

# Oklahoma State EMS Training Rules and Regulations

## PROVISIONS

### 310:641-7-1. Purpose

The purpose of this Subchapter is to:

- (1) Establish minimum standards for emergency medical services training programs, emergency medical technician training courses, emergency medical services instructors, and emergency medical services training, and;
- (2) Provide standards for the evaluation, quality assurance, and enforcement of the "Oklahoma Emergency Response Systems Development Act".

## PART 3. TRAINING PROGRAMS

### 310:641-7-10. Training programs

- (a) All training programs shall be in compliance with the requirements of this Subchapter.
- (b) Each training program shall submit to the Department an application for approval to conduct emergency medical services training. The application shall be on forms provided by the Department. Training programs must be currently certified to teach EMS in Oklahoma before beginning courses.
- (c) Training programs approved for training may include colleges, universities, junior colleges, technology centers, or other institutions acceptable to the Department.
- (d) An institution may apply for certification as a Basic EMT program, an Intermediate EMT Program or a Paramedic program or a combination of any of these levels. A separate certificate will be issued for each training level.
- (e) Application for new advanced level programs require the following:
  - (1) Completion of a full basic certification period of two (2) years, of which at least three (3) full basic courses are instructed.
  - (2) Student average first time pass rate of 50% on the National Registry examination.
- (f) Training programs shall use Department approved curricula for all approved courses of instruction.
- (g) An application for certification as a training program constitutes agreement to participate in a Department quality assurance program.
- (h) Records shall be available for inspection by Department representatives during normal working hours.

### 310:641-7-11. Training program applications

- (a) The application for approval to conduct emergency medical services training shall be made on forms provided by the Department and shall include but is not be limited to the following:
  - (1) Name of the training program, address, telephone number and fax number;
  - (2) Level of program to be conducted;
  - (3) The name of the Program Administrator and a Curriculum Vitae which includes address, telephone number, fax number and an electronic-mail address;

- (4) The name of the Program Coordinator and Curriculum Vitae or Resume that includes address, telephone number, fax number and an electronic mail address;
  - (5) The name of the Medical Director and a Curriculum Vitae or Resume which includes address, telephone number, fax number and an electronic-mail address, copy of Oklahoma State medical license and Oklahoma Bureau of Narcotics and Dangerous Drugs expiration date;
  - (6) Notarized affidavit attesting that the program will be conducted according to the Act and rules;
  - (7) Copies of student grievance/appeal policy;
  - (8) List of all instructors and individual vitae for each with copies of required documentation of instructor qualifications;
  - (9) Copies of all current agreements for the use of equipment and facilities needed to conduct courses;
  - (10) Copies of all current agreements for clinical experience locations required to conduct courses;
  - (11) Current copies of inventories of equipment and supplies;
  - (12) Copies of course plans (syllabi) and curriculum objectives for the course; and
  - (13) Site applications for additional sites of instruction with required attachments.
- (b) Department personnel may make site visits, inspections or observations, to determine the training program's ability to conduct emergency medical services training in accordance with the Act and rules.
- (c) The program administrator, program coordinator or at least one paramedic level instructor shall be an Advanced Cardiac Life Support (ACLS) instructor for a Paramedic training program.
- (d) The program administrator or program coordinator for a Paramedic training program shall be an Oklahoma licensed paramedic.

#### 310:641-7-12. Training program renewal

- (a) Training programs continuing to conduct emergency medical services training shall submit an application for renewal, at least sixty (60) days prior to the expiration of their certificate, on forms provided by the Department.
- (b) Documentation with the request for renewal shall include changes in information pertaining to the program administrator, coordinator, and/or medical director, copies of current clinical agreements, copies of current facility/equipment agreements, current equipment and supply inventory, changes to emergency medical services instructors affiliated with the training program, current site applications and any other pertinent information requested by the Department.

