

**OHIO
Fire and EMS
Instructor Curriculum**



**Instructor Trainer Course Guide
for
Accredited and Chartered Institutions**

.....Message from the Executive Director.....

Dear EMS and Fire Program Coordinators:

Quality education begins with competent and knowledgeable instruction. With that in mind, a number of talented individuals active in the field of education worked many hours to compile a program of instruction that lays the foundation for future educators. The NHTSA: National Guidelines for Educating EMS Instructors and the NFPA standard 1041 were used as the frame work for this program.

This program is based on the concept that all educators, no matter what subject matter they are teaching, need the same core knowledge base. The primary component of this instructor program provides this. In addition, there is a need for subject specific information to prepare the instructor for those aspects that are unique to the subject matter to be taught. Subject specific modules are included for fire and for EMS.

We hope you will use this program as part of your life long commitment to quality education. Thank you for your commitment to providing quality education to Ohio's EMTs and Firefighters.

Richard N. Rucker
Interim Executive Director
Division of EMS

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Course Overview

The Fire and EMS Instructor Trainer Guide is designed to provide the information needed to provide instructor programs to Fire and EMS instructor candidates. The program was designed to provide the base knowledge needed to teach the adult learner, no matter what the subject matter. The program also includes two eight-hour modules: one specific to the field of EMS education and the second specific to the field of firefighter education. **Although this course guide is intended to provide a user friendly reference for the conduct of instructor courses, it is the responsibility of the Program Coordinator and Instructor Trainer of the sponsoring institution to ensure all courses provided are in compliance with the current rules and regulations outlined in the Ohio Administrative Code.** Copies of rules pertaining to instructor certification, current at the time of this writing, are included in the appendix of this document. Full copies of the administrative code as it pertains to Fire and EMS can be found on the Division of EMS web page.

Who Can Offer an Instructor Course

Fire and EMS Instructor programs can only be offered by institutions Chartered to provide Fire training or Accredited to offer EMS training for initial certification by the Division of EMS. The program coordinator of the Chartered or Accredited institution must maintain all course records demonstrating students met all entrance requirements and successfully completed all components of the state approved course prior to issuance of a certificate of completion. Course records may be audited by the Division of EMS at any time.

Who Can Teach an Instructor Course

An **EMS instructor** training program must be taught by an EMS Instructor Trainer appointed by the Program Coordinator of an accredited institution.

The Instructor Trainer selected by the accredited institution must meet the following qualifications:

- Hold a valid certificate to teach an EMS training or continuing education program;
- Have three years of educational experience which includes demonstrable ability in teaching, developing lesson plans and course materials, managing classroom resources, and managing and evaluating students;
- Demonstrate effective oral and written communications.

A **Fire Instructor** program must be taught by a Fire Instructor Trainer selected by the Program Coordinator of a Chartered institution.

The Instructor Trainer selected by the Chartered institution program must meet the following qualifications:

- Hold a valid certificate to teach a Fire program;
- Have three years of educational experience which includes demonstrable ability in teaching, developing lesson plans and course materials, managing classroom resources, and managing and evaluating students;
- Demonstrate effective oral and written communications.

The Program Coordinator of the Accredited and Chartered institution assumes responsibility for the selection of an Instructor Trainer. This selection must be based upon documented evaluation of acceptable performance review standards. A Program Coordinator may appoint themselves as an Instructor Trainer, but must have the documented evaluation conducted by their supervisor. The Instructor Trainer Evaluation Tool can be found in Appendix A. This form should be used to evaluate a candidate prior to initial selection, at least once every two years following selection, and in the event of any difficulties noted with an Instructor Trainer.

The program coordinator of a Chartered or Accredited institution should take great care in the selection of an Instructor Trainer. Only the highest caliber of individuals should be entrusted with this role as these individuals will be the cornerstone of our educational system.

The core curriculum of an instructor program may be taught by an Instructor Trainer selected by the Program Coordinator of an Accredited or Chartered institution. Candidates for EMS Instructor and Fire Instructor may be taught in the same instructor course for the core curriculum. The eight-hour module specific to EMS must be taught by an EMS Instructor Trainer. The eight-hour module specific to Firefighting must be taught by a Fire Instructor trainer. Instructor candidates should be advised in advanced if the sponsoring institution will not be offering both the EMS and Fire module.

[See OAC 4765-18-12 for full text and requirements]

Instructor Candidate Qualifications

As with the Instructor Trainer, great care should be taken in the selection of instructor candidates. These individuals will be responsible for laying the educational foundation for our future First Responders, EMTs and Firefighters.

Prior to being admitted to an **EMS instructor** training program, an individual must meet all of the following requirements:

- Possess a current certificate to practice as a first responder or EMT or a license to practice as a registered nurse; (See also Physician as Instructor)
- Have at least 5 years of experience as a first responder, EMT or registered nurse in the preceding seven years;
- Pass a written exam that demonstrates a level of knowledge in emergency medical services consistent with the individuals certificate to practice – registered nurse must pass a paramedic level exam; (See Testing for additional information on written exams)
- Pass a practical exam for their level of certification. (See Testing for information on practical exams)

[See O.A.C. 4765-18-03 for full text and requirements.]

Prior to being admitted to a **Fire Instructor** training program, an individual must meet the following requirements:

- Have not less than five years work experience as a firefighter including the three years immediately prior to submission of an application for instructor status;
- Pass a written exam that demonstrates a level of knowledge in firefighting consistent with Firefighter Level II. (See Testing for additional information on written exams)

[See O.A.C. 4765-11-08 for full text and requirements.]

Instructor Course Core Curriculum

An EMS or Fire Instructor program consists of seventy hours. The objectives for the curriculum are approved by the State Board of EMS (for EMS instructors) and the Executive Director of the Division of EMS (for Fire instructors).

The curriculum, for both Fire and EMS, is allocated as follows:

- 50 hours in instruction of adult students and basic teaching techniques;
- 8 hours in instruction specific to the field of study (EMS or Fire);
- 10 hours of supervised teaching;
- 2 hours toward completion of the Techniques exam.

The objectives for the core curriculum for EMS and for Fire can be found in Appendix B. The objectives to be covered during the instructor orientation portion of the course are also included in this appendix as well as the objectives for the eight hour modules specific to EMS and to Fire.

Candidates for EMS Instructor and Fire Instructor may be taught in the same instructor course for the 50 hours of the curriculum pertaining to the instruction of adult students and basic teaching techniques. Instructor candidates should be advised in advanced if the sponsoring institution will not be offering both the EMS and Fire module.

NOTE: An individual who holds at least a baccalaureate degree in education may receive credit for the fifty hours of instruction of adult students and basic teaching techniques. All other requirements for instructor certification must be met. These individuals should be directed to the Division of EMS for prior approval.

Subject Specific Modules

Each instructor course, Fire and EMS, has an eight hour component that is specific to their respective fields of study. The objectives for these modules can be found in Appendix B. These modules will also be used to train instructors who are crossing over from one specialty area to another.

Testing

Prior to entering an **EMS Instructor program**, an individual is required to pass a written and a practical exam to demonstrate an acceptable knowledge and skill base at their level of certification. (A registered nurse is required to complete the same testing as a Paramedic.) Please advise potential students that the exam should be taken far enough in advance of the course start date to ensure sufficient time for processing and mailing of the exam results.

The written pretest - or Knowledge exam - for the EMS instructor candidate is an examination developed by the National Registry of EMTs and approved by the State Board of EMS. This examination is administered by the Division of EMS. (See the Division of EMS web page for information on how to register.) The instructor candidate must pass this exam with a score of 70% (as of 10/15/2003) or better within three attempts. If unable to pass the exam within three attempts, the candidate must wait for a time period of six months and complete a course approved by the State Board of EMS at the appropriate level before attempting the exam again. Candidates who need to complete remedial training should contact the Division of EMS for clarification on training to be completed.

[See O.A.C. 4765-18-03 for full text and requirements.]

The practical pre-test is administered by an accredited institution and will be at the level of the candidate's certificate to practice (paramedic level for registered nurses). The program coordinator of the accredited institution sponsoring the course may require the practical exam to be conducted by their institution or may accept a practical examination conducted by another accredited institution. All skills are to be evaluated using the skill sheets in Appendix C of this packet. A minimum score of 80% is required for each skill. Failure to meet any of the critical items listed at the bottom of each skill sheet constitutes an automatic failure of the station. The mandatory skills to be evaluated for each level are as follows:

FR	EMT-B	EMT-I	EMT-P
1. Patient Assessment-Trauma	1. Patient Assessment-Medical	1. Patient Assessment-Trauma	1. Patient Assessment-Trauma
2. Upper Airway Adjuncts & Suction	2. Patient Assessment-Trauma	2. Ventilatory Mgmt. – Adult Intubation	2. Ventilatory Mgmt. – Adult Intubation
3. Cardiac arrest-Adult AED	3. Ventilatory Mgmt. – Adult Intubation	3. Ventilatory Mgmt. - DLAD	3. Ventilatory Mgmt. - DLAD
	4. Cardiac Arrest-Adult AED	4. Oral – Medication Administration	4. Cardiac - Dynamic
		5. IV Therapy	5. Cardiac – Static
		6. IV Bolus	6. Oral - Medical Case
		7. Pediatric Ventilatory Mgmt.	7. IV Therapy
		8. Pediatric IO	8. IV Bolus
			9. Pediatric Ventilatory Mgmt
			10. Pediatric IO

Prior to entering a **Fire Instructor program**, an individual is required to pass a written exam to demonstrate an acceptable knowledge at the Firefighter I & II level. A score of 80% or better within three attempts is required to successfully complete this exam. Candidates may register for this exam at their local Chartered institution. Candidates who cannot pass the exam within three attempts should contact the Division of EMS for information on further testing options.

The course ending – or Techniques – exam is the same for **EMS and Fire Instructor programs**. A score of 70% or better is required for this exam. This exam will be maintained at the Division of EMS and available upon written request from the program coordinator. To provide sufficient advance notice to ensure receipt of the exams by the

requested date, the exam request and roster must be received by the Division of EMS at least 10 business days in advance. The exam material must be stored in a locked file cabinet or safe that is accessible only to the Program Coordinator and one alternate. The exam booklets are to be returned to the Division of EMS within 48 hours of the completed exam via overnight mail. The Testing Agreement can be found in Appendix D. This agreement should be thoroughly read and adhered to. The complete agreement must be submitted prior to each exam along with the exam roster.

All Instructor candidates must pass this exam within three attempts. Candidates who are unable to pass the exam within three attempts will be required to complete a new instructor course. (Credit for the written and practical pre-tests will remain valid for two years from the date of successful completion of these exams.)

Certification Process

An instructor candidate must complete all requirements for certification prior to making application to the Division of EMS.

An applicant for an Instructor certification must meet the following requirements:

- Demonstrate compliance with all entrance requirements;
- Successfully complete an approved instructor program;
- Successfully pass the Techniques exam;
- Submit a completed application;
- Complete all requirements for a certificate to teach within two years of successfully completing the written knowledge exam.

The **EMS Instructor** Candidate must also be in compliance with requirements set forth in OAC 4765-8-01 (A)(3) to (A)(7).

[See O.A.C. 4765-18-05 and 4765-11-08 for full text and requirements.]

Fire instructor certifications are valid for two years. The initial certificate will be issued with a June 30 expiration date on the even years and will be subject to renewal every two years there after. The annual requirements to maintain a Fire instructor certificate can be found in O.A.C. 4765-11-08. These qualifications are verified every two years through the application process.

EMS instructor certifications are valid for two years. The initial certificate will be issued with a June 30 expiration date on the odd years and will be subject to renewal every two years there after. The renewal requirements can be found in O.A.C. 4765-18-06.

