

EMS Continuing Education Approval Process

1. Complete OEMS Form 200-46: *EMT Continuing Education Program Application* according to instructions. The application is available at the "Forms" section of the OEMS website at: www.mass.gov/dph/oems
2. Submit OEMS Form 200-46 and a detailed course content outline (sample follows) to the Regional EMS office where the course will be held at least 30 days prior to the start date of the program. Regional contact information is listed on side two (instruction side) of OEMS Form 200-46.
3. The Regional EMS staff will review the application and outline according to the Program Review Criteria (see below) and may make adjustment to hours requested based on the time estimate needed to meet objectives.
4. The Region will send an approval number to the Program Coordinator via email. This approval number must appear on the OEMS attendance roster and any additional course documentation.

Program Review Criteria

A. Application (OEMS Form 200-46)

- Program Coordinator name, phone, address, and email
- Title of program
- Type of program and number of hours requested
- Program date(s) and time(s)
- Program location
- Primary Instructor's name, phone, address, and email
- Open or closed program indicated
- Program Coordinator signature and date
- Application was submitted to the Region at least 30 days in advance
- Detailed course outline attached

B. Outline (sample follows)

- Topic
- Prerequisites(s)
- Purpose
- Objectives
- Teaching method(s)
- Faculty (lead instructor, assisting instructors, guest speakers)
- References (sources)
- Resources (AV equipment, materials)
- Evaluation tool indicated (verbal Q&A, written exam, skills evaluation)
- Program content lists what will be taught and includes amount of time allotted for each section
- Time for breaks is not included in total class hours
- Programs that last the full day allow for meal and break times
- Content is consistent with Educational Standards (see MDPH/OEMS AR 2-212 at: <http://www.cmesc.org/protocols-state/ARManualTableofContents.shtml>)
- Content accurately reflects the EMS hours requested in order to satisfactorily meet stated objectives

105 CMR 170.960(F) Prior to receipt of Department approval for a training program pursuant to 105 CMR 170.960(A), no nonaccredited training provider shall:

- (1) Advertise such a training program as approved by the Department;
- (2) Accept applications from prospective students; or
- (3) Conduct any classes for such a training program.

Recommended Format for a Continuing Education Outline (sample outline follows)

1. **TOPIC**
Write a brief descriptive title of the program/subject to be covered
2. **PREREQUISITE**
These are the minimum requirements (if any) for participation in the course (e.g., what level(s) of EMT may attend or prior sessions of a multi-session program)
3. **PURPOSE**
State why the program is being offered
4. **OBJECTIVES**
List what you expect the student to be able to do or know after s/he has completed the program. Objectives should be stated explicitly to the students at the beginning of the course and also serve to determine what the instructor will evaluate at the end of the program.
Examples: “The student will demonstrate appropriate application of a traction splint.”
 “The student will explain the pathophysiology of COPD versus CHF.”
5. **TEACHING METHOD(S)**
Indicate how the course will be delivered (e.g., PowerPoint, video, group discussion, skills sessions)
6. **FACULTY**
Identify the lead instructor and any assisting instructors or guest speakers with credentials
7. **REFERENCES**
List the material(s) that the instructor used to plan the course (e.g., textbooks, journal articles, online references)
8. **RESOURCES**
List teaching aides (e.g., slides, videos, EMS equipment, manikins)
9. **EVALUATION**
Indicate how the course content will be assessed (e.g., written exam/quiz, verbal evaluation through question/answer, skills demonstration)
10. **CONTENT**
Provide details outlining the material to be presented and give the exact times devoted to each section to ensure the course content will meet the desired learning objectives. Outlines should be sufficiently detailed so that the range of material to be covered is clear and logically presented.

