

Ohio Department of Public Safety  
Division of Emergency Medical Services

## EMS Instructor Orientation



# EMS Instructor Orientation

---

- State Board of Emergency Medical Services
- Division of EMS Overview
- Ohio Revised & Administrative Code
- Certificates to Teach
- Instructor Roles & Responsibilities
- Distance Education Options
- Certification Renewal & CE Requirements
- Instructor Resources

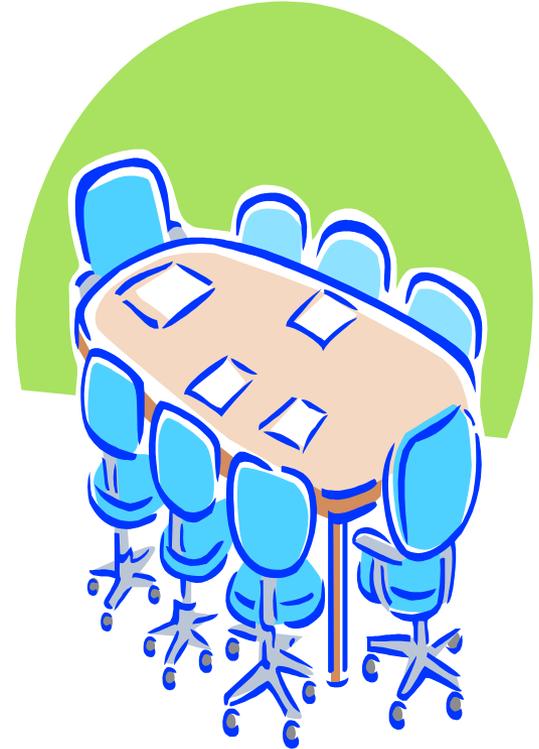


# EMS Instructor Orientation

---

## State Board of EMS

- 20 Member Board
  - 19 members appointed by the Governor from nominations by EMS, Fire and Medical Organizations
  - 1 member appointed by the Director of the Department of Public Safety
- Board Meetings
  - 3rd Wednesday every other month
  - Department of Public Safety  
1970 West Broad Street,  
Columbus
  - Open to public and public comment



Visit [www.ems.ohio.gov](http://www.ems.ohio.gov)  
Agenda, time and location of meeting

# EMS Instructor Orientation

---

## State Board of EMS

- Administer & enforce provisions of ORC and OAC
- Govern EMS, Fire & Fire Inspector training & certification
- Govern standards & procedures for EMSIRS
- Administer the State Trauma Registry
- Serve as statewide clearinghouse for discussion, inquiry & complaints concerning EMS
- The State Board of EMS does **NOT** regulate EMS Organizations or Fire Departments



# EMS Instructor Orientation

---

## Division of EMS

- **Office of the Executive Director**
  - EMS Board Liaison
- **Special Programs**
  - Grants
  - EMS for Children
  - Safe Kids Ohio
  - Regional Physicians Advisory Board
  - Weapons of Mass Destruction Coordination
- **Investigative Services**
- **EMS Operations**
  - Certification
  - Fire Services
  - Testing Services
  - EMS Education
  - EMS Audits
- **Office of Trauma, Research & Analysis**
  - EMSIRS
  - Data & Reporting
  - Trauma Registry

Contact the Division of EMS at [1-800-233-0785](tel:1-800-233-0785)  
<http://www.ems.ohio.gov/general/contactems.htm>



# EMS Instructor Orientation

---

## EMS Certificates to Teach



- EMS Instructor
  - OAC 4765-18-05
- Asst. EMS Instructor
  - OAC 4765-18-18
- CE Instructor
  - OAC 4765-18-15
- Physician as Instructor
  - OAC 4765-18-09