[See Appendix E for initial Fire instructor application. See Appendix F for initial EMS instructor application and Physician EMS instructor application.]

Crossover Between EMS and Fire

An individual who holds a current and valid **Fire Instructor** certificate may be issued an **EMS Instructor** certificate if the candidate meets the following requirements:

- Submits a completed application;
- Meets all entrance requirements for EMS instructors as outlined in O.A.C. 4765-18-03;
- Successfully completed the eight-hour curriculum module specific to the field of EMS;
- Is in compliance with the requirements set forth in O.A.C. 4765-8-01 (A)(3) to (A)(7).

[See O.A.C. 4765-18-13 for full text and requirements.]

An individual who holds a current and valid **EMS Instructor** certificate may be issued a **Fire Instructor** certificate if the candidate meets the following requirements:

- Submits a completed application;
- Meets all entrance requirements for Fire instructors as outlined in O.A.C. 4765-11-08;
- Successfully completed the eight-hour curriculum module specific to the field of Fire;

Physician as an EMS Instructor

A physician may be awarded an EMS instructor certificate to teach which will allow the physician to teach in an EMT-Basic, EMT-Intermediate, EMT-Paramedic or continuing education program. The physician cannot teach in the first responder program, unless the physician holds a certificate to practice as a first responder. All EMS training and continuing education programs must be taught under the auspice of an accredited or approved institution.

To become an EMS instructor, a physician must meet the following requirements:

- Be an active medical director with an EMS agency, or be recommended by the local RPAB, or be recommended by an accredited or approved training institution;
- Submit a completed application;
- Hold a valid certificate to practice medicine and surgery or osteopathic medicine and surgery;
- Be in compliance with the requirements of O.A.C. 4765-8-01 (A)(3) to (A)(7).

A physician is not required to complete an EMS instructor program. If they choose to enroll in a program, they are exempt from meeting the admission requirements set forth in 4765-18-03.

The teaching certificate will be valid for two years. To renew, the physician must complete a renewal application and demonstrate continued compliance with the requirements listed above.

[See O.A.C. 4765-18-09 for full text and requirements. See Appendix F for Physician EMS instructor application.]

Instructor Certification by Reciprocity

An individual who has completed a course of instruction in teaching methodology in another state, the district of Columbia, a United States territory, or foreign country that is substantially similar to Ohio curriculum requirements may be eligible for an instructor certification. These candidates should be referred to the Ohio Division of EMS for initial assessment of eligibility.

[See O.A.C. 4765-18-11 for full text and requirements. Fire Equivalency packet for instructor is posted on the Division of EMS web page.]

Instructor Certification Renewal

An instructor certificate is valid for two years. No later than sixty days prior to the certificate's expiration date, the instructor will be mailed a renewal application. During the preceding two years, the instructor must have:

For the **EMS Instructor** -

- Provided 16 or more hours of instruction in an EMS training or continuing education program under the auspice of an accredited or approved institution;
- Completed 6 hours of instructional continuing education;
- Attended any mandatory instructor meetings held by the State Board of EMS.

[See O.A.C. 4765-18-06 for full text and requirements.]

For the **Fire Instructor** -

- Taught in at least one fire course conducted by a Chartered institution;
- Completed 6 hours of specialized training related to either fire service or teaching techniques;

- Attended all regional fire instructor update meetings conducted by the Division of EMS.

[See O.A.C. 4765-11-08 for full text and requirements.]

Information regarding obtaining an extension of an **EMS instructor** certificate can be found in O.A.C. 4765-18-07.

Information regarding the reinstatement of a lapsed **EMS instructor** certificate can be found in O.A.C. 4765-18-08.

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Ohio Division of EMS Instructor Trainer Evaluation Tool

PUBLIC SPEAKING SKILLS	YES	NO
Preparation		
1. Determine the purpose of presentation		
2. Fulfill the purpose of presentation by: A. Selecting a suitable organizational pattern (sequence) B. Demonstrating careful choice of words C. Providing effective transitions D. Providing internal summarization		
Presentation		
3. Employ vocal variety in rate, pitch and intensity		
4. Articulate clearly		
5. Employ the level of language appropriate to the designated audience		
6. Demonstrate nonverbal behavior that supports the verbal message		
7. Use of appropriate speaking aids (visual, auditory)		
INTERPERSONAL COMMUNICATION SKILLS	YES	NO
1. Phrase questions in order to obtain information		
2. Demonstrate understanding of and ability to contribute to a climate which is open, descriptive, supportive		
3. Verbalize feelings in appropriate situations for disclosure		
4. Describe opposing points of view		
5. Paraphrase information given by others		
6. Effectively manage conflicts with others		
7. Strives for consensus		
SUBJECT KNOWLEDGE/EXPERTISE	YES	NO
1. Understanding material		
2. Knows limits of material in reference to audience		

SMALL GROUP COMMUNICATION SKILLS	YES	NO
1. Demonstrate understanding of facilitator role		
2. Facilitate a group dynamic		
3. Ask appropriate questions		
4. Encourage balanced participation		
5. Demonstrate effective use of agendas		
6. Demonstrate effective collaboration		
7. Utilize idea generation techniques		
8. Manage conflict effectively		
9. Recognize nonverbal factors unique to teams		
LISTENING SKILLS	YES	NO
Attending		
1. Recall basic ideas and details		
2. Recognize main ideas		
3. Listen attentively		
Understanding		
4. Discriminate between statements of fact and statements of opinion		
5. Distinguish between emotional and logical arguments		
6. Detect bias and prejudice present in an interaction		
Evaluating		
7. Recognize discrepancies between the speaker's verbal and nonverbal messages		
CLASSROOM MANAGEMENT	YES	NO
1. Maintains control of class or Lab		
2. Able to accommodate various students' learning styles		
3. Treats students with respect		

Note: If any of the above areas are marked no, the evaluator must document the reason on page two.

Instructor Trainer being evaluated: _____

Date of Evaluation: _____

Evaluator Signature: _____ Date: _____ Instructor Trainer Signature: _____ Date: _____

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Outline For Fire & EMS Instructor Course – Core Curriculum

SECTION I

INTRODUCTION TO THE COURSE – Objectives

1. State the purpose and goals of the Instructor Training Program.
2. List the elements of an appropriate course introduction.
3. Explain the purpose and desired result of each element of the introduction.
4. Define 5 instructor roles.
5. Demonstrate the ability to use 3 types of feedback appropriately. (5.5.3)
6. List 2 guidelines for effective team teaching.
7. List 4 attributes of an effective instructor.

ADMINISTRATIVE ISSUES – Objectives

1. Define planning considerations including class size, scheduling, customizing the course, materials and equipment, facilities and estimation of course cost. (5.2.2 , 5.2.3 , 5.2.4 , 5.3.2 , 5.3.3)
2. Describe the relationship between the Fire and Emergency Medical Services Instructor and other course participants; student, assistant instructor, program director and program coordinator.
3. Describe the peer evaluation process and the need to assist in the improvement of fellow instructors. (5.2.6)
4. Discuss the importance of proper training record keeping, using appropriate policies and procedures to meet local and State requirements. (5.2.5)
5. Identify 2 resources each at the State level for obtaining information on policies and procedures for Fire/EMS education. (5.2.2 , 5.2.4 , 5.2.6 , 5.3.2 , 5.3.3)
6. Identify 2 resources each at the local level for obtaining information on policies and procedures for Fire/EMS education. (5.2.2 , 5.2.4 , 5.2.6 , 5.3.2 , 5.3.3)
7. Discuss the importance of program record keeping relative to legal accountability and program accreditation. (4.2.3 , 4.5.4 , 5.2.5)
8. Discuss the need to identify and acquire the training resources needed to effectively deliver instruction. (4.2.2)
9. Discuss the importance of identifying and defining budgetary needs of training sessions. (5.2.3 , 5.2.4)
10. Discuss the financial sources and considerations of Fire/EMS training: (5.2.3 , 5.2.4)
11. Explain the need for a class evaluation instrument and the role of student feedback in the improvement of the instructor and course material. (5.5.3 , 5.5.4)

LEGAL ISSUES – Objectives

1. Define liability, negligence and the standard of instruction.
2. Identify the areas of legal liability for the instructor, the educational institution or the department.
3. Identify risk management considerations for the student, instructor and educational institution. (5.4.3)
4. Explain the importance in assuring confidentiality.

5. Identify applicable federal, state and local laws that affect a Fire and EMS Instructor and educational institution such as sexual harassment, ADA and civil rights.
6. Explain legal considerations regarding copyright and intellectual property issues.
7. Define ethics and describe attributes of an ethical instructor.
8. Describe ways in which ethics can be incorporated into a curriculum of learning.
9. Describe the various methods for cleaning and maintaining equipment.
10. Define procedures for notification to Risk Management/Safety Committee for the prevention and management of any and all accidents occurring during the training. (5.4.3)
11. Describe and define the importance of safely providing practical training in the low, medium and high risk environments. (5.4.3)
12. Identify the importance of insuring that all participants in a practical scenario perform their given tasks in a method which emphasizes safety. (5.4.3)

SECTION II

THE PHYSIOLOGY OF LEARNING – Objectives

1. State the importance of a positive learning environment. (5.3.2 , 5.3.3 , 5.4.2 , 5.4.3)
2. Describe 3 informational gathering techniques used to assess an audience. (5.3.2)
3. Name 3 factors that contribute to a stimulating atmosphere.
4. Identify and discuss the following learning domains: cognitive, psychomotor and affective. (4.4.5)
5. List classroom activities which fall within each of the three domains of learning. (4.4.5)
6. Describe 3 techniques to build motivation in different types of students.
7. Discuss the importance of motivation in the classroom.
8. Identify factors that affect learning. (4.4.4 , 4.4.5)

LEARNER CHARACTERISTICS – Objectives

1. Describe 4 characteristics of the adult learner. (4.4.5)
2. Identify auditory, visual, tactile and kinesthetic learning activities. (4.4.5)
3. List at least 3 different learning styles present within adult students. (4.4.5)
4. Compare and contrast Andragogy versus Pedagogy.
5. Discuss the characteristics of effective communications.
6. Discuss group dynamics and their effect in teaching situations.
7. Discuss how a student's attitude towards learning influences their motivation to learn.
8. Discuss evaluation tools or mechanisms for measuring the following student behaviors:
 - a. Student punctuality, preparedness, and appropriate attire in the laboratory
 - b. Student attitude towards constructive skill performance evaluation
 - c. Student treatment of instructors, peers, and simulated laboratory session
 - d. Student willingness to learn and practice skills until mastery is achieved

SECTION III

COURSE DEVELOPMENT – Objectives

1. Define and describe goal, objective and performance agreement.
2. Identify and describe the parts of an objective using an established format such as:
 - a) Audience
 - b) Behavior
 - c) Condition
 - d) Degree-Or-
 - a) Audience
 - b) Behavior
 - c) Condition
 - d) Degree-Or-
 - a) Audience
 - b) Behavior
 - c) Condition
 - d) Degree
3. Given a goal, write at least one objective for each domain of learning.
4. Identify and compare terminal objectives and enabling objectives, provided by the instructor, to determine if performance agreement exists.

