

**CHAPTER 1011. ACCREDITATION OF EMS
TRAINING INSTITUTES**

Sec.

- 1011.1. EMS training institutes.
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Authority

The provisions of this Chapter 1011 issued under the Emergency Medical Services Act (35 P. S. §§ 6921—6938), unless otherwise noted.

Source

The provisions of this Chapter 1011 adopted June 30, 1989, effective July 1, 1989, 19 Pa.B. 2843, unless otherwise noted.

§ 1011.1. EMS training institutes.

(a) *Eligible entity.* An EMS training institute shall be accredited by the Department. An EMS training institute shall be a secondary or postsecondary institution, hospital, regional EMS council or another entity which meets the criteria in this part.

(b) *Training programs.*

(1) An EMS training institute that is accredited by the Department to offer BLS training courses (BLS training institute) shall evidence the ability to conduct one or more of the following training programs approved by the Department:

- (i) Emergency Medical Technician Course.
- (ii) EMS First Responder Course.

(2) An EMS training institute that is accredited by the Department to offer ALS training courses (ALS training institute) shall evidence the ability to conduct one or more of the following training programs approved by the Department:

- (i) Emergency Medical Technician-Paramedic Course.
- (ii) Prehospital Registered Nurse Course.

(c) *Medical director.*

(1) AN EMS training institute shall have a medical director who is a physician. The medical director shall be experienced in emergency medical care, and shall have demonstrated ability in education and administration.

(2) The responsibilities of the medical director shall include:

- (i) Reviewing course content to ensure compliance with this part.
- (ii) Reviewing and approving the EMS training institute's criteria for the recruitment, selection and orientation of training institute faculty.
- (iii) Providing technical advice and assistance to the EMS training institute faculty and students.

- (iv) Reviewing the quality and medical content of the education, and compliance with protocols.
- (v) Participating in the review of new technology for training and education.
- (3) Additional responsibilities for a medical director of an ALS training institute include:
 - (i) Approving the content of course written and practical skills examinations.
 - (ii) Identifying and approving facilities where students are to fulfill clinical and field internship requirements.
 - (iii) Identifying and approving individuals to serve as field and clinical preceptors to supervise and evaluate student performance when fulfilling clinical and field internship requirements.
 - (iv) Signing skill verification forms for students who demonstrate the knowledge and skills required for successful completion of the training course and entry level competency for the prehospital practitioner for which the training course is offered.
- (d) *Administrative director.*
 - (1) A BLS training institute shall have an administrative director who has at least 1 year experience in administration and 1 year experience in prehospital care.
 - (2) An ALS training institute shall have an administrative director who has at least 1 year experience in administration and 1 year experience in ALS prehospital care.
 - (3) Responsibilities of the administrative director include ensuring:
 - (i) The adequacy of the system for processing student applications and the adequacy of the student selection process.
 - (ii) The adequacy of the process for the screening and selection of instructors for the EMS training institute.
 - (iii) The EMS training institute maintains an adequate inventory of necessary training equipment and that the training equipment is properly prepared and maintained.
 - (iv) The adequate administration of the course and written and practical skills examinations involved in the course.
 - (v) There is an adequate system for the maintenance of student records and files.
 - (vi) There is an appropriate mechanism to resolve disputes between students and faculty.
- (e) *Course coordinator.*
 - (1) The EMS training institute shall designate a course coordinator for each training course conducted by the training institute.
 - (2) A course coordinator shall have:

