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INTRODUCTION

This manual has been developed for Training Officers of licensed, designated, and recertification testing and training agencies in the state of Utah. The purpose of this manual is to provide Training Officers with information and guidelines, which will enable them to maintain agency CME records, submit recertification materials and administer the recertification practical examination. It is the responsibility of the Training Officer to become familiar with the material enclosed in this manual and to ensure that the most current information is obtained from BEMS. Your agency’s policies and procedures should be reviewed regularly to ensure that current standards are being met.

Changes in policy and procedures relating to training officers will occur periodically. These changes will be sent out via e-mail, presented at the training officer seminars, or be posted on our web site. Questions should be directed to the Utah Department of Health, Bureau of Emergency Medical Services (BEMS) training staff.

GENERAL INFORMATION

Authorized Agency

Only documented designated or alternate Training Officers from current licensed, designated, or recertification testing and training agencies are eligible to perform the functions of a Training Officer. If you are not the designated or alternate Training Officer for one of these agencies you will also not have access to the current recertification practical proctor manuals or the online recertification practical scheduling. If your agency does not respond to public 911 they are most likely not licensed or designated. In such case your agency may need to complete the application for recertification testing and training agency authorization. This can be found at http://health.utah.gov/ems/stdseval/training/training_agency_application.pdf.

Letter of Designation

All EMS agencies must designate a Training Officer. An agency may have one designated and one alternate Training Officer. To designate a Training Officer an agency must send a Letter of Designation, to BEMS identifying their Training Officer. The Letter of Designation must have the following:

- Training Officers printed full name, EMS number, and signature
- The alternate Training Officers full name and EMS number (where applicable)
- The agency administrator’s printed full name and signature
- Be written on agency letterhead (where applicable)

A new Letter of Designation must be provided to BEMS with any change of the Training Officer. It is the responsibility of each agency and Training Officer to notify BEMS of any changes in Training Officer status.

Training Officer Contract

Every Training Officer must sign an official BEMS Training Officer Contract. New Training officers must complete the Training Officer certification requirements. Current Training Officers must follow all the Training Officer recertification requirements.
TRAINING OFFICER RESPONSIBILITIES:

CPR Requirement

The Training Officer is responsible to maintain documentation for all EMS Personnel of having completed a CPR course within the prior two years that is consistent with the most current version of the American Heart Association Guidelines for Healthcare provider CPR and ECC. Any EMS Personnel that do not stay current with the CPR requirement will be considered non compliant. For A-EMT and Paramedic agencies this also includes ACLS and PALS or equivalent as approved by BEMS.

CME Training

The Training Officer is responsible for developing and directing all CME training within their organization:

1. The Training Officer is responsible to provide a training program for the agency in which:
   a. All recertification requirements must be met within the four-year period.
   b. The CME requirements as described in rule are met (see: Recertification Protocol for the CME requirements listed by certification level).
   c. CME hour requirements are met within the four-year recertification period.

2. The Training Officer must ensure compliance to BEMS policies during all CME training sessions.

3. The Training Officer must ensure persons conducting CME training are knowledgeable and qualified in the subjects they teach. It is not necessary for individuals who teach CME training sessions to be certified EMS Instructors, but must be qualified in the subjects taught. The CME program should be organized around the training and responsibilities of the EMS Personnel.

4. The Training Officer is responsible to see that the intent of Continuing Medical Education (CME) is fulfilled. These are to:
   a. Develop the EMS Personnel’s understanding of clinical and operational roles and responsibilities.
   b. Develop skills in patient assessment and in all treatment procedures within the scope of the EMS personnel.
   c. Develop skill in the use and maintenance of all equipment required to render emergency medical care at the level of certification.
   d. Provide opportunities for discussion, skill practice, and critique of skill performance.
   e. Develop and maintain EMS personnel skills that are not used on a regular basis.
   f. With the medical director, develop a training and evaluation processes that assures continuing education for special skills and drugs being carried or variances and waivers that allow administration of treatments beyond the standard scope of practice of the individual certification level.
5. Each CME credit hour is based upon one hour of participation.

6. Independent self study (such as reading a textbook) should only be approved if the training officer administers an evaluation such as a written test that approximately matches the content, breadth, and depth of the self study. To receive credit for the time the EMS personnel must demonstrate through this evaluation a sound understanding of the content. As a training officer your should only offer self study if the evaluation tool has already been developed for the topic and only as a supplemental method of obtaining CME.

EMS Personnel may complete CME hours through different methodologies, but approximately 35% of the CME hours must be practical hands-on training. All CME must be approved by the Training Officer, BEMS or the Continuing Education Coordination Board for Emergency Medical Services (CECBEMS.) All CME must be related to the required skills and knowledge of the EMS Personnel, as outlined in the applicable scope of practice.

CME RECORDS

The Training Officer is responsible to maintain records of all CME obtained by each certified person of the agency. This responsibility includes:

1. Maintaining CME records that provide verification of the following:
   a. Dates of training;
   b. Activity, CME topic, name, and certification number (if applicable) of Instructor(s);
   c. Documentation of students in attendance; and
   Accurate documentation of actual time students spent in class.

