

## EMT-Paramedic 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](http://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-P; Lead Instructor must also hold a teaching credential (e.g., BLS Instructor); see Course Instructor List below)
  - Name of Medical Director overseeing the program
  - Program Outline with specific dates and times that meets the EMT-P Refresher requirements (see Course Criteria below)
  - 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.
4. 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-Paramedic Refresher Course Criteria

|  | OEMS/ Requirement<br>(hours) | Your Program<br>(hours) | Region Use:<br>Program Deficiencies<br>(hours) |
|--|------------------------------|-------------------------|--|
| <b><u>PRE-HOSPITAL ENVIRONMENT</u></b>                             |                              |                         |  |
|  | none                         | _____                   | _____  |
| <b><u>PREPARATORY</u></b>  |                              |                         |  |
| Section 1 General Pt. Assessment                                   | 1 - 2                        | _____                   | _____  |
| Section 2 Airway Management  | 2 - 4                        | _____                   | _____  |
| Section 3 Shock  | 1 - 3                        | _____                   | _____  |
| Section 4 General Pharmacology                                     | 4 - 8                        | _____                   | _____  |
| <b><u>TRAUMA</u></b>   |                              |                         |  |
| Section 1 Trauma Assessment  | 1 - 3                        | _____                   | _____  |
| Section 2 Injuries to CNS  | 2 - 4                        | _____                   | _____  |
| Section 3 Thoracoabdominal Trauma                                  | 2 - 5                        | _____                   | _____  |
| Section 4 Burns  | 1 - 3                        | _____                   | _____  |
| <b><u>MEDICAL EMERGENCIES</u></b>                                  |                              |                         |  |
| Section 1 Assessment/Medical                                       | 1 - 3                        | _____                   | _____  |
| Section 2 Respiratory System                                       | 2 - 4                        | _____                   | _____  |
| Section 3 Cardiovascular System                                    | 5 - 10                       | _____                   | _____  |
| Section 4 Nervous System   | 1 - 3                        | _____                   | _____  |
| Section 5 Endocrine System   | 1 - 2                        | _____                   | _____  |
| Section 6 Communicable Disease                                     | 1 - 2                        | _____                   | _____  |
| Section 7 Toxicology, Alcohol, Drug Abuse                          | 1 - 3                        | _____                   | _____  |
| Section 8 Environmental Emergencies                                | 2 - 4                        | _____                   | _____  |
| Section 9 Special Considerations for<br>Geriatric & Pediatric Pts. | 1 - 3                        | _____                   | _____  |
| <b><u>OB/GYN/NEONATAL</u></b>                                      |                              |                         |  |
| Section 1 Gynecological Problems                                   | 1                            | _____                   | _____  |
| Section 2 Obstetrics & OB Complications                            | 1 - 2                        | _____                   | _____  |
| Section 3 Care of the Neonate                                      | 1 - 2                        | _____                   | _____  |
| <b><u>BEHAVIORAL EMERGENCIES</u></b>                               |                              |                         |  |
| Section 1 Overview of Behavioral Emergencies                       | 1                            | _____                   | _____  |
| Section 2 Psychotic Disorders                                      | 1 - 2                        | _____                   | _____  |
| Section 3 The Violent Patient                                      | 1                            | _____                   | _____  |
| Section 4 Response to the Crisis Situation                         | 1                            | _____                   | _____  |
| <b><u>TESTING:</u></b> Written & practical                         | 2                            | _____                   | _____  |
| <b>Minimum Core Requirement hours: 38</b>                          |                              | _____                   | _____  |
| <b>Flexible hours: 10</b>  |                              | _____                   | _____  |
| <b>Total Required hours: 48</b>                                    |                              | _____                   | _____  |

## EMT-Paramedic Refresher Course Instructor List

|   | <u>Instructor (name)</u> | <u>Title/Credentials</u> |
|---|--------------------------|--------------------------|
| <u>PRE-HOSPITAL ENVIRONMENT</u>                                   | _____                    | _____                    |
| <u>PREPARATORY</u>  |                          |                          |
| Section 1 General Pt. Assessment                                  | _____                    | _____                    |
| Section 2 Airway Management                                       | _____                    | _____                    |
| Section 3 Shock   | _____                    | _____                    |
| Section 4 General Pharmacology                                    | _____                    | _____                    |
| <u>TRAUMA</u>   |                          |                          |
| Section 1 Trauma Assessment                                       | _____                    | _____                    |
| Section 2 Injuries to CNS   | _____                    | _____                    |
| Section 3 Thoracoabdominal Trauma                                 | _____                    | _____                    |
| Section 4 Burns   | _____                    | _____                    |
| <u>MEDICAL EMERGENCIES</u>  |                          |                          |
| Section 1 Assessment/Medical                                      | _____                    | _____                    |
| Section 2 Respiratory System                                      | _____                    | _____                    |
| Section 3 Cardiovascular System                                   | _____                    | _____                    |
| Section 4 Nervous System  | _____                    | _____                    |
| Section 5 Endocrine System  | _____                    | _____                    |
| Section 6 Communicable Disease                                    | _____                    | _____                    |
| Section 7 Toxicology, Alcohol, Drug Abuse                         | _____                    | _____                    |
| Section 8 Environmental Emergencies                               | _____                    | _____                    |
| Section 9 Special Considerations for<br>Geriatric & Pediatric Pts | _____                    | _____                    |
| <u>OB/GYN/NEONATAL</u>  |                          |                          |
| Section 1 Gynecological Problems                                  | _____                    | _____                    |
| Section 2 Obstetrics & OB Complications                           | _____                    | _____                    |
| Section 3 Care of the Neonate                                     | _____                    | _____                    |
| <u>BEHAVIORAL EMERGENCIES</u>                                     |                          |                          |
| Section 1 Overview of Emergencies                                 | _____                    | _____                    |
| Section 2 Psychotic Disorders                                     | _____                    | _____                    |
| Section 3 The Violent Patient                                     | _____                    | _____                    |
| Section 4 Response to the Crisis Situation                        | _____                    | _____                    |