#### 310:641-7-13. Training program responsibilities

- (a) Each training program sponsoring emergency medical services training shall be responsible for course completion, respond to student complaints, and resolve student grievances.
- (b) Each training program conducting emergency medical services training shall use the United States Department of Transportation, National Highway Traffic Safety Administration (USDOT, NHTSA) curricula and curricula supplements as adopted by the Department. Each training program which desires to use a curriculum not approved by the Department shall submit the curriculum to the Department for approval prior to use in any course.
- (c) Each training program is responsible for quality assurance of its training, and shall disseminate all Department training updates to the students and instructors.
- (d) Each training program shall inspect and verify that each class facility used for any course at any locations is adequate for instructional purposes prior to scheduling a course at the location.
- (e) Each training program shall ensure that all Department required equipment is in good, safe and operational condition. Sufficient quantities shall be made available for each course conducted. Equipment for Basic EMT, and Intermediate EMT courses must be dedicated for training purposes.

Equipment for Paramedic courses must be owned by the training program. Equipment shall be available for inspection by Department representatives at any time during a regularly scheduled class.

(f) Each training program shall ensure that an instructor/student ratio of 1:10 is maintained during all practical classroom lab activities.

(g) Each training program shall ensure that a qualified preceptor supervises each student during scheduled clinical experiences.

(h) Each training program shall issue a course completion certificate and/or course transcript, including the course authorization number, to each student successfully completing an approved course.

(i) Each training program shall assist all of their students eligible for National Registration with the completion of all required applications.

(j) Each training program shall administer a final written and practical examination for each course, and provide National Registry of EMT's practical examinations for both first responder and basic courses after course completion.

(k) The training program shall require instructors to follow the Department approved course syllabus, use lesson plans and provide instruction for all course objectives.

(l) For all courses which require a practical examination, as specified in OAC 310:641-5-11(9), the training program shall follow the National Registry Practical Examination Standards.

(m) Records for each course offered shall be maintained by the training program for at least three (3) years. Records shall include at a minimum attendance records, clinical experience summaries, student evaluations, student grades, a record of lab assistants and their documentation of qualifications, and skill sheets for both course and national registry practical examinations. National registry practical examination skill sheets are required for first responder and basic courses only.

#### 310:641-7-14. Training program approval

(a) Any application for approval or renewal submitted by an applicant pursuant to the Act, shall constitute authorization for any inspection or investigation by the Department.

(b) A training program in compliance with all requirements shall be issued a training program certificate by the Department for a two (2) year period.

(c) The Department may deny, refuse to renew, revoke, suspend or place on probation any emergency medical services training program that is not in compliance with the Act or rules.

(d) The Department may deny, refuse to renew, revoke, suspend, place on probation and/or fine any emergency medical services training program which has a history of noncompliance, or is in violation of the Act or rules. This shall include an intentional or negligent act materially affecting the health or safety of a student.

(e) Failure to permit a Department authorized officer or employee the right to conduct an inspection or investigation as deemed necessary by the Department to determine the state of compliance with the provisions of the Act and rules shall be just cause for adverse action.

(f) The Department may deny a program permission to use an instructor or lab assistant who is in violation of the Act or rules.

#### 310:641-7-15. Course approval

(a) Each training program shall submit a written course application to the Department on forms provided by the Department. The application shall be submitted at least thirty (30) days prior to the course start date and shall include, but not be limited to:

(1) Course information including type of course, location, start and end date, class session days and times, course coordinator, and instructors, final practical examination date, and time and location;

(2) Course outline including date and time, topic, curriculum division and section number, instructor and location if different than those listed on the application for each class session;

- (3) A list of locations and site coordinator for each location, if multiple locations via distance learning technology are used; and
- (4) The Department may approve course requests submitted that do not meet the requirements of OAC 310:641-7-15(a) if non-approval would be detrimental to the interest of the public health and safety.
- (b) A course application submitted by a training program in good standing which meets all course requirements will be issued a course authorization number by the Department.
- (c) Courses must be instructed by Department approved emergency medical services instructors. Persons other than certified emergency medical services instructors recognized as experts in a specific area may instruct in an emergency medical services course with prior approval from the Department. The content and effectiveness of the presentation remain the responsibility of the training program and primary emergency medical services instructor.
- (d) For each course conducted by a training program rosters reflecting the students participating in a given course shall be submitted to the Department under the following guidelines:
- (1) An initial student roster within twenty-one (21) days of the course start date;
  - (2) A final student roster within twenty-one (21) days of the course end date. This roster shall identify students who have successfully completed all course requirements, withdrawn from the course, failed the course, or whose class work was incomplete;
  - (3) In exceptional circumstances, an amended roster may be submitted within forty-five (45) days of the original filing deadline, provided that the amendment be accompanied by the following:
    - (A) A written request for approval by the Training Institution EMS Coordinator;
    - (B) A statement describing the exigency or exceptional circumstance that necessitated the amendment; and,
    - (C) A change to a written request for additional extension may be submitted on forms provided by the Department.
    - (D) In cases of an amendment to a final roster, evidence that any added students have satisfactorily fulfilled and completed all of the course content and requirements.
- (e) The Department may conduct quality management visits to any training program. Visits may include, but not be limited to class visits, instructor evaluations, student surveys, review of required records, and visits to clinical experience sites.
- (f) The Department may invalidate all or any portion of a course conducted where a violation of the Act or rules has been substantiated.