# EMS Instructor Orientation

---

## EMS Instructor

- Passes instructor knowledge & practical exam to level of certification & completes 70-hour instructor course
- Certified/licensed to practice as EMR, EMT, AEMT, Paramedic, RN or Physician Asst.
- Certified/licensed to practice as EMR, EMT, AEMT, Paramedic, RN or Physician Asst. 5 of last 7 years;
- May teach any EMS subject area to the level of his/her certificate to practice;
- Provides at least 24 hours of EMS instruction & completes 6 hours of instructional CE or passes the instructional methods exam in preceding certification cycle

# EMS Instructor Orientation

---

## Assistant EMS Instructor

- Passes instructor knowledge exam & practical exam to level of certification
- Certified/licensed to practice as EMR, EMT, AEMT, Paramedic, RN or Physician Asst.
- Certified/licensed to practice as EMR, EMT, AEMT, Paramedic, RN or Physician Asst. 3 of last 5 years
- Completes 8-hour EMS module & 10 hours supervised teaching;
- May teach any EMS subject area to the level of his/her certificate to practice
- Provides at least 16 hours of EMS instruction & completes 6 hours of instructional CE in preceding certification cycle

# EMS Instructor Orientation

---

## EMS Continuing Education Instructor

- Certified/licensed to practice as EMR, EMT, AEMT, Paramedic, RN or Physician Asst.
- Certified/licensed to practice 3 of past 5 years as EMR, EMT, AEMT, Paramedic, RN or Physician Asst.
- Submits qualifications for certificate to teach to program director for signature
- May teach continuing education courses in any EMS subject area to the level of his/her certificate to practice
- Provides at least 6 hours of EMS instruction & completes 2 hours of instructional CE in preceding certification cycle

# EMS Instructor Orientation

---

## EMS Instructor Trainer

- Accredited institution must ensure instructor trainer meets criteria
- Held a certificate to teach as EMS or Fire Instructor at least 3 years
- Completed instructor orientation found at [www.ems.ohio.gov](http://www.ems.ohio.gov)

# EMS Instructor Orientation

---



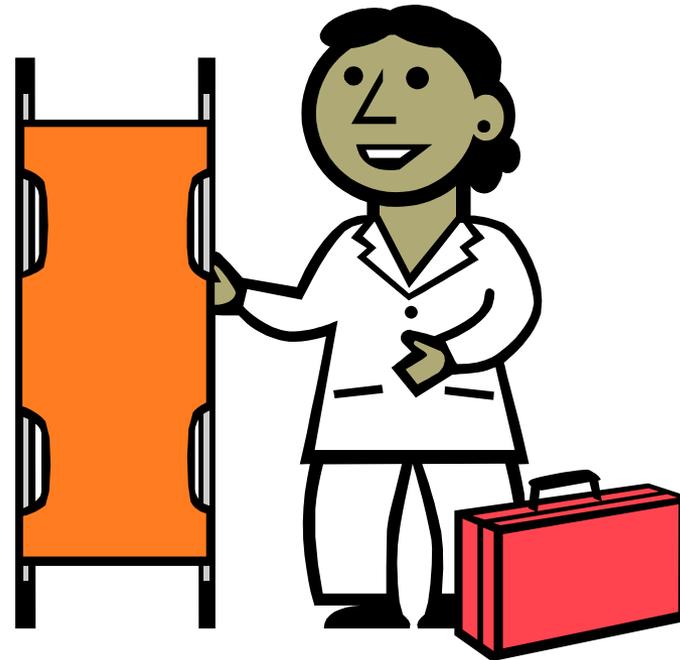
## Physician as Instructor

- Active Medical Director recommended by an EMS agency, program coordinator at an approved or accredited program or local RPAB
- Submit application to EMS Certification
- Renewal every three years, but is not subject to CE requirements

# EMS Instructor Orientation

---

- A guest lecturer may be used provided an EMS Instructor, Asst. EMS Instructor, or EMS Continuing Education Instructor is present and monitoring the lecture.
- A guest lecturer may assist in psychomotor skills labs and as a psychomotor skill evaluator.