OUTLINE DEVELOPMENT – Objectives

1. Define and discuss the components of an outline. (5.3.2)
2. Discuss the use of cognitive, psychomotor and affective objectives in the preparation of a course outline. (4.4.5)
3. Discuss the use of a specific curriculum in the preparation of a course outline. (4.3.3)
4. Given a topic and objectives, prepare an outline to be used in the creation of a lesson plan. (4.4.3 , 5.4.2)

LESSON PLAN DEVELOPMENT – Objectives

1. Define and discuss the components of a typical lesson plan format such as:(4.3.3, 5.3.2, 5.3.3, 5.4.2)
 - a) Topic
 - b) Time frame
 - c) Level of instruction (basic, intermediate, advanced)
 - d) Behavioral objectives (cognitive, psychomotor, affective)
 - e) Materials needed
 - f) Prerequisites
 - g) Instructor information
 - h) References
 - i) Preparation (step 1)
 - j) Presentation (step 2)
 - k) Application (step 3)
 - l) Evaluation (step 4)
 - m) Lesson summary
 - n) Assignment(s)
2. List the items to consider when evaluating the intended audience. (5.3.2)
3. Discuss the methods for determining the depth to which the content will be covered in a prepared lesson plan. (5.3.2)

4. Discuss the process of aligning objectives of the curriculum with the specific objectives of the lesson plan. (4.3.3, 5.3.2, 5.3.3, 5.4.2)
5. Discuss how to use a lesson plan to present course content. (4.3.3 , 5.3.2, 5.3.3, 5.4.2)
6. Discuss methods to evaluate the effectiveness of lesson plans including:
 - a) Formative evaluation strategies
 - b) Summative evaluation strategies
 - c) Written testing instruments
 - d) Practical skills demonstrations
7. Evaluate a supplied lesson plan for completeness, accuracy and appropriateness to the audience. (4.3.2 , 5.3.2)
8. Given a supplied lesson plan, the student will adapt the course to the needs of the intended audience. (4.4.3 ., 5.4.2)
9. Given a goal, objective and an outline, the student will create a lesson plan including the following: (5.3.2)
 - a. Delivery method
 - b. Evaluation method

SECTION IV

PRESENTATION AND FACILITATION OF PSYCHOMOTOR SKILLS – Objectives

1. Discuss the importance of establishing a positive learning environment. (4.3.2)
2. List and review ways to facilitate learning in practical skill applications.
3. Identify and discuss how cognitive and affective knowledge integrates with psychomotor abilities in the performance of skills.
4. Discuss mechanisms for evaluating student psychomotor skill performance, including step-by-step practice, supervised practice, end-product evaluation, and problems associated with over-learning.
5. Explain the importance of using realistic scenarios or case studies for practical skill sessions.

PSYCHOMOTOR SKILL DEVELOPMENT – Objectives

1. List and discuss the steps and logistics in planning and setting up practical skill applications for students, including instructors, evaluators, victims, equipment and facilities.
2. Discuss the importance of safety in the practical skill application.
3. List and discuss skill lesson presentation, including skill introduction, skill explanation, instructor demonstration, correction through practice and coaching, and skill repetition and mastery.

SECTION V

TESTING AND EVALUATION – Objectives

1. State the need to evaluate students. (5.5.2)
2. Describe the importance of timely evaluation feedback. (4.5.5)

3. Discuss the methods of objective, clear, and relevant evaluation feedback which will allow the individual to make efforts to modify behavior. (4.5.5)
4. Identify the need for maintaining the security of all testing materials. (4.5.2, 4.5.3)
5. Identify the following classification of tests such as: (5.5.2)
 - a) True/False
 - b) Multiple Choice
 - c) Matching
 - d) Short Answer
 - e) Essay
6. Discuss the effectiveness of the evaluation tool.
7. Identify the construction of scenario practical examinations. (5.5.2)
8. Define the appropriate method for the administration of oral, written, or practical testing. (4.5.2 , 5.5.2)
9. Define the appropriate method for the grading of oral, written, or practical testing. (4.5.3 , 5.5.2)
10. Given a goal, objective, outline, and lesson plan, the student will create an appropriate evaluation tool.
11. Identify and discuss alternative forms of evaluation including such as: (5.5.2)
 - a) Videotaping
 - b) Computer-generated test banks
 - c) Interactive computer video examinations

SECTION VI

INSTRUCTIONAL METHODS – Objectives

1. Explain the importance of a physical environment that is conducive to learning such as: (4.4.2)
 - a) Room temperature
 - b) Facility safety
 - c) Room design/setup
 - d) Lighting
 - e) Distractions
 - f) Special access areas
2. Define the importance of scheduling instructional sessions so that all objectives are met. (5.2.2 , 5.2.4)
3. Given a facility, the student will adapt the environment to the needs of the intended audience.
4. Identify various educational resource materials that can serve as stimulation and motivation for the student learner. (4.2.2)
5. Explain various ways to setup a classroom for a specific type of presentation, such as: (4.4.2)
 - a) Traditional
 - b) Theater style
 - c) Boardroom
 - d) Discussion
 - e) Small group
 - f) Conference room

AUDIOVISUAL AIDS – Objectives (4.4.6 , 4.4.7)

1. Identify and discuss the attributes of using multimedia in the classroom.
2. List and describe the common forms of audiovisual equipment used in many classrooms, such as :
 - a) Chalk board/ dry erase board
 - b) Slide projector
 - c) Overhead projector
 - d) TV/VCR
 - e) Computers and peripherals
 - f) Technical or specific instructional simulators
3. Compare and contrast the forms of media and identify their advantages and disadvantages.
4. Identify the costs associated with the use of a variety of media.
5. Discuss the importance technological advances in the educational process.
6. Identify and describe the following enhanced equipment used in many classrooms, such as:
 - a) Computer display panel with computer graphics
 - b) Electronic image board
 - c) Multimedia presentations
 - d) Video camcorder
 - e) Satellite networks

EMS Instructor Course – 8 Hour Module Objectives

1. Identify various educational resource materials such as AHA, NHTSA, CDC, online webs sites, texts, other print material, etc.
2. Identify training aids commonly accessible to instructors to include manikins, simulators and EMS equipment, etc.
3. Appreciate the cost of using various training aids during instruction.
4. Explain the need for using appropriate moulage techniques in case-based/patient scenario instruction.
5. Review the current Scope of Practice for the First Responder, EMT-Basic, EMT-Intermediate and EMT-Paramedic.
6. Discuss governmental regulations on patient privacy and accountability, i.e. HIPAA, ADA
7. Discuss the various opportunities associated with EMS funding including the EMS Grant program.
8. Discuss qualifications for an EMS Medical Director.
9. Understand and appreciate the roles and responsibilities of the Medical Director for a instructional organization and the Medical Director for a EMS patient care organization as they relate to course content, emergency procedures, and protocols.
10. Understand and appreciate the roles and responsibilities of the program coordinator as they relate to course content and organizational responsibilities.
11. Discuss the procedure for organizing and preparing curriculum materials for use in initial certification courses and refresher courses
12. Discuss and outline the procedures related to the certification testing process for all levels of EMS providers.
13. *EMS Instructor Orientation* presentation provided by the Ohio Division of EMS
 - a. Refer to the presentation located on the EMS webpage.

Fire Instructor Course – 8 Hour Module Objectives

		<i>IFSTA Chapter</i>	<i>Hours</i>
<i>Practical Training Evolutions</i>		8	8 hrs
	<i>Setting</i>		
	<i>Planning</i>		
	<i>Safety</i>		
	<i>Incident Management System</i>		
	<i>Live Fire Training Evolutions (NFPA 1403)</i>		
	<i>Nonstructural and Technical Training Evolutions</i>		
	<i>General Considerations for Practical Evolutions</i>		

Student Check-Off Sheet

NFPA 1041 1996 ed.	NFPA 1041 2002 ed.	IFSTA Chapters	<u>Objective</u>	Date	Student Initial	Instructor Initial
3-4.3	5.4.2	1, 2, 3, 7, 8, 11	Given a training scenario with increased hazard exposure, the student shall be able to supervise other instructors and students so that applicable safety standards and practices are followed and instructional goals are met.			

NFPA 1041 1996 ed.	NFPA 1041 2002 ed.	IFSTA Chapters	<u>Objective</u>	Date	Student Initial	Instructor Initial
			The student shall demonstrate knowledge of safety rules, regulations, and practices (NFPA1403).			
			The student shall demonstrate knowledge of ICS implementation.			

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PRACTICAL PRETEST EXAM for OHIO EMS INSTRUCTOR

Candidates must pass each skill with at least 80% proficiency. If 80% of the possible points results in less than a whole number, drop down to the prior whole number. [Example: 14 points possible x 80% = 11.2 points. Points required to pass = 11] Failure of any critical criteria constitutes an automatic failure of the station. If the station has an overall time limit, the candidate must complete the skill within the allotted time.

Required Skills for the Practical Exam

FR	EMT-B	EMT-I	EMT-P
1. Patient Assessment-Trauma	1. Patient Assessment - Medical	1. Patient Assessment - Trauma	1. Patient Assessment - Trauma
2. Upper Airway Adjuncts & Suction	2. Patient Assessment - Trauma	2. Ventilatory Mgmt. - Adult Intubation	2. Ventilatory Mgmt. - Adult Intubation
3. Cardiac Arrest - Adult AED	3. Ventilatory Mgmt. - Adult Intubation	3. Ventilatory Mgmt. - DLAD	3. Ventilatory Mgmt. - DLAD
	4. Cardiac Arrest- Adult AED	4. Oral-Medication Administratio	4. Cardiac-Dynamic
		5. IV Therapy	5. Cardiac-Static
		6. IV Bolus	6. Oral-Medical Case
		7. Pediatric Ventilatory Mgmt.	7. IV Therapy
		8. Pediatric IO	8. IV Bolus
			9. Pediatric Ventilatory Mgmt
			10. Pediatric IO

First Responder
PATIENT ASSESSMENT / MANAGEMENT
TRAUMA

Candidate: _____ Examiner: _____

Date: _____

	Points Possible	Points Awarded
Takes or verbalizes body substance isolation precautions	1	
SCENE SIZE-UP		
Determines the scene is safe	1	
Determines the mechanism of injury	1	
Determines the number of patients	1	
Requests additional help if necessary	1	
Considers stabilization of the spine	1	
INITIAL ASSESSMENT		
Verbalizes general impression of the patient	1	
Determines chief complaint / apparent life threats	1	
Determines responsiveness	1	
Assesses airway and breathing	Assessment Assures adequate ventilation Injury Management	1 1 1
Assesses circulation	Assesses for and controls major bleeding Assesses pulse Assesses skin (color, temperature and condition)	1 1 1
Identifies priority patients / makes transport decision		1
Obtains SAMPLE history		1
PHYSICAL EXAMINATION		
Assesses the head	Inspects and palpates the head	1
Assesses the neck	Inspects and palpates the neck	1
Assesses the chest	Inspects Palpates	1 1
Assesses the abdomen / pelvis	Assesses the abdomen Assesses pelvis	1 1
Assesses the extremities	1 point each extremity	1
Manages secondary injuries and wounds appropriately 1 point for appropriate management of the secondary injury/wound		1
Verbalizes ongoing assessment		1
TOTAL:		29

Scenario # _____ **Time Start:** _____ **Time End:** _____

Critical Criteria

- _____ Did not take or verbalize body substance isolation precautions
- _____ Did not determine scene safety before approaching the patient
- _____ Did not assess for spinal protection
- _____ Did not provide for spinal protection when indicated
- _____ Did not evaluate and find conditions of airway, breathing, circulation (hypoperfusion)
- _____ Did not manage/provide airway, breathing, hemorrhage control or treatment for shock (hypoperfusion)

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form

UPPER AIRWAY ADJUNCTS AND SUCTION

Candidate: _____ Examiner: _____

Date: _____

OROPHARYNGEAL AIRWAY

	Points Possible	Points Awarded
Takes or verbalizes body substance isolation precautions	1	
Selects appropriate size airway	1	
Measures Airway	1	
Inserts airway without pushing the tongue posteriorly	1	
Note: The examiner must advise the candidate that the patient is gagging and becoming conscious		
Removes oropharyngeal airway	1	