## PART 5. INSTRUCTOR QUALIFICATIONS

### 310:641-7-20. Instructor requirements

- (a) State Certified Emergency Medical Service Instructor.
- (1) A registry of approved emergency medical services instructors shall be maintained by the Department. Each instructor candidate shall submit to the Department an application for initial instructor certification. The application shall be on forms provided by the Department and accompanied by current documentation of qualification. This application shall constitute authorization for any inspection or investigation by the Department.
  - (2) Qualifications for instructor certification include:
    - (A) A resume or letter documenting two (2) years of direct field experience in emergency medical services within the previous five (5) years which meets or exceeds the level of training being taught;
    - (B) Current approval as a Basic Life Support Healthcare Provider Instructor (CPR) in accordance with American Heart Association (AHA) Instructor, American Red Cross Professional Rescuer Instructor, or National Safety Council CPR for the Health Care Provider Instructor standards. At the paramedic level, the instructor shall be a current American Heart Association, Advanced Cardiac

Life Support (ACLS) provider and a Pediatric Advanced Life Support (PALS), Pediatric Emergency Medicine (APLS), Pediatric Prehospital Care (PPC) or Pediatric Education for the Prehospital Professional (PEPP) provider. Copies of all required documentation will be forwarded to the Department with application; and

(C) Successful completion of a Department approved EMS Instructor Training Course or Fire Service Instructor I and/or II, with the EMS Instructor Training Bridge (ITC) Course or equivalent.

(3) To teach, a qualified instructor must have a letter from the director and medical director of a certified first response agency or ambulance service or the coordinator of an approved training institution, documenting affiliation.

(b) Emergency Medical Service Lab Assistant.

(1) A file of qualified Lab Assistants shall be maintained by each certified training program, licensed ambulance service or certified first response agency including documentation of qualification.

(2) Qualifications for lab assistants include:

(A) Affiliation with an approved training program, licensed ambulance service or certified first response agency;

(B) Two (2) years of current experience in medical services which meets or exceeds the level of training being assisted or evaluated; and

(C) Any certification required for the skill being assisted or evaluated.

(c) Emergency Medical Service Instructor Educator.

(1) Instructor Training Courses (ITC) and Instructor Refresher Courses (IRC) shall be taught by a state certified Instructor Educator.

(2) An application for Instructor Educator shall be submitted on forms provided by the Department and accompanied by current documentation of qualification.

(3) Qualifications for Instructor educator include:

(A) Affiliation with an approved training program

(B) Current Oklahoma licensure as a Basic EMT or higher.

(C) Five (5) years experience as a EMS field provider.

(D) Current approval as an Oklahoma EMS Instructor

(E) Completion of the NHTSA/DOT EMS Instructor Training Course;

(F) Successful completion of instruction of at least 3 major (initial) EMT courses at the Basic level or higher;

(G) Attendance at all mandatory meetings with the Department and other Instructor Educators.

(4) EMS instructor educators must maintain EMS instructor certification(s). A registry of approved emergency medical services instructor educators shall be maintained by the Department.

310:641-7-21. Instructor and instructor educator renewal

(a) Instructors and instructor educators shall submit an application for renewal.