# EMS Instructor Orientation

## Instructor Roles & Responsibilities



- Create an environment conducive to learning.
- Document regular evaluations of student performance and achievement through written and psychomotor testing.
- Ensure students demonstrate successful completion of didactic, laboratory, prehospital & clinical standards prior to receiving a certificate of completion.

# EMS Instructor Orientation

---

- **Follow the Ohio Approved EMS Curricula**
  - Ohio EMS curriculum rules & standards are established by the EMS Board
  - Training programs that begin on or 9/1/2012 must follow EMR, EMT, AEMT & Paramedic curricula
  - Do not rely solely on publisher textbooks
  - Ohio EMR, EMT and AEMT approved curriculums include additional cognitive, psychomotor and clinical requirements than found in publisher textbooks



# EMS Instructor Orientation

## Ohio Administrative Code

---

- Curriculum & Refresher Rules Effective 2/6/2012
  - 4765-12-05 Emergency Medical Responder
  - 4765-15-05 EMT
  - 4765-16-06 Advanced EMT
  - 4765-17-04 Paramedic
- See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

---

- EMS Instructor should:
  - Provide safe and sanitary classroom & equipment
  - Provide written information regarding schedules, curriculum objectives & criteria for successful completion to students
  - Document CE course evaluation by participants through evaluation summary
  - Follow course objectives approved by the program director and medical director
  - Document evaluation of student performance was achievement through written and practical testing if applicable
  - Ensure that students' are under direct supervision & in the immediate presence of an EMT, RN or physician when performing clinical skills

# EMS Instructor Orientation

---

- Characteristics of a distance educator
  - Learner-centered
    - Mentor & facilitator of knowledge
    - Maintains high level of interactivity
  - Experienced
    - Content knowledge
    - At ease with the technology
  - Organized
    - Materials must be ready in advance
    - Activities must conform to technology being used



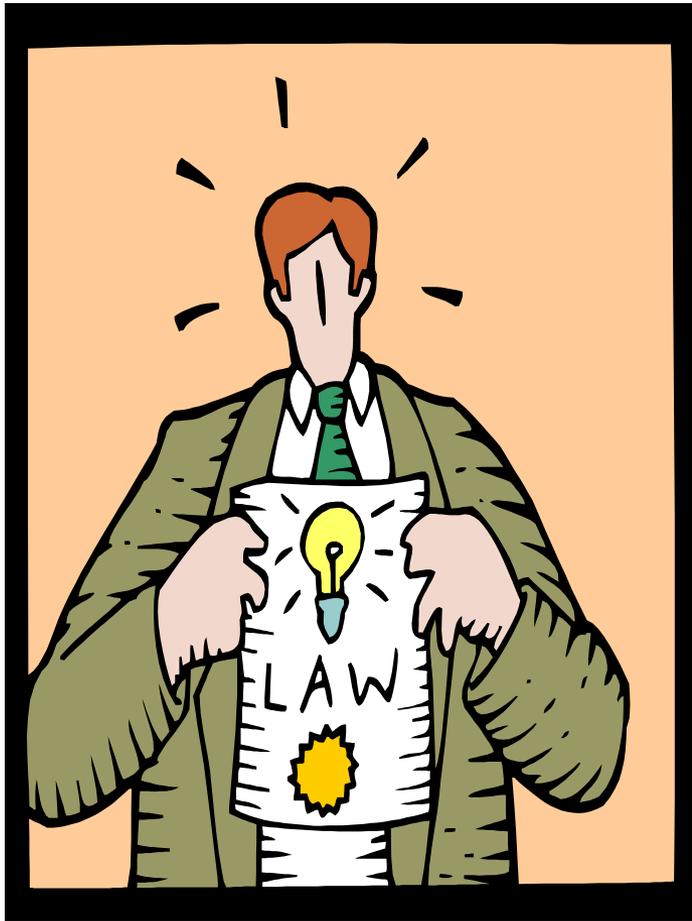
# EMS Instructor Orientation

---

- **Ohio Revised Code (ORC 4565)**
  - Law created by General Assembly
  - Signed by the Governor
  