SUCTION

Note: The examiner must advise the candidate to suction the patient's oropharynx / nasopharynx		
Turns on/prepares suction device	1	
Assures presence of mechanical suction	1	
Inserts suction tip without suction	1	
Applies suction to the oropharynx/nasopharynx	1	

NASOPHARYNGEAL AIRWAY

Note: The examiner must advise the candidate to insert a nasopharyngeal airway		
Selects appropriate size airway	1	
Measures airway	1	
Verbalizes lubrication of the nasal airway	1	
Fully inserts the airway with the bevel facing toward the septum	1	

TOTAL: 13

CRITICAL CRITERIA

- Did not take or verbalize body substance isolation precautions
- Did not obtain a patent airway with the oropharyngeal airway
- Did not obtain a patent airway with the nasopharyngeal airway

State of Ohio Intermediate 2002

IV Medication Knowledge and Administration Station

Candidate: _____ Examiner: _____

Date: _____ Scenario: _____

	Points Possible	Points Awarded
States appropriate field impression for the patient	1	
Verbalizes appropriate treatment plan for the patient	1	
Identifies appropriate medication for the given scenario	1	
Asks for known allergies	1	
States common indications for the medication	2	
States common contraindications for the medication	2	
States appropriate "dose range" for the medication	2	
States the "initial dose" the patient will receive	1	
Assures correct concentration of drug	1	
Assembles prefilled syringe correctly and dispels air	1	
Establishes body substance isolation precautions	1	
Cleanses injection site [Y-port or hub]	1	
Reaffirms medication	1	
Stops IV flow [pinches tubing or shuts off]	1	
Administers correct dose at proper push rate	1	
Disposes / verbalizes proper disposal of syringe and needle in proper container	1	
Flushes tubing [runs wide open for a brief period]	1	
Adjusts drip rate to TKO / KVO	1	
Verbalizes need to observe patient for desired effect / adverse side effects	2	
TOTAL:	23	

CRITICAL CRITERIA

- _____ Failure to identify appropriate field impression
- _____ Failure to ask for known allergies
- _____ Contaminates equipment or site without appropriately correcting situation
- _____ Injects improper drug or dosage [w rong drug, incorrect amount, or pushes at an inappropriate rate]
- _____ Failure to flush IV tubing after injecting medication
- _____ Recaps needle or failure to dispose / verbalize disposal of syringe and needle in proper container
- _____ Failure to complete station in 7 minutes
- _____ Failure to achieve a minimum of 18 total points

You must factually document your rational for checking any of the above critical criteria on the reverse side of this form.

State of Ohio Intermediate 2002

Examples of scenarios for the IV Medication Knowledge and Administration Station

Programs should feel free to generate scenarios for this station. The main focus of this station is *NOT* to evaluate the assessment skills of the student, but to evaluate the ability to recognize the need for medication administration, plan, execute, and then evaluate that administration.

- 1) Dispatched to a softball field. Arrive to find a 26 year old male patient. According to the first base coach, the patient ran from first base directly into second base. A loud snapping sound was heard from the patient's left leg as he slid. Your physical exam reveals the patient to be awake, alert and oriented, complaining of pain +10 (1-10 scale) and an angulated lower left leg. The patient's vital signs are B/P 132/86; P 110 strong and regular; RR 18 per minute. The patient has no past medical history, takes no medications but states that he is allergic to morphine. You have a 45 minute transport time to the nearest hospital.

- 2) Dispatched to a residence for difficulty breathing. You arrive to find a 23 year old female complaining of trouble breathing. She states that she was stung by a bee. The patient has a noticeable swollen area to her right forearm with hives showing throughout her entire arm. The patient states that she has had bee sting reactions in the past. She is currently taking no medications, no allergies beyond bees and no past medical history. The patient's vital signs are B/P 156/90; P 108; RR 32 per minute. You note minor wheezing in both lung fields.

NREMT Skill Sheet

PEDIATRIC INTRAOSSEOUS INFUSION

Candidate: _____ Examiner: _____

Date: _____

	Points Possible	Points Awarded
Checks selected IV fluid for: - Proper fluid (1 point) - Clarity (1 point)	2	
Selects appropriate equipment to include: - IO needle (1 point) - Syringe (1 point) - Saline (1 point) - Extension set (1 point)	4	
Selects proper administration	1	
Connects administration set to bag	1	
Prepares administration set [fills drip chamber and flushes tubing]	1	
Prepares syringe and extension tubing	1	
Cuts or tears tape [at any time before IO puncture]	1	
Takes or verbalizes body substance isolation precautions [prior to IO puncture]	1	
Identifies proper anatomical site for IO puncture	1	
Cleanses site appropriately	1	
Performs IO puncture: - Stabilizes tibia (1 point) - Inserts needle at proper angle (1 point) - Advances needle with twisting motion until "pop" is felt (1 point) - Unscrews cap and removes stylette from needle (1 point)	4	
Disposes of needle in proper container	1	
Attaches syringe and extension set to IO needle and aspirates	1	
Slowly injects saline to assure proper placement of needle	1	
Connects administration set and adjusts flow rate as appropriate	1	
Secures needle with tape and supports with bulky dressing	1	
Time Start: _____ Time End: _____ TOTAL:	23	

CRITICAL CRITERIA

- ___ Failure to establish a patent and properly adjusted IO line within the (6) minute time limit
- ___ Failure to take or verbalize body substance isolation precautions prior to performing IO puncture
- ___ Contaminates equipment or site without appropriately correcting situation
- ___ Performs any improper technique resulting in the potential for air embolism
- ___ Failure to assure correct needle placement before attaching administration set
- ___ Failure to successfully establish IO infusion within (2) attempts during (6) minute time limit
- ___ Performing IO puncture in an unacceptable manner [improper site, incorrect needle angle, etc.]
- ___ Failure to dispose of needle in proper container
- ___ Orders or performs any dangerous or potentially harmful procedure
- ___ Failure to achieve a minimum of 18 points

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form.

State of Ohio Intermediate 2002

NREMT Skill Sheet PEDIATRIC (<2) VENTILATORY MANAGEMENT

Candidate: _____ Examiner: _____

Date: _____

NOTE: If candidate elects to ventilate initially with a BVM attached to a reservoir and oxygen, full credit must be awarded for steps denoted by "***" so long as the first ventilation is delivered within 30 seconds.

	Points Possible	Points Awarded
Takes or verbalizes body substance isolation precautions	1	
Opens airway manually	1	
Elevates tongue and inserts a simple airway adjunct [oropharyngeal or nasopharyngeal airway]	1	
NOTE: Examiner now informs the candidate no gag reflex is present and the patient accepts the adjunct		
** Ventilates the patient immediately with bag-valve-mask device unattached to oxygen	1	
** Hyperventilates the patient with room air	1	
NOTE: Examiner now informs the candidate that ventilation is being performed without difficulty and that pulse oximetry indicates the patient's blood oxygen saturation is 85%		
Attaches oxygen reservoir to bag-valve-mask device and connects to high flow oxygen regulator [12-15 L / minute]	1	
Ventilates the patient at a rate of 20-30 / minute and assures chest expansion	1	
NOTE: After 30 seconds, examiner auscultates and reports breath sounds are present, equal bilaterally and medical direction has ordered intubation. The examiner must now take over ventilation.		
Directs assistant to pre-oxygenate patient	1	
Identifies / selects proper equipment for intubation	1	
Checks laryngoscope to assure operational with bulb tight	1	
NOTE: Examiner to remove OPA and move out of the way when the candidate is prepared to intubate.		
Place patient in neutral or sniffing position	1	
Inserts blade while displacing the tongue	1	
Elevates the mandible with the laryngoscope	1	
Introduces ET tube and advances to proper depth	1	
Directs ventilation of the patient	1	
Confirms proper placement by auscultation bilaterally over each lung and over epigastrium	1	
NOTE: Examiner to ask, "If you had proper placement, what would you expect to hear?"		
Secures the ET tube [may be verbalized]	1	
TOTAL:	17	

CRITICAL CRITERIA

- ____ Failure to initiate ventilations within 30 seconds after applying gloves or interrupts ventilations for greater than 30 seconds at any time
- ____ Failure to take or verbalize body substance isolation precautions
- ____ Failure to pad under the torso to allow neutral head position or sniffing position
- ____ Failure to voice or ultimately provide high oxygen concentrations [at least 85%]
- ____ Failure to ventilate patient at a rate of at least 20 / minute
- ____ Failure to provide adequate volumes per breath [maximum of 2 errors / minute permissible]

- ___ Failure to pre-oxygenate prior to intubation
- ___ Failure to successfully intubate within 3 attempts
- ___ Uses gums as a fulcrum
- ___ Failure to assure proper tube placement by auscultation bilaterally **and** over the epigastrium
- ___ Inserts an adjunct in a manner dangerous to the patient
- ___ Attempts to use any equipment not appropriate for the pediatric patient
- ___ Failure to achieve a minimum of 13 points

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form.

NREMT Skill Sheet
VENTILATORY MANAGEMENT - ADULT

Candidate: _____ Examiner: _____

Date: _____

NOTE: If candidate elects to ventilate initially with a BVM attached to a reservoir and oxygen, full credit must be awarded for steps denoted by “**” so long as the first ventilation is delivered within 30 seconds.

	Points Possible	Points Awarded
Takes or verbalizes body substance isolation precautions	1	
Opens airway manually	1	
Elevates tongue and inserts a simple airway adjunct [oropharyngeal or nasopharyngeal airway]	1	
NOTE: Examiner now informs the candidate no gag reflex is present and the patient accepts the adjunct		
** Ventilates the patient immediately with bag-valve-mask device unattached to oxygen	1	
** Hyperventilates the patient with room air	1	
NOTE: Examiner now informs the candidate that ventilation is being performed without difficulty and that pulse oximetry indicates the patient’s blood oxygen saturation is 85%		
Attaches oxygen reservoir to bag-valve-mask device and connects to high flow oxygen regulator [12-15 L / minute]	1	
Ventilates the patient at a rate of 10-20 / minute with appropriate volumes	1	
NOTE: After 30 seconds, examiner auscultates and reports breath sounds are present, equal bilaterally and medical direction has ordered intubation. The examiner must now take over ventilation.		
Directs assistant to pre-oxygenate patient	1	
Identifies / selects proper equipment for intubation	1	
Checks equipment for: -Cuff leaks (1 point) Laryngoscope operational with bulb tight (1 point)	2	
NOTE: Examiner to remove OPA and move out of the way when the candidate is prepared to intubate.		
Position the head properly	1	
Inserts blade while displacing the tongue	1	
Elevates the mandible with the laryngoscope	1	
Introduces ET tube and advances to proper depth	1	
Inflates cuff to the proper pressure and disconnects syringe	1	
Directs ventilation of the patient	1	
Confirms proper placement by auscultation bilaterally over each lung and over epigastrium	1	
NOTE: Examiner to ask, “If you had proper placement, what would you expect to hear?”		
Secures the ET tube [may be verbalized]	1	
NOTE: Examiner now states: “You see secretions in the tube and hear gurgling sounds with the patient’s exhalation.”		
Identifies/selects a flexible catheter	1	
Pre-oxygenates the patient	1	
Marks maximum insertion length with thumb and forefinger	1	
Inserts catheter into the ET tube leaving catheter port open	1	
At proper insertion depth, cover catheter port and applies suction while withdrawing the catheter	1	
Ventilates / directs ventilation of patient as catheter is flushed with sterile water	1	
TOTAL:	27	

CRITICAL CRITERIA

- ___ Failure to initiate ventilations within 30 seconds after applying gloves or interrupts ventilations for greater than 30 seconds at any time
- ___ Failure to take or verbalize body substance isolation precautions
- ___ Failure to voice or ultimately provide high oxygen concentrations [at least 85%]
- ___ Failure to ventilate patient at a rate of at least 10 / minute
- ___ Failure to provide adequate volumes per breath [maximum of 2 errors / minute permissible]
- ___ Failure to pre-oxygenate prior to intubation and suctioning
- ___ Failure to successfully intubate within 3 attempts
- ___ Failure to disconnect syringe **immediately** after inflating cuff of ET tube
- ___ Uses teeth as a fulcrum
- ___ Failure to assure proper tube placement by auscultation bilaterally **and** over the epigastrium
- ___ If used, stylette extends beyond end of ET tube
- ___ Inserts an adjunct in a manner dangerous to the patient
- ___ Suctions the patient for more than 15 seconds
- ___ Does not suction the patient
- ___ Failure to achieve a minimum of 22 points

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form.