2. Maintain records of training on optional drugs, agency waiver or variances that provide verification of the following:
   a. Date of training
   b. Protocols followed
   c. Content of training
   d. Certification level and number of instructor if applicable
   e. Documentation of student attendance, and
   f. Accurate documentation of actual time student spent in class

3. Maintaining records of CME received outside of the agency.
   a. The Training Officer may sign for outside training sessions if documentation of the individual’s attendance is on file.
   b. The Training Officer is responsible to verify authenticity of any training documents from outside of their agency.

4. Providing semi-annual CME reports to the individual EMS PERSONNEL on his/her current recertification status.

5. Maintaining records of required certification such as Healthcare provider CPR, PHTLS, PALS, or ACLS and ensuring all personnel remain current. The individual providing this training must be a certified Instructor. The agency must also designate criteria for instruction
such as following the AHA instructional standards. If the agency develops its own certification program, it must first receive BEMS approval that the course meets the current guidelines.

6. Maintaining records for seven years after the recertification period.

7. Keep all CME records at the agency in a location easily available for audit by BEMS.

The recertification manual lists out all of the required CME content by topic and level.

AGENCY-AFFILIATED RECERTIFICATION

The Training Officer is responsible to assure that recertification materials are completed and submitted to BEMS.

The Training Officer must assure that the following information is completed for each recertifying EMS Personnel and on file at the agency in a safe, secure location:

1. Recertification Practical Test. (where applicable)

2. Completion of a CPR course within the past two years, and for Paramedic and EMT-IA an ACLS and PEPP or PALS course within the past two years.

3. Copy of all CME information (See: Recertification Protocol for exact CME Requirements listed by certification level).

The following must be submitted to BEMS in one complete package:

1. A completed, signed, and notarized application for each EMS Personnel recertifying.

2. An ID photo for each EMS Personnel. This may be included on a disk or sent via email to BEMS.

3. A letter signed by the Training Officer verifying that each EMS Personnel recertifying has completed all the recertification requirements and that copies of applicable paperwork is on file with the agency.

4. Advanced EMT, EMT-IA, or Paramedic: A letter signed by the certified off-line Medical Director, recommending the individual for recertification and verifying the individual’s demonstrated proficiency in the following skills:
   (i) initiating and terminating intravenous infusion;
   (ii) completion of pediatric vascular access skills station;
   (iii) insertion and removal of intraosseous needle;
   (iv) insertion and removal of an advanced airway device;
   (v) administration of medications via intramuscular, subcutaneous, and intravenous routes; and
   (vi) EKG rhythm recognition

5. Fees must be submitted with recertification materials. Fees may be paid by cash, check, money order, agency purchase order, or Credit Card. BEMS will invoice only if we receive an agency
purchase order. BEMS must receive all fees and documents before recertification is completed.

6. Submit a statement, confirming the negative results of a TB examination or where applicable positive TB test information. (See: R426-12-104 for further detail)

**EMS PERSONNEL RECERTIFICATION REQUIREMENTS**


**EMS INSTRUCTOR RECERTIFICATION REQUIREMENTS**

The requirements for EMS Instructor recertification are as follows:

A. Maintain Utah EMS provider certification.

B. Submit verification of attendance at a BEMS sponsored Instructor Seminar at least once every two years.

C. Submit verification of 30 hours teaching experience within a certification period.

D. Submit an application and pay all applicable fees

All verification materials must be submitted with recertification documents.

**TRAINING OFFICER CERTIFICATION REQUIREMENTS**

A. A Training Officer must maintain EMS instructor certification to retain training officer certification.

B. Successfully complete BEMS course for new training officers.

C. Submit an application and pay all applicable fees; and

D. Submit every two years a completed and signed "Training Officer Contract" to BEMS agreeing to abide by the standards and procedures in the then current Training Officer Manual.

**TRAINING OFFICER RECERTIFICATION REQUIREMENTS**

A. Attend a training officer seminar every two years;

B. Maintain current Utah EMS instructor and Utah EMT-B, A-EMT, EMT-IA, Paramedic, or EMD certification;

C. Submit an application and pay all applicable fees;
D. Submit biennially a completed and signed new "Training Officer Contract" to the Department agreeing to abide by the standards and procedures in the current training officer manual

**ADJUSTING EMT RECERTIFICATION DATES TO COINCIDE WITH THEIR AGENCY**

BEMS will not extend certifications under any circumstances, however, BEMS will allow for adjustments to individual certifications to facilitate the certification process of an agency. Therefore, BEMS will adjust the individual’s EMS certification when they meet the following criteria:

1. The EMS personnel has moved to a new geographical location or has changed to a different provider service, within their certification period. Changes will not be made for individuals who have multiple provider agencies when their certification date is applicable to one of those agencies.

2. The EMS Personnel and/or the provider agency must request the adjustment, in writing, prior to the EMS personnel’s assigned recertification date.

3. The EMS personnel’s total certification period cannot exceed four years. CME hours will be adjusted accordingly. No extensions will be given.

4. All recertification changes must be completed before the EMS personnel’s expiration date.