- **Ohio Administrative Code (OAC 4765)**
  - Rule created & changed by the EMS Board
  - Amplifies law & details implementation
  - Needs legislative approval through the Joint Committee on Agency Rule Revision approval

# EMS Instructor Orientation

## Ohio Revised and Administrative Code



- 4765.11 EMS Board rule making authority
- 4765.16 Course development, teaching & standards
- 4765.23 Renewal, suspension, or revocation of certificate to teach
- 4765.24 Certificates of completion
- 4765.49 Civil immunity

# EMS Instructor Orientation

## Ohio Revised Code

---

### § 4765.11 EMS Board Rule Making Authority

- The EMS Board shall establish:
  - Qualifications for certificates to teach
  - Procedures for suspension or revocation of certificates to teach
  - Standards for certificates of accreditation and approval
  - Procedures for issuance and renewal of certificates of accreditation and approval

See Specific Law For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Revised Code

---

### § 4765.16. Course Development, Teaching & Standards

- A training program shall meet the standards established in rules adopted by the Board
- All courses shall be developed under the direction of a physician who specializes in emergency medicine
- Each course that deals with trauma care shall be developed in consultation with a physician who specializes in trauma surgery
- Except as specified by the Board, all courses shall be taught by a person who holds the appropriate certificate to teach

See Specific Law For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Revised Code

---

### § 4765.49. Civil Immunity

- A student enrolled in an EMS initial or CE training program accredited/approved under ORC 4765.17 is not liable in damages in a civil action for injury, death, or loss to person or property resulting from:
  - 1) Administration of emergency medical services, patient care or treatment, if administered while under the direct supervision and in the immediate presence of an EMT, AEMT, paramedic, RN, physician assistant or physician and while receiving clinical training that is required by the program, unless provided in a manner that constitutes willful or wanton misconduct;
  - 2) Ambulance driver training, unless the driving is done in a manner that constitutes willful or wanton misconduct.

See Specific Law For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Administrative Code

---

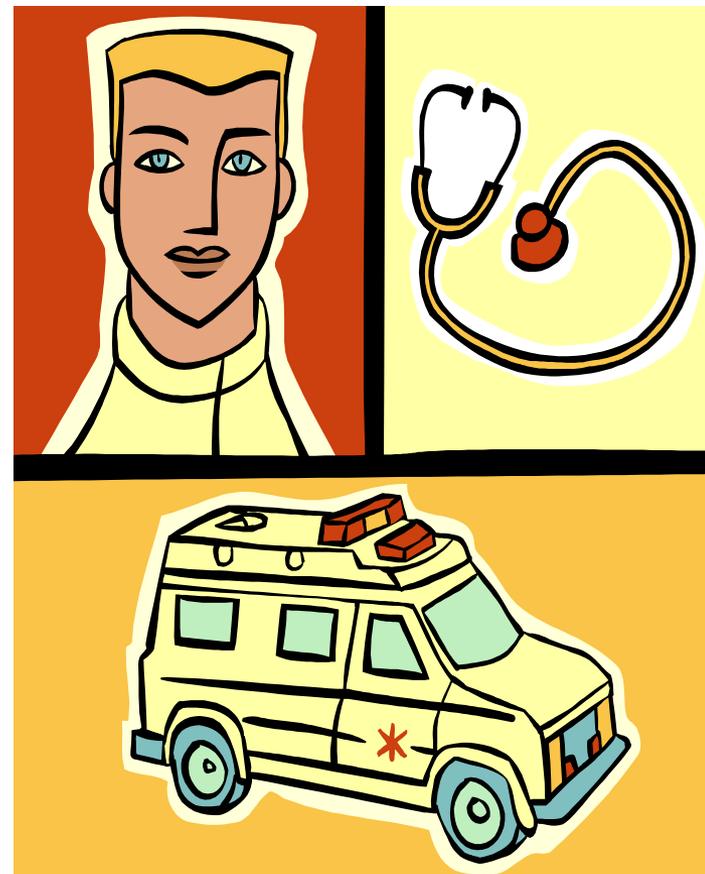
- OAC 4765-1-01 Definitions
- OAC 4765-7 Education rules
- OAC 4765-8-01 Certificate to Practice Qualifications
- OAC 4765-9-02 Instructor Standards of Conduct
- OAC 4765-18 EMS Certificate to Teach
- OAC 4765-19-01 CE Requirements

