



Office of Emergency Medical Services

APPLICATION FOR ACCREDITATION RENEWAL

Section II

Institution Name: _____

Training Institution Qualitative Assessment

Instructions

- Complete in full all information requested
- If you are unable to answer any area and/or question, provide a written explanation for the omission
- Provide written information indicated below, and check affirmation box if appropriate
- Provide a complete Table of Contents including all sections listed below
- Provide five copies of both parts of application

A. OVERVIEW

1. Provide a current updated copy of EMT training institution's **organizational chart** that indicates relationship between medical director, program director/coordinator, and other staff for each EMS training course.
2. Provide the total **number of initial EMT courses** conducted annually for the past three-year accreditation approval period. Indicate levels for initial EMT-Basic, EMT-Intermediate, EMT-Paramedic were applicable.
3. Provide the **number of students taught** annually for the past three-year accreditation approval period.
4. Provide a **written summarization** of any issues that arose during the past three-year accreditation period do to training institution accommodations to The Americans with Disabilities Act, and the resulting actions.
5. The training institution hereby **affirms** that the EMT training program is in full compliance with the Use and secure storage of controlled substances and instruments for administration of controlled substances, in accordance with requirements of the Department's Division of Food and Drugs, pursuant to 105 CMR 700.000 **AFFIRMATION:**
6. The training institution hereby **affirms** that Clinical and field affiliation agreements are current and include the following:
 - a) Name of training program,
 - b) name of organization providing clinical/field site(s),
 - c) number of students allowed per site,
 - d) duration of agreement,
 - e) details of supervisory responsibilities, **AFFIRMATION:**

B. STUDENTS

The training institution hereby **affirms** that:

1. The program maintains written requirements for student selection and admission.
2. The program maintains written requirements for student:
 - (a) Attendance,
 - (b) Absentee makeup,
 - (c) Academic counseling; and
 - (d) Student evaluations.
3. The training institution maintains written criteria for students access to program information, including:
 - (i) Fees;
 - (ii) Requirements;
 - (iii) Policies;
 - (iv) Procedures; and
 - (v) Support services;

AFFIRMATION:

C. PERSONNEL RESOURCES

A Massachusetts accredited EMS training institutions shall have adequate and appropriately credentialed staff to ensure all training and educational standards are met.

Faculty

The training institution hereby **affirms** that:

- (a) The program maintains copies of resumes for EMS faculty; describing training background;
- (b) Maintains copies of current license / certification (where applicable), and job descriptions that includes detailed training program responsibilities for:

1. Medical director
2. EMS Program Director
3. Clinical coordinator
4. Field internship coordinator
5. Didactic instructor/coordinator
6. Instructor aides
7. Preceptors; and

- (c) The program maintains written Preceptor policies that describe in detail the manner by which policies are implemented.

AFFIRMATION:

D. EVALUATION

Training course evaluation is the examination of multiple components to determine if the course was cost-efficient, educationally sound, and otherwise beneficial.

1. Program:

- (a) Provide a written summary of your next three-year accreditation evaluation plan which shall include:

1. Clearly defined goals and objectives.
 2. An annual update that will provide written evidence the educational program is meeting its objectives and the changing needs of EMS care.
 3. Methods for gathering and analyzing data on the effectiveness of the program's:
 - i Curriculum,
 - ii Training equipment, medical library, and computer resources,
 - iii Faculty; and
 - iv A student's ability to function as entry-level providers upon successful completion of the training course.
- (b) Provide a written summary of how your past three year EMS training program evaluations were used for continuous quality improvement, and to plan the future direction of EMT training.
2. Supervision: Provide actual written examples to describe EMS training institution's policy by which program supervisors conduct staff's evaluation as it pertains to:
 - (a) Preparation and availability of instructional material,
 - (b) Ability to motivate class and provide a positive learning experience,
 - (c) Audiovisual materials appropriate for class instruction; and
 - (d) Effectiveness of instructional technique.
 3. Medical Director
 - (a) Provide actual written examples to describe manner and criteria by which medical director reviews for approval curriculum and course content
 - (b) Provide actual written examples to describe how medical director participates in program quality assurance and quality improvement process
 4. Clinical Internships (ALS programs)
 - (a) Provide actual written examples to describe how the training institution interacts with hospital staff to achieve clinical internship goals
 - (b) Provide actual written examples to describe how clinical coordinator ensures student achievement of all required clinical competencies
 - (c) Provide actual written examples to describe how clinical coordinator participates in the review and evaluation of overall student performance, with emphasis on clinical skill competencies
 5. Field Internships (ALS programs)
 - (a) Provide actual written examples to describe how the training program interacts with ambulance service providers to achieve field internship goals
 - (b) Provide actual written examples to describe how field internship coordinator ensures student achievement of all required field skill competencies
 - (c) Provide actual written examples to describe how field internship coordinator participates in the review and evaluation of student performance, with emphasis on field skill competencies
 - (d) Provide actual written examples to describe how field internship coordinator trains, monitors, and maintains consistence of field internship preceptors
 6. Clinical & Field Sites: Provide actual written examples to describe how clinical and field sites are evaluated for adequacy of skill opportunities for Intermediate and Paramedic students, optional for initial EMT-Basic training course.

8. Practical Skills Examination: Provide a brief written summary of how the training institution's plan for conducting the OEMS EMT practical certification examination and related components are currently working.

Key policies are at a minimum:

- (a) The institutions hiring policy regarding examiners.
- (b) The institution's formal process for notifying students of their examination eligibility.
- (c) Describe the institutions administrative process for dealing with re-test and challenge candidates.
- (d) The training institution's medical director (ALS examinations only) available during practical exam periods.
- (e) The training institution's examination team will consist of OEMS-approved Examiners to be provided at the training institution's expense (Chief Examiner will be provided by OEMS). The training institution will schedule sufficient numbers of OEMS-approved Examiners to complete a practical examination in a timely manner; average recommended time is 5 continuous hours.
- (f) Continuous inspection, cleaning, and upgrading of practical examination required equipment.
- (g) The institution's formal administrative process for managing and scheduling examinations in relation to course completion, when will exams occur, who is responsible for oversight of candidate's certification application completion, and the timely submission of candidates applications to OEMS.

I here by affirm that _____ training institution is in full compliance with all Department training accreditation rules, regulations, and Administrative Requirement 2-200.

Print Name

Signature

Title

Date