(b) The Department may deny, refuse to renew, revoke, suspend or place on probation any instructor or instructor educator for reasons which include, but are not limited to:

(1) Failure to attend Department required workshops or mandatory Department meetings for EMS instructor educators;

(2) Failure to follow Department rules;

(3) Failure to maintain professional license or certification qualifications;

(4) Falsification of any training document;

(5) Failure to maintain professional conduct at all times when providing EMS instruction;

(6) Failure to obtain sixteen (16) hours of instructor continuing education during the two (2) year certification period for EMS instructors or to complete a Department approved EMS Instructor Refresher.

(c) This application shall constitute authorization for any inspection or investigation by the Department.

310:641-7-21.1 Instructor and instructor educator re-entry requirements

(a) If expired more than two (2) years, the applicant must complete a new Department approved Instructor Training Course (ITC) and reapply as an initial candidate for EMS Instructor.

(b) If less than two (2) years, the applicant must complete a Instructor Training Course Refresher.

## PART 7. IN-SERVICE INSTRUCTION PROGRAM

310:641-7-30. Authorization

(a) Licensed ambulance services and certified first response agencies shall be authorized in-service instruction based upon the need for training and continuing education activities. In-service instruction is limited to refresher courses, first responder courses, continuing education and other training courses as designated by the Department.

(b) Ambulance services or first response agencies shall use certified instructors consistent with the requirements in 310:641-7-20. A guest presenter may be used provided a certified instructor is present and responsible for the training session.

(c) Ambulance service and first response agency personnel shall be the primary recipient of in-service instruction, however, in-service instruction may be provided to other ambulance services, first response agencies, and the public if approved by the service or agency head.

(d) All courses shall be approved as required in 310:641-7-15. Ambulance services and certified first response agency instructors may provide first responder and first responder refresher training to communities or other ambulance services according to the following guidelines:

(1) Instructors and/or ambulance services and certified first response agencies shall not charge for this instruction except for reimbursement for books, supplies and other reasonable expenses.

(2) Training shall be limited to the immediate service area of the licensed ambulance service, unless requested to provide such training by another ambulance service or first response agency.

(3) Courses must be approved and requested by the service or agency medical director.

(e) The Department may attend any in-service training as part of the quality management program.

(f) The Department may invalidate all or any portion of training conducted if a violation of the Act or rules has been substantiated.

## 11. SPECIAL PROVISIONS

310:641-7-53. Paramedic curriculum

Training programs shall use the USDOT/NHTSA National Standard Paramedic Curriculum, 1999 including the 2000 Oklahoma Paramedic Curriculum Implementation Guidelines, March 2000 as approved by the Oklahoma Emergency Response Systems Development Advisory Council and adopted by the Department. This shall be the official paramedic curriculum.

## PART 13. SEMI-AUTOMATED EXTERNAL DEFIBRILLATOR TRAINING

310:641-7-60. Approved program providers

Semi-automated external defibrillator (SAED) training providers approved by the American Red Cross, American Heart Association, National Safety Council or other Department approved training programs shall be deemed acceptable to the Department as approved training programs for persons administering SAED in accordance with 76 O.S. Supp. 1999 § 5A. Training programs offered by approved providers shall be at least four (4) hours in length, cover the use of the semi-automated

external defibrillator and cardiopulmonary resuscitation in accordance with American Heart Association Standards.

{Source: Added at 17 Ok Reg 2948, eff 7-13-00; Amended at 18 Ok Reg 2501, eff 6-25-2001; Amended at 21 Ok Reg 2755, eff 7-12-2004; Amended at 23 Ok Reg 2386, eff 6-25-2006}

310:641-7-61. Approved instructors

Instructors approved by the American Red Cross, American Heart Association, National Safety Council, or other Department approved training program to provide semi-automated external defibrillation and cardiopulmonary resuscitation training shall be deemed acceptable to the Department as approved instructors of training programs for persons administering emergency defibrillation in accordance with 76 O.S. Supp. 1999 § 5A.

[Source: Added at 17 Ok Reg 2948, eff 7-13-00; Amended at 18 Ok Reg 2501, eff 6-25-2001; Amended at 21 Ok Reg 2755, eff 7-12-2004; Amended at 23 Ok Reg 2386, eff 6-25-2006]

SUBCHAPTER 9. TRAUMA TRANSFER AND REFERRAL CENTERS