# EMS Instructor Orientation

## Ohio Administrative Code

---

- OAC 4765-7-02 Accreditation of training programs
- OAC 4765-7-09 Approval of CE training programs
- OAC 4765-7-11 Criteria for CE courses through accredited & CE programs
- OAC 4765-7-12 Standards for accredited institutions offering distance education



# EMS Instructor Orientation

## Ohio Administrative Code

---

### OAC 4765-7-02 Accredited Training Program

- Specifies requirements for certificate of accreditation to operate an EMS training program
- Specifies records & files to be retained by EMS accredited training program
- Accredited institution may offer:
  - Initial EMS training programs
  - EMS Instructor training and CE
  - CE courses at all EMS provider levels
  - Ohio EMS Refresher training programs

See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Administrative Code

---

### OAC 4765-7-09 Approved CE Program

- Specifies requirements for certificate of approval to operate a CE training program
- Specifies records & files to be retained by CE training program
- CE training program may offer:
  - CE courses at all EMS provider levels
  - Ohio EMS Refresher training programs
  - EMS instructional CE courses

See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Administrative Code

---

### OAC 4765-7-11 Requirements for CE providers

- Specifies requirements for accredited and approved institutions when providing CE course credit
- Specifies criteria & acceptable formats for delivery of CE courses
- Didactic portion of Ohio Refresher courses may be conducted through distance education formats
- Psychomotor skills evaluations must be documented

See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Administrative Code

---

### OAC 4765-7-11 Requirements for CE providers

- Records must contain documentation of:
  - Method of course delivery
  - Written objectives
  - Written course content
- Specifies:
  - 1 contact hour equal to 50-60 minutes
  - ½ contact hour equal to 25-30 minutes

See Specific Law For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Administrative Code

---

### OAC 4765-7-12 Distance education requirements

- Requires the accredited institution make a written request of the Board to provide EMS initial training through distance education formats
- Specifies the requirements necessary to receive Board approval to provide EMS training through online or distance learning delivery systems
- Requires an accredited institution to develop and maintain technology infrastructure, security measures and risk management plan

See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Revised and Administrative Code

---

- BOTH the EMS Accredited Training Program AND the Approved CE Training Program MUST demonstrate that each course was developed under the direction of a medical director that approved the medical components and determined the appropriateness of the course offering.



# EMS Instructor Orientation

## Ohio Administrative Code

---

### OAC 4765-19-01 CE Requirements for EMS Providers

Each EMS CE course shall be provided in one of the following formats:

- Traditional classroom environment or a seminar setting
- Online education
  - As defined in OAC 4765-1-01
  - Shall include a testing process
- Distance learning
  - As defined in OAC 4765-1-01
  - Shall include a testing process



See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)

# EMS Instructor Orientation

## Ohio Administrative Code

---

### OAC 4765-19-01 CE Requirements for EMS Providers

- Additional formats accepted by the Board:
  - Journals, publications or electronic media
    - Shall include a testing process
  - Skills practicum
    - Shall include a skills evaluation

Independent study may only be conducted through an Ohio EMS accredited institution or approved Ohio CE training site



# EMS Instructor Orientation

## Ohio Administrative Code

---

### OAC 4765-19-01 CE Requirements for EMS Providers

- Each course shall be related to EMS operations or patient care
- Written documentation of successful completion
- A single session of continuing education shall be at least 1/2 contact hour