NREMT Skill Sheet
DUAL LUMEN AIRWAY DEVICE (PTLÒ OR COMBI-TUBEÒ)

Candidate: _____ Examiner: _____

Date: _____

NOTE: If candidate elects to ventilate initially with a BVM attached to a reservoir and oxygen, full credit must be awarded for steps denoted by “**” so long as the first ventilation is delivered within 30 seconds.

	Points Possible	Points Awarded
Takes or verbalizes body substance isolation precautions	1	
Opens airway manually	1	
Elevates tongue and inserts a simple airway adjunct [oropharyngeal or nasopharyngeal airway]	1	
NOTE: Examiner now informs the candidate no gag reflex is present and the patient accepts the adjunct		
** Ventilates the patient immediately with bag-valve-mask device unattached to oxygen	1	
** Hyperventilates the patient with room air	1	
NOTE: Examiner now informs the candidate that ventilation is being performed without difficulty		
Attaches oxygen reservoir to bag-valve-mask device and connects to high flow oxygen regulator [12-15 L / minute]	1	
Ventilates the patient at a rate of 10-20 / minute with appropriate volumes	1	
NOTE: After 30 seconds, examiner auscultates and reports breath sounds are present, equal bilaterally and medical direction has ordered intubation. The examiner must now take over ventilation.		
Directs assistant to pre-oxygenate patient	1	
Checks / prepares airway device	1	
Lubricates distal tip of the device [may be verbalized]	1	
NOTE: Examiner to remove OPA and move out of the way when the candidate is prepared to insert the device		
Position the head properly	1	
Performs a tongue-jaw lift	1	
ÿ USES COMBITUBE®	ÿ USES PTL®	
Inserts device in mid-line and to depth so printed ring is at level of teeth	Inserts device in mid-line until bite block flange is at level of teeth	1
Inflates pharyngeal cuff to proper volume and removes syringe	Secures straps	1
Inflates distal cuff with proper volume and removes syringe	Blows into tube #1 to adequately inflate both cuffs	1
Attaches / directs attachment of BVM to the first (esophageal placement) lumen and ventilates		1
Confirms placement and ventilation through correct lumen by observing chest rise, auscultation over the epigastrium, and bilaterally over each lung		1
NOTE: The examiner states “You do not see a rise and fall of the chest and you only hear sounds over the epigastrium”		
Attaches / directs attachment of BVM to the second (endotracheal placement) lumen and ventilates		1
Confirms placement and ventilation through correct lumen by observing chest rise, auscultation over the epigastrium, and bilaterally over each lung		1
NOTE: The examiner confirms adequate chest rise, absent sounds over the epigastrium and equal bilateral breath sounds		
Secures device or confirms that the device remains properly secured		1
TOTAL:	20	

CRITICAL CRITERIA

- ___ Failure to initiate ventilations within 30 seconds after taking body substance isolation precautions or interrupts ventilations for greater than 30 seconds at any time
- ___ Failure to take or verbalize body substance isolation precautions
- ___ Failure to voice or ultimately provide high oxygen concentrations [at least 85%]
- ___ Failure to ventilate patient at a rate of at least 10 / minute
- ___ Failure to provide adequate volumes per breath [maximum of 2 errors / minute permissible]
- ___ Failure to pre-oxygenate prior to insertion of dual lumen airway device
- ___ Failure to successfully intubate within 3 attempts
- ___ Failure to insert the dual lumen airway device at a proper depth or at either proper place within 3 attempts
- ___ Failure to inflate both cuffs properly
- ___ **Combitube** – failure to remove the syringe immediately after inflation of each cuff
- ___ **PTL** – failure to secure the strap prior to cuff inflation
- ___ Failure to confirm that the proper lumen of the device is being ventilated by observing chest rise, auscultation over the epigastrium, and bilaterally over each lung
- ___ Inserts any adjunct in a manner dangerous to the patient
- ___ Failure to achieve a minimum of 16 points

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form.

Critical Criteria

- Failure to initiate or call for transport of the patient within ten (10) minute time limit
- Failure to take or verbalize body substance isolation precautions
- Failure to determine scene safety before approaching the patient
- Failure to voice and ultimately provide high concentration of oxygen
- Failure to assess / provide adequate ventilation
- Failure to find or appropriately manage problems associated with airway, breathing, hemorrhage or shock
- Failure to differentiate patient's need for immediate transport versus continued assessment / treatment on scene
- Does other detailed or focused history or physical examination before assessing and treating threats to airway, breathing and circulation
- Failure to determine the patient's primary problem
- Orders a dangerous or inappropriate intervention
- Failure to assess for and provide spinal protection when indicated
- Failure to achieve a minimum of 39 points

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form

Manages secondary injuries and wounds appropriately	1	
Performs ongoing assessment	1	
TOTAL:	43	

Scenario # _____ Time Start: _____ Time End: _____

Critical Criteria

- _____ Failure to initiate or call for transport of the patient within ten (10) minute time limit
- _____ Failure to take or verbalize body substance isolation precautions
- _____ Failure to determine scene safety before approaching the patient
- _____ Failure to voice and ultimately provide high concentration of oxygen
- _____ Failure to assess / provide adequate ventilation
- _____ Failure to find or appropriately manage problems associated with airway, breathing, hemorrhage or shock
- _____ Failure to differentiate patient's need for immediate transport versus continued assessment / treatment on scene
- _____ Does other detailed or focused history or physical examination before assessing and treating threats to airway, breathing and circulation
- _____ Orders a dangerous or inappropriate intervention
- _____ Failure to assess for and provide spinal protection when indicated
- _____ Failure to achieve a minimum of 35 points

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form

CARDIAC ARREST MANAGEMENT

AED

Candidate: _____ Examiner: _____

Date: _____

	Possible Points	Points Awarded
ASSESSMENT		
Takes or verbalizes body substance isolation precautions	1	
Briefly questions rescuer about arrest events	1	
Directs rescuer to stop CPR	1	
Verifies absence of spontaneous pulse <i>(skill station examiner states "no pulse")</i>	1	
Turns on defibrillator power	1	
Attaches automated defibrillator to patient	1	
Ensures all individuals are standing clear of the patient	1	
Initiates analysis of rhythm	1	
Delivers shock (up to three successive shocks)	1	
Verifies absence of spontaneous pulse <i>(skill station examiner states "no pulse")</i>	1	
TRANSITION		
Directs resumption of CPR	1	
Gathers additional information on arrest event	1	
Confirms effectiveness of CPR (ventilations and compressions)	1	
INTEGRATION		
Directs insertion of a simple airway adjunct (Oropharyngeal /Nasopharyngeal)	1	
Directs ventilation of patient	1	
Assures high concentration of oxygen connected to ventilatory adjunct	1	
Assures CPR continues without unnecessary / prolonged interruption	1	
Re-evaluates patient / CPR in approximately one (1) minute	1	
Repeats defibrillator sequence, if necessary	1	
TRANSPORTATION		
Verbalizes transportation of patient	1	
TOTAL:	20	

CRITICAL CRITERIA

- _____ Did not take or verbalize body substance isolation precautions
- _____ Did not evaluate the need for immediate use of the AED
- _____ Did not direct initiation / resumption of ventilation / compressions at appropriate times
- _____ Did not assure all individuals were clear of patient before delivering each shock
- _____ Did not operate AED properly (inability to deliver shock)
- _____ Failure to achieve a minimum of 16 total points

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form.

CARDIAC ARREST SKILLS STATION DYNAMIC CARDIOLOGY

Candidate: _____ Examiner: _____

Date: _____

	Possible Points	Points Awarded
Takes or verbalized body substance isolation precautions	1	
Checks level of responsiveness	1	
Checks ABC's	1	
Initiates CPR, if appropriate (verbally)	1	
Attaches ECG monitor in a timely fashion or applies paddles for "Quick Look"	1	
Correctly interprets initial rhythm	1	
Appropriately manages initial rhythm	2	
Notes change in rhythm	1	
Checks patient condition to include pulse and, if appropriate, B/P	1	
Correctly interprets second rhythm	1	
Appropriately manages second rhythm	2	
Notes changes in rhythm	1	
Checks patient condition to include pulse and, if appropriate, B/P	1	
Correctly interprets third rhythm	1	
Appropriately manages third rhythm	2	
Notes change in rhythm	1	
Checks patient condition to include pulse, and if appropriate, B/P	1	
Correctly interprets fourth rhythm	1	
Appropriately manages fourth rhythm	2	
Orders high percentage of supplemental oxygen at proper times	1	
TOTAL:	24	

Set # _____ Time Start: _____ Time End: _____

CRITICAL CRITERIA

- _____ Failure to deliver first shock in a timely manner due to operator delay in machine use or providing treatments other than CPR with simple adjuncts
- _____ Failure to deliver second or third shocks without delay other than the time required to reassess and recharge paddles
- _____ Failure to verify rhythm before delivering each shock
- _____ Failure to ensure the safety of self and other [verbalizes "All Clear" and observes]
- _____ Inability to deliver DC shock [does not use machine properly]
- _____ Failure to demonstrate acceptable shock sequence
- _____ Failure to order initiation or resumption of CPR when appropriate
- _____ Failure to order correct management of airway [ET when appropriate]
- _____ Failure to order administration of appropriate oxygen at proper time
- _____ Failure to diagnose or treat two (2) or more rhythms correctly
- _____ Orders administration of an inappropriate drug or lethal dosage
- _____ Failure to correctly diagnose or adequately treat V-Fib, V-Tach, or Asystole
- _____ Failure to achieve a minimum of 20 points

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form.

NREMT Skill Sheet ORAL STATION

Candidate _____ Examiner _____

Date _____

SCENE MANAGEMENT		Possible Points	Points Awarded
Thoroughly assessed and took deliberate actions to control the scene	3		
Assessed the scene, identified potential hazards, did not put anyone in danger	2		
Incompletely assessed or managed the scene	1		
Did not assess or manage the scene	0		
PATIENT ASSESSMENT			
Completed an organized assessment and integrated findings to expand further assessment	3		
Completed initial, focused, and ongoing assessments	2		
Performed an incomplete or disorganized assessment	1		
Did not complete an initial assessment	0		
PATIENT MANAGEMENT			
Managed all aspects of the patient's condition and anticipated further needs	3		
Appropriately managed the patient's presenting condition	2		
Performed an incomplete or disorganized management	1		
Did not manage life-threatening conditions	0		
INTERPERSONAL RELATIONS			
Established rapport and interacted in an organized, therapeutic manner	3		
Interacted and responded appropriately with patient, crew, and bystanders	2		
Used inappropriate communication techniques	1		
Demonstrated intolerance for patient, bystanders, and crew	0		
INTEGRATION (verbal report, field impression, and transport decision)			
Stated correct field impression and pathophysiological basis, provided succinct and accurate verbal report including social / psychological concerns, and considered alternate transport destinations	3		
Stated correct field impression, provided succinct and accurate verbal report, and appropriately stated transport decision	2		
Stated correct field impression, provided inappropriate verbal report or transport decision	1		
Stated incorrect field impression or did not provide verbal report	0		
Scenario # _____	Time Start: _____	Time End: _____	TOTAL
			15

CRITICAL CRITERIA

- ___ Failure to appropriately address any of the scenario's "Mandatory Actions"
- ___ Performs or orders any harmful or dangerous action or intervention
- ___ Failure to achieve a minimum of 2 points in the Patient Assessment or Patient Management section
- ___ Failure to achieve a minimum of 12 total points

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form.

