours they may have missed during the regular CE schedule. **Note: The student must have prior permission from the Course Coordinator or Lead Instructor prior to attending class. The student must also be registered at the beginning of the course to receive college credit. It is the student's responsibility to insure the instructor signs off on the topic area covered during that session on the approved supplemental CE form.**
 - F. Instructors for initial training classes or CE classes may apply those instructional hours toward their CE requirements. The instructor is responsible for insuring they teach or attend all the required objectives. Scope of Practice Evaluations and Skills testing are still required.
 - G. Clinical and Field Internships may be utilized as a method of CE if a need is identified for an individual provider. Clinical time must have prior approval and be coordinated with the Director over the Emergency Department at CRMC. Field Internship must have prior approval and be coordinated with the Manager of CRMC EMS. Clinical and Field Internships may only count for a maximum of 6 hours of CE in a one year period but should not be used in place of regular classroom hours but as an adjunct for a provider that need extra patient contact time in a supervised environment. This option will only be used if directed by the Medical Director.
3. CE courses in Craven County will be delivered in a manner consistent with State and National Standards. Specific Guidelines for Craven Community College sponsored classes is attached.
4. Annual Skills Assessments will be part of both CE credit as well as an evaluation tool to assess individual providers and the system as a whole for deficiencies. The specific individual skills will be evaluated on a per level basis and will utilize the National Registry of EMT's skill sheets as the evaluation tool. Copies of the evaluation tools are attached. Each credentialing levels requirements are listed:
- A. MR- Patient Assessment Medical, Patient Assessment Trauma, O2 administration, Airway and Suction, BVM, Cardiac Arrest-AED, 1 random musculoskeletal injury, Bleeding control and shock management.
 - B. Basic EMT- Same as MR to include Combi-tube and epi-pen.
 - C. Intermediate- BLS same as MR. ALS will include IV therapy, Endotracheal Intubation, Combi-tube, Medication administration via IM,SQ,IV,ET and Nebulizer.
 - D. Paramedic- all skills as listed under Intermediate. Also to include Cardiac Arrest (mega-code), IV bolus and piggyback, IO infusion, Thoracic Needle Decompression, ECG interpretation, EJ access, Surgical/Needle Cricothyrotomy.

**Craven County Continuing Education
EMS Guidelines**

5. A Scope of Practice Evaluations is required only in the final year before re-certification. They may also be performed anytime the Medical Advisor or Peer Review Committee deems an assessment of an individual necessary. The OEMS document for the Scope of Practice Evaluation can be found at ncems.org.

6. Technicians whose primary EMS provider is outside of Craven County may obtain their CE from their primary provider's CE program. The North Carolina Office of EMS must have approved this program. These technician's must still have skills evaluations and a Scope of Practice Evaluation in Craven County according to the provisions of this CE plan.

7. Re-certification at the levels of MR and EMT-B require the following:
 - A. Proof of completion of all required topics, skills evaluation, and minimum hours.
 - B. A Scope of Practice Evaluation successfully completed during last year of certification period.
 - C. Successful completion of a refresher-training program if A is not met.
 - D. No written exam is required if all CE requirements are met.

8. Technicians of EMT-I or EMT-P levels require the following:
 - A. Proof of completion of all required topics, skills evaluations and minimum hours.
 - B. A Scope of Practice Evaluation successfully completed during last year of certification period.
 - C. Successful completion of a refresher-training program if A is not met.

9. Requirements for local written exam are as follows:
 - A. Medical Director requires it for an individual.
 - B. Failure of a 2nd Scope of Practice Exam. Written exam must be completed prior to a third attempt of Scope of Practice.
 - C. Passing grade is 80%. See 10 for scores less than 80%.

10. For individuals that score less than 80%, the following shall apply:
 - A. The Craven Community College EMS Training Coordinator will send an immediate report to the individual's squad chief and the Medical Director for action.
 - B. The individual shall be responsible for scheduling a meeting with the Medical Director within 30 days of the date of the failed exam to identify specific remedial education. An identified remedial education plan will be in writing.

**Craven County Continuing Education
EMS Guidelines**

- C. The individual will be allowed **one retest** after submission of completed remedial education form. A request for this second test must be in writing to the Craven Community College EMS Training Coordinator.
 - D. All remediation and second test must be completed within 3 months of original test date.
11. If an individual fails to achieve a passing score on the re-test, the following will apply:
- A. The Craven Community College EMS Training Coordinator will send an immediate report to the individual's squad chief and the Medical Director for action.
 - B. Findings will be presented to the Peer Review Committee for review and appropriate action.
 - C. An ALS provider may also take the option of re-certifying as an EMT-B if all those requirements have been met.
12. All provider organizations shall designate a training officer who shall maintain CE records on all personnel. It shall be each technician's responsibility to submit his or her records to the providers. Provider Captains (Chief Operating Officer) shall ensure these records are reviewed and shall submit each June and December, a report to Craven Emergency Management. Records should be maintained for the current 4-year certification period as well as the previous 4-year period for audit and review purposes.
13. Any deviations from the Continuing Education Policies must be obtained in writing from the Medical Advisor and the Peer Review Committee.
14. All re-certification paperwork must be turned in to the EMS Educational Program Coordinator at Craven Community College, or other designee, for review at least three months prior to the expiration date. Failure to have paperwork completed on time for review may result in a lapse of certification.