See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Administrative Code

---

### OAC 4765-19-01 CE Requirements for EMS Providers

- An EMS continuing education course shall be provided and approved by one of the following entities:
  - An EMS accredited institution or EMS approved institution
  - An EMS licensing agency in another state
  - A branch of the United States military
  - A medical or nursing board of this state or another state
  - CECBEMS-approved courses
  - Federal, national or state entities

See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Administrative Code

---

### OAC 4765-19-01 CE Requirements for EMS Providers

- Portions of an initial certification or licensing course may be counted towards CE credit when:
  - It meets the requirements of CE rule; and
  - The sponsoring entity issues written documentation

See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Administrative Code

---

### OAC 4765-19-01 CE Requirements for EMS Providers

- CE hours may be earned when teaching:
  - Must have prior approval from the program director
  - CE hours may only be earned for the portion of the course presented
  - Presentation for CE hours may count only once during a 12-month period
  - No CE hours may be earned for time spent in the development of a course

See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Administrative Code

---

### 4765-12-03 Emergency Medical Responder

- Minimum 15 CE hours within 3-year certification cycle
  - **Must include at least 1 hour in the following topics:** Patient Assessment; CPR; Airway & Oxygen Administration; AED; Illness & Injury Management; Trauma Issues; Anaphylaxis & Patient Assisted Epinephrine Administration **OR**
- Ohio approved 15-hr EMR Refresher Training Program **OR**
- Current registration with NREMT at the NR-EMR or equivalent level **OR**
- Passing score within three attempts on an exam approved by the board. This exam may only be taken during the last six months of an EMR's current certification period

See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Revised and Administrative Code

---

### 4765-15-03 Emergency Medical Technician

- Minimum 40 CE hours within 3-year certification cycle
  - **Must include** at least 6 hours pediatric, 2 hours geriatric and 8 hours of trauma issues including triage and transportation protocols approved by the board **OR**
- Ohio approved 30-hr EMT Refresher Training Program **OR**
- Current registration with the NREMT at the NR-EMT or equivalent level and completion of trauma triage and transportation protocols approved by the board **OR**
- Passing score within three attempts on an exam approved by the board. This exam may only be taken during the last six months of an EMT's current certification period

See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Administrative Code

---

### 4765-16-03 Advanced EMT

- Minimum 60 CE hours within 3-year certification cycle
  - **Must include** at least 8 hours pediatric, 4 hours geriatric and 8 hours of trauma issues to include triage and transportation protocols approved by the board **OR**
- Ohio approved AEMT Refresher Training Program which satisfies 40 hours of CE plus 20 hours of additional CE **OR**
- Current registration with the NREMT at the NR-AEMT or equivalent level and completion of trauma triage and transportation protocols approved by the board **OR**
- Passing score within three attempts on an exam approved by the board. This exam may only be taken during the last six months of an AEMT's current certification period

See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Administrative Code

---

### 4765-17-02 Paramedic

- Minimum 86 CE hours within 3-year certification cycle
  - **Must include** at least 12 hours pediatrics, 4 hours geriatric, 6 hours of emergency cardiac care (may be satisfied by completion of AHA or ASHI ACLS course) and 8 hours of trauma issues to include triage and transportation protocols approved by the board **OR**
- Ohio approved Paramedic Refresher Training Program which will satisfy 48 hours of the required CE plus 38 hours of additional CE **OR**
- Current registration with the NREMT at the NR-P or equivalent level and completion of trauma triage and transportation protocols approved by the board **OR**
- Passing score within three attempts on an exam approved by the board. This exam may only be taken during the last six months of a Paramedic's current certification period

# EMS Instructor Orientation

## Ohio Administrative Code

---

- Scope of Practice Rules Effective 2/6/2012
  - 4765-12-04 Emergency Medical Responder
  - 4765-15-04 EMT
  - 4765-16-04 Advanced EMT
  - 4765-17-03 Paramedic

See Specific Rule For Complete Language: [www.ems.ohio.gov](http://www.ems.ohio.gov)



# EMS Instructor Orientation

## Ohio Revised Code

---

### ORC 3333.162 Career Technical Transfer

Enables students to transfer EMS and Fire training courses completed through an adult career-technical center to a state-assisted college and/or university without unnecessary institutional barriers.