NREMT Skill Sheet
CARDIAC ARREST SKILLS STATION
STATIC CARDIOLOGY

Candidate: _____ Examiner: _____

Date: _____

	Possible Points	Points Awarded
STRIP #1		
Diagnosis:	1	
Treatment:	2	
STRIP #2		
Diagnosis:	1	
Treatment:	2	
STRIP #3		
Diagnosis:	1	
Treatment:	2	
STRIP #4		
Diagnosis:	1	
Treatment:	2	
TOTAL:	12	

Set # _____ Time Start: _____ Time End: _____

CRITICAL CRITERIA

_____ Failure to achieve a minimum of 9 points

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form.

NREMT Skill Sheet

INTRAVENOUS THERAPY

Level of Testing: • Intermediate/85 • State of Ohio Intermediate/2000 • Paramedic

Candidate: _____ Examiner: _____

Date: _____

	Possible Points	Points Awarded
Checks selected IV fluid for: -Proper fluid (1 point) -Clarity (1 point)	2	
Selects appropriate catheter	1	
Selects proper administration set	1	
Connects IV tubing to the IV bag	1	
Prepare administration set [fills drip chamber and flushes tubing]	1	
Cuts or tears tape [at any time before venipuncture]	1	
Takes or verbalizes body substance isolation precautions [prior to venipuncture]	1	
Applies tourniquet	1	
Palpates suitable vein	1	
Cleanses site appropriately	1	
Performs venipuncture -Inserts stylet (1 point) -Notes or verbalizes flashback (1 point) -Occludes vein proximal to the catheter (1 point) -Removes stylet (1 point) -Connects IV tubing to the catheter (1 point)	5	
Disposes / verbalizes disposal of needle in proper container	1	
Releases tourniquet	1	
Runs IV for a brief period to assure patent line	1	
Secures catheter [tapes securely or verbalizes]	1	
Adjusts flow rate as appropriate	1	
TOTAL:	21	

Time Start: _____ Time End: _____

CRITICAL CRITERIA

- ___ Failure to successfully establish a patent adjusted IV within six (6) minute time limit
- ___ Failure to take or verbalize body substance isolation precautions prior to performing venipuncture
- ___ Contaminates equipment or the site without appropriately correcting situation
- ___ Performs any improper technique resulting in the potential for uncontrolled hemorrhage, catheter shear, or air embolism
- ___ Failure to successfully establish the IV within three (3) attempts during the six (6) minute time limit
- ___ Failure to dispose / verbalize disposal of needle in the proper container
- ___ Failure to achieve a minimum of 17 points

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form

NREMT Skill Sheet

INTRAVENOUS BOLUS MEDICATIONS

Level of Testing: Intermediate/85 State of Ohio Intermediate/2000 Paramedic

Candidate: _____ Examiner: _____

Date: _____

NOTE: Check here (____) if candidate did not establish a patent IV and DO NOT evaluate IV Bolus Medications

	Possible Points	Points Awarded
Asks patient for known allergies	1	
Selects correct medication	1	
Assures correct concentration of drug	1	
Assembles prefilled syringe correctly and dispels air	1	
Continues body substance isolation precautions	1	
Cleanses injection site [Y-port or hub]	1	
Reaffirms medication	1	
Stops IV flow [pinches tubing or shuts off]	1	
Administers correct dose at proper push rate	1	
Disposes / verbalizes proper disposal of syringe and needle in proper container	1	
Flushes tubing [runs wide open for a brief period]	1	
Adjusts drip rate to TKO / KVO	1	
Verbalizes need to observe patient for desired effect / adverse side effects	1	
IV BOLUS SUB-TOTAL:	13	

Time Start: _____ Time End: _____

CRITICAL CRITERIA

- ____ Failure to begin administration of medication within three (3) minute time limit
- ____ Contaminates equipment or the site without appropriately correcting situation
- ____ Failure to adequately dispel air resulting in potential air embolism
- ____ Injects improper drug or dosage [wrong drug, incorrect amount, or pushes at inappropriate rate]
- ____ Failure to flush IV tubing after injecting medication
- ____ Recaps needle or failure to dispose / verbalize disposal of syringe and needle in proper container
- ____ Failure to achieve a minimum of 10 points

You must factually document your rationale for checking any of the above critical criteria on the reverse side of this form

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TESTING AGREEMENT

The Division of EMS, is concerned that the utmost care and a high level of security are necessary to ensure the integrity of the Instructor Techniques examination owned by the Division of EMS and which a student must pass prior to receiving an instructor certification. Therefore, the accredited/chartered institution must agree that the procedures set forth in this document, as amended from time to time, must be followed in the administration of all testing materials. By their signatures on this agreement, the Division of EMS, the Program Coordinator, and the accredited/charter training institution acknowledge that they have read, understand, and agree to abide by all of the requirements contained herein.

Program Administration Procedures and Security Measures

An accredited/chartered institution must complete and submit to the Division of EMS a roster of instructor candidates to be tested. Program Coordinator is the person directly responsible for safeguarding all testing materials and conforming to all the requirements set forth in this document, as may be amended from time to time.

Upon receipt of a satisfactory roster, the Division of EMS will approve the accredited/charter institution to receive testing materials and administer tests at the facility. The Division of EMS will detail any deficiencies in instances where the roster submitted is not satisfactory and will provide guidance to the program in correcting the deficiencies.

Receipt of Materials

Immediately upon receipt of testing materials from the Division of EMS, the Program Coordinator must inventory all materials and report any discrepancy of the materials. The roster shall include the accredited/chartered school code, name of the accredited/chartered training program, number of students testing, shipping information, and signature of the Program Coordinator. The examinations shall be kept in the locked file cabinet or safe used for storage of the testing materials, pursuant to Paragraph B of the Storage of Material section below. The roster shall be sent by certified mail, return receipt requested, to the Division of EMS, Attention: Testing Coordinator, at 1970 West Broad Street, Columbus, Ohio 43223.

Storage of Material

The accredited/chartered institution must incorporate the following provisions in storing all testing materials:

- A. All test materials must be stored in a sturdy, locked file cabinet or safe that is accessible only to the Program Coordinator and one alternate. The Program Coordinator and

alternate must be the ONLY persons with access to the keys or combination to the lock. The name of the alternate must be included on the testing roster and received by the Division of EMS within ten (10) business days.

- B. Test material must be inventoried upon receipt, before, and after each test administration. All exam materials must be shipped overnight to the Division of EMS within 48 hours of the completed examination.
- C. Test booklets, answer sheets, or any other testing materials cannot be copied or otherwise reproduced.
- D. All answer sheets, whether partially or completely used, are confidential and must be treated as restricted material.

There will be no exceptions to the requirements listed above. Accredited/chartered institutions suspected of violating these policies will be required to cease testing until an investigation is conducted.

Test Administration

A Program Coordinator may permit others to administer the examinations. This does not relieve the Program Coordinator of the ultimate responsibility for test security. The Program Coordinator must maintain a sign out/accountability roster. Using program instructors to administer the exams is prohibited. The Program Coordinator shall address any challenge or questions concerning the exam after the exam. All testing material must be returned to the Program Coordinator for inventory and secure storage immediately following the exam session. Examinees are prohibited from reviewing their answer document or test booklet once their examination is completed.

Test Compromise

If a test booklet or graded answer sheet is misplaced, lost, or compromised in any way, the Program Coordinator must strictly adhere to the following procedures:

- A. Upon discovery of loss or compromise of any testing material, all testing at the accredited/chartered institution must be stopped. No further testing may be conducted until written authorization has been received from the Division of EMS.
- B. The Program Coordinator, upon the discovery or suspicion of missing testing materials or compromising of the test materials, must immediately report the loss or suspicion to the Division of EMS both by telephone and in writing.
- C. No examination results may be released or issued for any examinee(s) at any testing session in which a test loss or compromise occurred until a through investigation is conducted.

- D. If it appears that the compromise is a result of a theft, the Program Coordinator shall notify the proper law enforcement agency.
- E. A representative from the Division of EMS will visit the training institution where the compromise occurred and consult with the Program Coordinator and their alternate concerning the investigation and the appropriate security procedures.
- F. The Program Coordinator must submit to the Executive Director of the Division of EMS a report that include all of the following topics:
 - 1. A detailed description of the facts of how the loss or compromise was discovered (Who discovered it, how was it discovered, and the actions the discoverer took.);
 - 2. A detailed description of the facts of how the loss or compromise occurred;
 - 3. A detailed review of any failures or problems in the program's documented test administration procedures and security measures which may have contributed to the loss or compromise;
 - 4. A detailed statement from any and all staff members or examinees who know information relevant to the loss or compromise;
 - 5. A detailed discussion of recommendations from the Division of EMS representative;
 - 6. A detailed description of security measures that will be implemented to prevent future loss or compromise;
 - 7. A detailed description of any administrative changes that will implemented to facilitate improved security measures;
 - 8. A copy of the police report (if applicable).

Special Provisions

Breaches of security may reflect poor supervision and inadequate security measures. Any loss or compromise of testing materials may result in the Division of EMS taking one or more actions including, but not limited to, the following:

- (1) Suspension of testing privileges for a period determined by the Executive Director of EMS;
- (2) Refusal to permit the Program Coordinator and/or alternate future access to testing materials;
- (3) Action against the accreditation/charter of the institution;
- (4) Permanent denial of testing privileges for a program that has repeated loss or compromises of testing materials. However, two (2) years after the effective date of the suspension the program may petition for reinstatement.

Future Requirements May be Added

The parties acknowledge that experience may establish the need for amended or additional administration or security requirements for the testing materials. All parties may suggest such amendments or additional requirements. The Division of EMS, as the owner of the examination, has the authority to issue any amended or additional requirements. The Program Coordinator and the accredited/chartered institution will implement any amended or additional requirements so issued or surrender the privilege of administering the examination at its facility. The Division of EMS will provide guidance to assist in the implementation.