Sample Continuing Education Outline

- Topic:** Documentation
- Prerequisite:** Certified EMT-B, EMT-I, or EMT-P
- Method:** Power Point Presentation, video, practical exercise (scenario based report writing)
- Purpose:** To provide EMTs with the skills needed to document effectively
- Objectives:** EMTs will
- State the general principles and purposes regarding documentation
 - Utilize appropriate medical terminology and acronyms
 - Demonstrate proper document revision and correction
 - Describe special documentation considerations and situations
 - Evaluate a finished document for accuracy
- Faculty:** Johnny Gage, EMT-P, BLS Instructor
- Reference:** Bledsoe, Porter, Cherry, Essentials of Paramedic Care, Pearson Education, Inc., NJ (2003).
- MDPH/OEMS Advisory: Treat & Release; Patient Refusals (2002).
- MDPH/OEMS A/R: Responding to Scenes Involving Minors Refusing Treatment or Transport (2005).
- Resources:** Beasley, Thornton, Lessons From the Street, An EMT Basic Video Series: Communications, Mosby Lifeline (2008).
- Instructor created Power Point Slides based on Bledsoe, Porter, Cherry, Paramedic Care: Documentation (Brady PPT Slides on CD-ROM), Pearson Education Inc., NJ (2008).
- Materials for Distribution:**
- Medical Abbreviations/Mnemonics sheet
 - Child Abuse & Neglect Reporting, A Guide for Mandated Reporters
 - Elder Abuse Mandated Reporter Form
 - Disabled Persons Abuse
 - Unprotected Exposure Form
 - Patient Care Report Narrative Guideline
 - Scenarios
 - Call Report Review Form
 - Blank copies of CMEMSC Pre-Hospital Care Reports
- Evaluation:** Self-Assessment and peer review utilizing the *Call Report Review Form*

Content:

	Time estimate
I. Power Point Presentation	
A. The Patient Care Report: Introduction	20 min
1. Uses	
2. Legal Aspects	
3. State Regulations	
4. Federal Regulations	
5. Professionalism	
6. General Guidelines	

<ul style="list-style-type: none"> B. The Patient Care Report: Three Components <ul style="list-style-type: none"> 1. Run Data 2. Patient Data 3. Narrative <ul style="list-style-type: none"> a. elements b. format <ul style="list-style-type: none"> 1. SOAP 2. CHART c. content <ul style="list-style-type: none"> 1. SAMPLE History 2. assessment 2. detailed trauma assessment 3. TRIPS d. guidelines <ul style="list-style-type: none"> 1. medical terminology 2. oral statements 3. pertinent negatives 4. communications 5. scope of practice 6. omitted information 7. patient care error 8. professionalism 	<p>20 min</p>
<ul style="list-style-type: none"> C. Special Considerations <ul style="list-style-type: none"> 1. Services not needed 2. Patient Refusals 	<p>10 min</p>
<ul style="list-style-type: none"> II. Video: <i>Lessons from the Street, Communication</i> <ul style="list-style-type: none"> A. View segment "Refusal of Care" B. Follow-up Discussion 	<p>20 min</p>
<ul style="list-style-type: none"> III. Power Point Presentation, <u>continued</u> <ul style="list-style-type: none"> 3. Treatment/Transport of Minors 4. Mass Casualty Incidents 	<p>15 min</p>
<ul style="list-style-type: none"> D. Special Report Situations <ul style="list-style-type: none"> 1. Child Neglect or Abuse 2. Elder Neglect or Abuse 3. Disabled Neglect or Abuse 4. Rape 5. Gunshot or Stab wounds 6. Animal bites 7. Exposure to blood or bodily fluid 	<p>15 min</p>
<ul style="list-style-type: none"> E. PPT Conclusion <ul style="list-style-type: none"> 1. Consequences of Inappropriate Documentation 2. Summary 	<p>5 min</p>
<ul style="list-style-type: none"> IV. Practical Session: Scenario based report writing <ul style="list-style-type: none"> A. Patient Care Report Narrative Guideline B. Scenarios* C. Call Report Review Form* 	<p>60 min</p>
<ul style="list-style-type: none"> V. Conclusion <ul style="list-style-type: none"> A. Self-Evaluation and Peer Review Feedback B. Summary C. Q&A 	<p>15 min</p>
<p>Total:</p>	<p>3 hours</p>