# EMS Instructor Orientation

## Ohio Revised Code

---

- **ORC 3333.162 Career Technical Transfer**
- Enables students to transfer EMS and Fire training courses completed through an adult career-technical center to a state-assisted college and/or university without unnecessary institutional barriers.
- The following EMS courses were approved by the Ohio Board of Regents for transfer between career technical, adult workforce and post-secondary education October 17, 2008.
  - Emergency Medical Responder 2 semester hours
  - Emergency Medical Technician 7 semester hours
  - Advanced EMT 8 semester hours
  - Paramedic 30 semester hours

[http://regents.ohio.gov/careertechtransfer/learning\\_outcomes.html](http://regents.ohio.gov/careertechtransfer/learning_outcomes.html)



# EMS Instructor Orientation

---

## New EMS and Fire CE Tracking System

- EMS/Fire providers can voluntarily track the required CE for their personal certification levels
- The Division of EMS will not monitor or change any information entered into the system.
- The tracking system cannot be used as documentation for audit purposes.

# EMS Instructor Orientation

---

- NREMT Practice Analysis
  - Excellent source for understanding the exam's question selection, scoring and item analysis
  - Publication available, for a fee, through the National Registry of Emergency Medical Technicians (NREMT) [www.nremt.org](http://www.nremt.org)



# EMS Instructor Orientation

---

## EMS Board Position Papers

- **Interfacility Patient Transports-** Approved May 2008
  - Addresses scope of practice issues during interfacility transports
- **Rapid Sequence Induction (RSI) in Endotracheal Intubation-** Approved October 2008
  - Establishes recommended training guidelines and quality assurance processes for agency protocol

[http://ems.ohio.gov/ems\\_board.stm](http://ems.ohio.gov/ems_board.stm)



# EMS Instructor Orientation

---

- **Email Listservs**

- EMS General
- Fire General
- Trauma
- Grants
- EMS Instructors
- The SIREN Newsletter

Receive Updates  
Immediately

Join the EMSI  
Listserv



- <http://elist.dps.state.oh.us/scripts/wa.exe?SUBED1=EMS-Instructors&A=1>

# EMS Instructor Orientation

[www.ems.ohio.gov](http://www.ems.ohio.gov)

- Current EMS News and Information
- Board Meetings and Actions
- Ohio Approved EMS Curriculum
- Training Facility Locations & Contacts
- EMS Board Approved Protocol

The screenshot displays the Ohio EMS website homepage. At the top, there is a navigation bar with links for Home, Fire, EMS, EMS Board, ODPS Divisions, and Contact EMS. Below this is a banner image of emergency responders. The main content area features a 'Welcome to the ODPS Emergency Medical Services' message with social media icons for Twitter and Facebook. A section titled 'EMS NEWS' lists recent updates: '09 12 2012: Division of EMS and State Fire Marshal Hosts Fire Awards Ceremony', '08 20 2012: Mel House Appointed as new EMS Executive Director', '06 29 2012: Ohio EMS requesting EMS Agencies to Complete Essential Survey', and '06 29 2012: Essential Survey'. To the right of the news is a profile for Melvin House, Executive Director. Below the news are three columns: 'Remembering September 11th' with a video thumbnail, 'Online Services' listing various systems like EMS and Fire Certification Renewal, CE Tracking System, and Trauma Registry; and 'How do I...' with links for certificate renewals, becoming a responder, firefighter, or inspector, and applying for chartered fire.