Program Coordinator Signature

Date

Administrative Head of Accredited/Chartered Program

Date

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**OHIO DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MEDICAL SERVICES
FIRE INSTRUCTOR APPLICATION**

Last		First		Middle	
Home Address				PO Box	
City		State		Zip Code	
Home Phone ()		Work Phone ()		Fax Phone ()	
Social Security Number <small>Discloser of social security number is mandatory pursuant to R.C. 3123.50 in furtherance of licensing pursuant to R.C. 3123.50 in furtherance of licensing provision and any other state or federal requirements</small>				Date of Birth	
				Ohio Certification Number	

Level of Certification

Volunteer Firefighter
 Firefighter 1
 Firefighter 2
 Fire Safety Inspector

Employing Agency (Primary Agency)

Agency Address		PO Box
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City	State	Zip Code
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Certified Instructor: Mark Which Apply

<input type="checkbox"/> Initial Application	<input type="checkbox"/> Renewal	Date of Training Completion
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Fire Instructor Training Program:

Verify completion of course components. Please provide proof of completion.	<input type="checkbox"/> Certificate of Completion Attach copy of Certificate of Completion.	<input type="checkbox"/> Instructor Orientation Attach letter of completion from Program Director	<input type="checkbox"/> Student Teaching
---	---	--	---

Assistant Fire Instructor: Mark Which Apply

Assistant Instructor Certification Level:	<input type="checkbox"/> Firefighter	<input type="checkbox"/> Fire Safety Inspector
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Employing Fire Chartered Training Program :

I Recommend That The Above Named Person Be Granted An Assistant Fire Instructor Certification. I Have Reviewed This Persons Credentials And Have Determined That They Are Competent And Demonstrates An Area Of Special Expertise In the Assistant Instructor Area As Marked Above.

X _____ **X** _____
 Chartered Agency Program Director Date Certified Instructor Certification Number Date

I Attest That The Above Information Is True And Correct To The Best Of My Knowledge. I Hereby Give Permission To The Ohio Department Of Public Safety, Division Of Emergency Medical Services To Verify Any Of The Above Information.

X _____ **X** _____
 Chartered Agency Program Director Date Applicants Signature Certification Number Date

**RETURN TO: DIVISION OF EMERGENCY MEDICAL SERVICES
 1970 W. BROAD STREET., PO BOX 182073
 COLUMBUS, OHIO 43218-2073
 1-800-233-0785 614-466-9447**

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**OHIO DEPARTMENT OF PUBLIC SAFETY
DIVISION OF EMERGENCY MEDICAL SERVICES
EMS INSTRUCTOR INITIAL APPLICATION**

Last		First		Middle	
Home Address				PO Box	
City		State		Zip Code	
Home Phone ()		Work Phone ()		Fax Phone ()	
Social Security Number <small>Discloser of Social Security Number is mandatory pursuant to R.C. 3123.50 in furtherance of licensing provisions and any other state or federal requirements</small>				Date of Birth (mm/dd/yy)	
				Ohio EMT Certification #	

Level of Certification

- First Responder
 EMT-Basic
 EMT-Intermediate
 EMT-Paramedic
 Registered Nurse (license # _____)

Agency Affiliation (Primary Agency)

Agency Address

PO Box

City

State

Zip Code

Location of Instructor Course	Instructor Trainer	Date of Training Completion
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The applicant has met the following criteria:

- 1) Has at least 5 years of experience as a first responder, EMT, or registered nurse in the past 7 years;
- 2) Has passed a written knowledge exam consistent with the applicants certificate to practice;
- 3) Has passed a practical exam consistent with the applicant's level of certification;
- 4) Has passed the Technique exam within three attempts;
- 5) Has successfully completed a state approved EMS instructor course, including 10 hours of supervised teaching;
- 6) Is in compliance with chapter 4765-8-01 (A)(3) through (A)(7) of the Ohio Administrative Code;
- 7) Has completed all requirements for an EMS instructor certificate within two years of successfully completing the written knowledge exam;
- 8) Is currently certified/licensed as a first responder, EMT, or registered nurse.

I attest that the above information is true and correct to the best of my knowledge. I hereby give permission to the Ohio Department of Public Safety, Division of Emergency Medical Services to verify any of the above information.

X _____ / _____
 Applicant's Signature / Date

I attest the applicant has completed the training requirements enumerated above within an accredited institution.

X _____ / _____
 Program Coordinator's Signature / Date Name of Accredited Program / Accreditation #

RETURN TO: DIVISION OF EMERGENCY MEDICAL SERVICES
 1970 W. BROAD STREET, PO BOX 182073
 COLUMBUS, OHIO 43218-2073
 1-800-233-0785 614-466-9447



**Ohio Public Safety
Division of Emergency Medical Services
Medical Director EMS Instructor
Application**

Last		First		Middle	
Home Address				PO Box	
City		State		Zip Code	
Home Phone ()		Work Phone ()		Fax Phone ()	
Social Security Number <small>Disclosure of SSN is mandatory pursuant to RC 3123.50 in furtherance of licensing provisions and any other state or federal requirements</small>		Date of Birth		License Number	
Organization Affiliation					

- 1.) Have you been convicted of, pled guilty to, had a judicial finding of guilt for, or had a judicial finding of eligibility for treatment and/or intervention in lieu of conviction for a felony or misdemeanor (other than a minor traffic violation), or any act committed in another State that, if committed in Ohio, would constitute a felony or misdemeanor? **Yes** _____ **No** _____
- 2.) Have you been adjudicated mentally incompetent by a court of law? **Yes** _____ **No** _____

IF YOU ANSWERED “YES” TO EITHER QUESTION 1 OR 2 ABOVE, YOU MUST SUBMIT DOCUMENTATION TO EXPLAIN THE CIRCUMSTANCES IN YOUR CASE. DOCUMENTATION SHOULD INCLUDE A CERTIFIED JUDGEMENT ENTRY FROM THE COURT WHERE THE CONVICTION OR ADJUDICATION OCCURRED AND A COPY OF THE POLICE INVESTIGATION REPORT.

I attest that all provided is true and accurate to the best of my knowledge and I understand that a false statement on this application constitutes falsification under Section 2921.13 of the Ohio Revised Code and may be grounds for denial, suspension, or revocation of my certificate to teach. I hereby give permission to the Ohio Department of Public Safety, Division of Emergency Medical Services, to verify any of the above information.

Applicant Signature _____ **Date** _____

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- (A) To receive a charter pursuant to section 4765.55 of the Revised Code and this chapter as a fire service training program, an applicant or training program shall meet or exceed the following requirements:
- (1) Has a program director who assumes general responsibility for the following:
 - (a) Administration and operation of the training program;
 - (b) Ongoing review and evaluation of the program content, instructors, and student performance;
 - (c) Assignment of faculty responsibilities and scheduling of program courses;
 - (d) Preparation or approval of all documents required to be submitted for chartering;
 - (e) Assuring the adequacy of the curriculum and all program training materials;
 - (f) Assuring the integrity and security of testing materials.
 - (2) Offers sufficient courses to satisfy the curriculum requirements for firefighters and fire safety inspectors as set forth in this chapter;
 - (3) Has established an advisory committee that meets not less than two times each year and includes among its members the program director, fire chiefs, assistant and certified instructors, and firefighters;
 - (4) Has written agreements allowing for the use of equipment and other apparatus that meet minimum safety standards established by the executive director, with the advice and counsel of the committee, and that are necessary to meet the performance objectives for levels one and two of NFPA firefighter standards;
 - (5) Has a sufficient number of certified instructors and assistant instructors to assure that the ratio of students to instructors does not exceed five to one during all practical skills instruction and testing;
 - (6) Possesses, or has access to, equipment and supplies that are comprehensive, current, and sufficient for the number of students and instructors participating in the program;
 - (7) Has sufficient classroom and laboratory facilities to accommodate the number of students participating in the program;
 - (8) Requires each student enrolled in a firefighter training program to have course materials that meet the most current NFPA standards;
 - (9) Requires each student enrolled in a fire safety inspector training program to have course materials that meet the most current NFPA standards;
 - (10) Has a library available to students and faculty that contains comprehensive, current publications relating to fire services and that includes the minimum curriculum for firefighter and fire safety inspector programs as established under section 4765.55 of the Revised Code and this chapter;
 - (11) Provides classroom environments that are conducive to learning;

- (12) Has an established office area for use by program instructors;
- (13) Provides regular evaluations of student performance and achievement throughout the course of the program including performance objective check-off sheets;
- (14) Requires that each student pass, one or more written and practical examinations that test knowledge, understanding, and ability to provide firefighter services, including passing, in not more than three attempts, a written final examination approved by the executive director and the committee;
- (15) Issues a certificate of completion to each student who successfully completes the training program, passes all examinations administered by the program, and is eighteen years of age;
- (16) Admits only those individuals who satisfy the following requirements:
 - (a) Are at least eighteen years of age and are not attending high school, except that a fire service training program may admit a student who is seventeen years old provided that the student is enrolled in the twelfth or final grade in a secondary school program;
 - (b) Have not been convicted of, pled guilty to, or had a judicial finding of guilt for any of the following:
 - (i) Fraud or material deception in applying for, or obtaining, a certificate issued in accordance with this chapter;
 - (ii) A felony;
 - (iii) A misdemeanor involving moral turpitude;
 - (iv) A violation of any federal, state, county, or municipal narcotics law;
 - (v) Any act committed in another state, that, if committed in Ohio, would constitute a violation set forth in this paragraph;
 - (c) Have not been adjudicated mentally incompetent by a court of law;
 - (d) At the time of admission, are not under indictment for a felony or a misdemeanor involving moral turpitude;
 - (e) Do not currently engage in the illegal use of controlled substances, chemical substances, or other habit-forming drugs; or engage in the use of alcohol to an extent that it impairs the ability to perform the duties of a firefighter or fire safety inspector.
- (17) In addition to the requirements of paragraph (A)(16) of this rule, the admission requirements for a fire safety inspector training program shall include the following:
 - (a) The applicant is employed by one of the following:
 - (i) The office of the state fire marshal;
 - (ii) A firefighting agency as defined in division (A)(3) of section 9.60 of the Revised Code;
 - (iii) A private fire company as defined in division (A)(5) of section 9.60 of the Revised Code that is providing fire protection in accordance with division (B), (C), or (D) of section 9.60 of the Revised Code;

- (b) The applicant submits a letter of recommendation from an employer referenced in paragraph (A)(17)(a) of this rule;
 - (c) The applicant holds a current fire firefighter certificate issued under section 4765.55 or former section 3303.07 of the Revised Code.
- (18) Conditions admission to programs at levels beyond basic fire training upon the applicant's satisfactory completion of all lower level prerequisite programs;
- (19) Has a written policy prohibiting discrimination in acceptance of students on the basis of race, color, religion, sex, or national origin;
- (20) Has written policies approved by its advisory committee that are made available to students identifying all of the following:
- (a) Methodology used in determining grades;
 - (b) Criteria for successful completion of each component of the curriculum;
 - (c) Criteria for successful completion of the full training program;
 - (d) Grounds for dismissal from the program;
 - (e) Disciplinary and grievance procedures including mechanism for appeals;
 - (f) Procedures for voluntary student withdrawals from the program;
 - (g) Policy regarding refund of tuition payments;
 - (h) Range and availability of student health care services;
 - (i) Admission requirements;
 - (j) Requirements or restrictions regarding student attire;
 - (k) Costs associated with the training program, including tuition, materials, and fees;
 - (l) Information regarding course schedules, content, and objectives;
- (21) Has a written policy to ensure that students are not assigned emergency response duties during scheduled classroom or laboratory hours;
- (22) Requires that all instructors meet minimum standards established by the executive director, complete no fewer than six hours of continuing education each year, and attend any regional or statewide meetings designated as mandatory by the executive director.
- (B) Any program that is issued a charter under section 4765.55 of the Revised Code and this chapter shall comply with the following:

- (1) Allow access by the division of emergency medical services to students' fire service training records to verify successful completion of all certification requirements;
 - (2) Allow the division of emergency medical services to review program materials and monitor the testing process utilized by the program;
 - (3) Insure that any person instructing students in a program is currently certified at a level equal to, or higher than, the level of the program he is instructing, or is otherwise qualified to instruct the program.
- (C) Notwithstanding any other provisions of this chapter, the admission criteria for programs established in accordance with sections 3313.90 to 3313.99 of the Revised Code shall be those set forth by the state board of education.
- (D) A charter issued under section 4765.55 of the Revised Code and this chapter shall be valid for three years.

