

EMT-Basic Refresher Course 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 all items indicated below to the Regional EMS office where the refresher 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.
 - OEMS Form 200-46 (application for approval)
 - List of qualified instructors with credentials (minimum EMT-B; Lead Instructor must also hold a teaching credential (e.g., BLS Instructor))
 - Program Outline with specific dates and times that meets the EMT-B Refresher requirements (7 modules covered in a minimum of 24 hours over at least three days within the same calendar year, not more than 8 hours per day, not including breaks or *BLS for Healthcare Provider* CPR recertification)
 - EMT-Basic Refresher Course Instructional Method Sheet (next page)
 - Copy of written examination* and answer key
 - Copy of practical examination* skill sheets (if using the state practical skills sheets, simply indicate this on the outline)

* Testing (written and practical) may conclude the course, may be given at the end of each module, or may be integrated into the teaching lessons. All students must pass the written and practical skills exams for successful completion of a refresher course.
3. The Regional EMS staff will review the refresher application package and, if complete, will send an approval number to the Program Coordinator via email. This approval number must appear on the OEMS Master Attendance roster and any additional course documentation.
5. The Program Coordinator must keep on file copies of refresher content including written and practical examinations, and grades and make this documentation available for review by OEMS for a period of no less than seven (7) years after the completion date of the course.

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.

EMT-B REFRESHER COURSE

INSTRUCTIONAL METHOD SHEET (page 1 of 2)

MODULE 1 – PREPARATORY & MODULE 7 – OPERATIONS

	Date	Start Time	End Time	Instructor	Resources	Evaluation
Scene safety						
Quality Improvement						
Health & Safety						
Medical-Legal						
Ambulance Operations						
Gaining Access						
Overviews: Hazmat, MCI, Triage						

MODULE 2 – AIRWAY

	Date	Start Time	End Time	Instructor	Resources	Evaluation
Opening the Airway						
Suctioning Techniques						
Artificial Ventilation						
Airway Adjuncts						
Oxygen						

MODULE 3 - PATIENT ASSESSMENT

	Date	Start Time	End Time	Instructor	Resources	Evaluation
Scene Size-Up						
Initial Assessment						
Focused H&PE						
Detailed Physical Exam						
Ongoing Assessment						
Verbal Report						
Interpersonal Comm.						
Documentation						

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INSTRUCTIONAL METHOD SHEET (page 2 of 2)

MODULE 4 - MEDICAL/BEHAVIORAL

	Date	Start Time	End Time	Instructor	Resources	Evaluation
General Pharmacology						
Breathing Difficulty						
Cardiac Emergencies						
Altered Mental Status						
Diabetic Care						
Allergic Reactions						
Poisoning/Overdose						
Behavioral Emergencies						

MODULE 5 – TRAUMA

	Date	Start Time	End Time	Instructor	Resources	Evaluation
Shock						
Chest Wound/Open						
Abdominal/Open						
Amputations						
Burns						
Bone & Joint Injuries						
Head & Spine Injuries						
Rapid Extrication						

MODULE 6 - OBSTETRICS, INFANTS & CHILDREN

	Date	Start Time	End Time	Instructor	Resources	Evaluation
Normal Delivery						
Abnormal Deliveries						
Infant/Child Medicals						
Infant/Child Trauma						