Effective: 11/27/2003

R.C. 119.032 Review Date: 07/31/2004

Promulgated Under: 119.03
Statutory Authority: 4765.55
Rule Amplifies: 4765.55
Prior Effective Dates: 5/1/75, 6/30/75, 1/1/89, 1/1/96, 7/3/97, 9/25/00, 6/13/03

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4765-18-03 EMS instructor training program entrance requirements.

(A) Prior to admission into an EMS instructor training program, an individual must meet all of the following requirements:

- (1) Possesses a current certificate to practice as a first responder or EMT issued under section 4765.30 of the Revised Code or is a registered nurse who holds a license to practice;
- (2) In the preceding seven years, has at least five years of experience as a first responder, EMT, or registered nurse;
- (3) Passes a written examination approved by the board that demonstrates a level of knowledge in emergency medical services that is consistent with the individual's certificate to practice. An applicant who is a registered nurse must pass an examination at the paramedic level;
 - (a) If an applicant is unable to pass the written examination within three attempts, the applicant must wait for a time period of six months and complete a board approved course at the appropriate level before attempting the examination again.
- (4) Passes the practical examination for their level of certification. The practical examination shall be administered by an accredited institution. The program coordinator of the accredited institution sponsoring the EMS instructor training program may require the practical examination to be conducted by the sponsoring agency or may accept practical examinations performed by another accredited institution.

Replaces: Part of former 4765-8-12

Effective: 10/02/2003

R.C. 119.032 Review Date: 10/02/2008

Promulgated Under: 119.03
Statutory Authority: 4765.11
Rule Amplifies: 4765.23
Prior Effective Dates: 1/1/96, 2/22/99, 6/29/01

4765-18-04 EMS instructor training program curriculum.

- (A) An EMS instructor training program shall consist of seventy hours and will be taught in accordance with the objectives approved by the board. The program hours shall be allocated as follows:
- (1) Fifty hours in instruction of adult students and basic teaching techniques;
 - (2) Eight hours in instruction specific to the field of emergency medical services;
 - (3) Ten hours of supervised teaching in the presence of an EMS instructor, as approved by the accredited institution offering the EMS instructor training program;
 - (4) The final two hours are credited towards successful completion of the techniques examination approved by the board.
- (B) A person seeking certification as an EMS instructor who holds at least a baccalaureate degree in education may receive credit for the fifty hours of instruction required in paragraph (A)(1) of this rule.
- (C) An EMS instructor training program shall be taught by an EMS instructor trainer under the auspice of an accredited institution.

Replaces: Part of former 4765-6-07

Effective: 10/02/2003

R.C. 119.032 Review Date: 10/02/2008

Promulgated Under: 119.03
Statutory Authority: 4765.11
Rule Amplifies: 4765.11, 4765.16
Prior Effective Dates: 1/1/96, 2/22/99

4765-18-06 Renewal of a certificate to teach.

- (A) Each person who has been issued a certificate to teach under this chapter shall be mailed a renewal application no later than sixty days prior to the certificate's expiration date.
- (B) The application for renewal shall clearly indicate the date on which the current certificate expires and the fact that the application must be received by the board prior to that date in order to avoid a lapse in certification to teach.
- (C) The application for renewal shall be signed, dated, and shall contain an attestation that the applicant has met the requirements for a certificate to teach set forth in this chapter.
- (D) The board shall renew a certificate to teach, issued under section 4765.23 of the Revised Code and this chapter, for any applicant who meets the following criteria:
 - (1) Satisfies the requirements for a certificate to teach as set forth in this chapter;
 - (2) During the preceding two years, has provided not less than sixteen hours of instruction of an EMS training or continuing education program offered by an accredited or approved institution under section 4765.17 of the Revised Code and Chapter 4765-7 of the Administrative Code;
 - (3) During the preceding two years, has completed six hours of instructional continuing education as approved by the board;
 - (4) Unless otherwise waived by the board, attends any mandatory instructor meetings held by the board.

Replaces: Part of former 4765-8-13

Effective: 10/02/2003

R.C. 119.032 Review Date: 10/02/2008

Promulgated Under: 119.03
Statutory Authority: 4765.11
Rule Amplifies: 4765.23
Prior Effective Dates: 1/1/96, 2/22/99, 6/29/01

4765-18-08 Reinstatement of a certificate to teach.

- (A) A certificate to teach will lapse on its expiration date if the applicant fails to either renew such certificate or request an extension, as provided in this chapter.
- (B) The board may reinstate a certificate to teach that has been expired for no more than six months if the applicant meets all of the following:
 - (1) Submits a completed application as approved by the board;
 - (2) Successfully completes the techniques examination provided for in rule 4765-18-05 of the Administrative Code within three attempts;
 - (a) If an applicant is unable to pass the techniques examination within three attempts, the applicant must complete a new EMS instructor training program and meet all criteria for a certificate to teach as outlined in rule 4765-18-05 of the Administrative Code.
 - (3) Meets all qualifications for a certificate to teach as outlined in this chapter;
 - (4) The applicant previously held a certificate to teach an EMS training program or continuing education program issued by the board, and such certificate was in good standing at the time the EMS instructor allowed the certificate to lapse.
- (C) The board may reinstate a certificate to teach that has been expired for more than six months but less than one year if the applicant meets all of the following:
 - (1) Meets all the requirements listed in paragraph (B) of this rule;
 - (2) Completes ten hours of supervised teaching under the direct supervision of an EMS instructor certified under rule 4765-18-05 of the Administrative Code and under the auspice of a program coordinator of an accredited training institution.
- (D) The board may reinstate a certificate to teach that has been expired for more than one year, but less than two years, if all the following apply:
 - (1) Meets all the requirements listed in paragraph (C) of this rule;
 - (2) Repeats and successfully completes the eight-hour curriculum module in instruction specific to the field of emergency medical services as outlined in rule 4765-18-04 of the Administrative Code.
- (E) If a certificate to teach has been expired for more than two years, the applicant must complete a new EMS instructor training program and meet all requirements for a certificate to teach as outlined in rule 4765-18-05 of the Administrative Code.
- (F) Except as otherwise provided in this rule, if a certificate to teach has been revoked by the board, the applicant must meet the following conditions:
 - (1) Demonstrates successful completion of all criteria for a certificate to teach, as outlined in rule 4765-18-05 of the Administrative code, after the date of revocation by the board;

(2) Submits a completed application, as approved by the board, in compliance with the terms of the revocation order.

Replaces: Part of former 4765-8-13

Effective: 10/02/2003

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Promulgated Under: 119.03

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Rule Amplifies: 4765.23

Prior Effective Dates: 1/1/96, 2/22/99, 6/29/01

4765-18-09 Physician as an EMS instructor.

(A) A physician may be certified by the board as an EMS instructor if the physician meets the following criteria:

- (1) Is an active medical director with an EMS agency, or is recommended by the local RPAB, or is recommended by an accredited or approved training institution;
- (2) Submits a completed application approved by the board;
- (3) Holds a valid certificate to practice medicine and surgery or osteopathic medicine and surgery;
- (4) Is in compliance with the requirements set forth in paragraphs (A)(3) to (A)(7) of rule 4765-8-01 of the Administrative Code.

(B) A certificate to teach an EMS training or continuing education program issued to a physician shall be valid for two years.

(C) A physician may renew their certificate to teach an EMS training or continuing education program if the physician submits an application approved by the board, which demonstrates continued compliance with the requirements listed in paragraph (A) of this rule.

- (1) The physician instructor will be mailed a renewal application no later than sixty days prior to the certificate's expiration date.
- (2) The application for renewal shall clearly indicate the date on which the current certificate expires and the fact that the application must be received by the board prior to that date in order to avoid a lapse in certification to teach.

(D) A physician may not instruct in the first responder training program unless the physician also holds a certificate to practice as a first responder, pursuant to section 4765.30 of the Revised Code.

(E) All EMS training and continuing education programs shall be taught under the auspice of an accredited or approved institution.

(F) A physician who chooses to enroll in an EMS instructor training program is exempt from meeting the admission requirements set forth in rule 4765-18-03 of the Administrative Code.

Replaces: Part of former 4765-8-12, part of former 4765-8-13

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4765-18-10 Special topic instructor.

(A) The board shall issue a certificate to teach as a special topic instructor to an applicant who satisfies the following:

(1) Submits a completed application, as approved by the board, to teach one or more special topics;

(a) The completed application shall include the signature of the program coordinator of an accredited or approved institution, attesting to the qualifications of the special topic applicant to teach the requested topics.

(2) Identifies not more than five substantive areas of EMS training in which the applicant seeks designation as a special topic instructor.

(B) A certificate to teach special topics shall be valid for two years, non-renewable, and only for the designated topics for which the certificate was originally granted.

(C) A special topic instructor may not apply for a new certificate to teach special topics less than sixty days prior to the expiration date of the current certificate. The new certificate shall not become effective until the expiration date of the current certificate.

Replaces: Part of former 4765-8-14

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4765-18-11 Reciprocity criteria for certificate to teach.

(A) An individual who has completed courses of instruction in teaching methodology in another state, the district of Columbia, a United States territory, or foreign country, may be issued a certificate to teach an EMS training or continuing education program if all of the following criteria are met:

- (1) The course of instruction is substantially similar to the curriculum requirements set forth in this chapter;
- (2) The individual is in compliance with all requirements outlined in rule 4765-18-03 of the Administrative Code;
- (3) The individual successfully completes the eight hour curriculum module of instruction specific to the field of emergency medical services as specified in rule 4765-18-04 of the Administrative Code;
- (4) The individual successfully completes ten hours of supervised teaching as outlined in rule 4765-18-04 of the Administrative Code;
- (5) The individual submits a completed application for a certificate to teach as approved by the board;
- (6) The individual is in compliance with the requirements set forth in paragraphs (A)(3) to (A)(7) of rule 4765-8-01 of the Administrative Code.

Replaces: Part of former 4765-8-12

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4765-18-12 EMS instructor trainer qualifications.

- (A) An EMS instructor training program outlined in rule 4765-18-04 of the Administrative Code shall be provided under the auspice of an accredited institution and must be taught by an EMS instructor trainer appointed by the program coordinator of the accredited institution.
- (B) An EMS instructor trainer must meet the following criteria:
 - (1) Hold a valid certificate to teach an EMS training or continuing education program issued under rule 4765-18-05 of the Administrative Code;
 - (2) Have three years educational experience which includes demonstrable ability in teaching, developing lesson plans and course materials, managing classroom resources, and managing and evaluating students;
 - (3) Demonstrates effective oral and written communication skills.
- (C) The program coordinator of an accredited institution assumes responsibility to select and renew instructor trainer designation based upon documented evaluation of acceptable performance review standards.
- (D) The program coordinator of an accredited institution may appoint themselves as an instructor trainer, but must have the documented evaluation of acceptable performance review standards conducted by their supervisor.

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Rule Amplifies: 4765.23

4765-18-13 Fire Instructors seeking EMS instructor certification.

(A) The board may issue an EMS instructor certificate to an applicant who holds a valid firefighter instructor certificate issued under rule 4765-11-08 of the Administrative Code, if the applicant meets all of the following requirements:

- (1) Submits a completed application approved by the board;
- (2) Meets all entrance criteria outlined in rule 4765-18-03 of the Administrative Code;
- (3) Successfully completes the eight-hour curriculum module in instruction specific to the field of emergency medical services as outlined in rule 4765-18-04 of the Administrative Code;
- (4) Is in compliance with the requirements set forth in paragraphs (A)(3) to (A)(7) of rule 4765-8-01 of the Administrative Code.

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