- (i) Reading and language skills commensurate with the resource materials to be utilized in the course.
 - (ii) Knowledge of the Statewide BLS medical treatment protocols.
- (3) A course coordinator for an ALS training course shall also satisfy the following requirements:
- (i) One year experience in directly providing ALS prehospital care as an EMT-paramedic or a health professional.
 - (ii) Have knowledge of the ALS transfer and medical treatment protocols for the region.
- (4) A course coordinator is responsible for the management and supervision of each training course offered by the training institute for which that individual serves as a course coordinator.
- (5) Specific duties of a course coordinator shall be assigned by the EMS training institute.
- (6) One person may serve both as the administrative director and a course coordinator.
- (f) *Instructors.*
- (1) An EMS training institute shall ensure the availability of qualified and responsible instructors for each training course.
 - (2) An instructor shall be 18 years of age or older, and possess a high school diploma or GED equivalent.
 - (3) At least 75% of the instruction provided in training courses shall be provided by instructors who are health professional physicians or prehospital personnel and who have at least 1 year of experience as a health professional physician or a prehospital practitioner above the level of a first responder and at or above the level they are teaching, and have successfully completed an EMS instructor course approved by the Department or possess a bachelor's degree in education or a teacher's certification in education; or be determined by a review body of the training institute to meet or exceed these standards.
 - (4) An instructor who does not satisfy the requirements in paragraph (3) shall be qualified to provide the instructional services offered as determined by the training institute after consulting the manual the Department prepares to provide guidance regarding instructor qualifications and with the appropriate regional EMS council.
 - (5) Instructors are responsible for presenting course materials in accordance with the curriculum established by this part.
- (g) *Clinical preceptors.*
- (1) An ALS training institute shall ensure the availability of clinical preceptors for each training course.
 - (2) A clinical preceptor is responsible for the supervision and evaluation of students while fulfilling clinical requirements for a training program.

(3) A BLS training institute shall ensure the availability of clinical preceptors for each training course that includes clinical activities outside of the classroom.

(h) *Field preceptors.*

(1) An ALS training institute shall ensure the availability of field preceptors for each student.

(2) A BLS training institute shall ensure the availability of a field preceptor for each student for whom it provides a field internship.

(3) A field preceptor is responsible for the supervision and evaluation of students while fulfilling a field internship for a training program.

(i) *Facilities and equipment.* An EMS training institute shall:

(1) Maintain educational facilities necessary for the provision of training courses. The facilities shall include classrooms and space for equipment storage, and shall be of sufficient size and quality to conduct didactic and practical skill performance sessions.

(2) Provide and maintain the essential equipment and supplies to administer the course. These shall be identified in the manual the Department develops to provide guidance regarding course administration.

(j) *Operating procedures.* An EMS training institute shall:

(1) Adopt and implement a nondiscrimination policy with respect to student selection and faculty recruitment.

(2) Maintain a file on each enrolled student which includes class performance, practical and written examination results, and reports made concerning the progress of the student during the training program.

(3) Provide a mechanism by which students may grieve decisions made by the institute regarding dismissal or other disciplinary action.

(4) Provide students with Department policies for testing leading to certification or recognition, the EMS training institute's policies for the prevention of sexual harassment, and a clear description of the program and its content, including learning goals, course objectives and competencies to be attained.

(5) Have a policy regarding the transfer of a student into or out of a training program from one EMS training institute to another.

(6) Have a continuing quality improvement process in place for students, instructors, and clinical evaluation.

(7) Require each student applicant to complete an application for enrollment and a criminal history disclosure form provided by the Department and, no later than 14 days after the first class session, forward a copy of both documents to the regional EMS council having responsibility in the EMS region where the EMS training institute operates.

(8) Prepare a course completion form for each student who successfully completes the training course and, no later than 14 days after the training course has concluded, forward that form to the regional EMS council having responsibility in the EMS region where the EMS training institute operates.

(9) Participate in EMS training institute system evaluation activities as requested by the Department.

Source

The provisions of this § 1011.1 amended September 1, 1995, effective September 2, 1995, 25 Pa.B. 3685; amended October 13, 2000, effective October 14, 2000, 30 Pa.B. 5363. Immediately preceding text appears at serial pages (256651) to (256653).

Cross References

This section cited in 28 Pa. Code § 1011.3 (relating to accreditation process); and 28 Pa. Code § 1011.4 (relating to suspension/revocation of accreditation).

§ 1011.2. [Reserved].

Source

The provisions of this § 1011.2 adopted June 30, 1989, effective July 1, 1989, 19 Pa.B. 2843; corrected July 21, 1989, effective July 1, 1989, 19 Pa.B. 3106; amended September 1, 1995, effective September 2, 1995, 25 Pa.B. 3685; reserved October 13, 2000, effective October 14, 2000, 30 Pa.B. 5363. Immediately preceding text appears at serial pages (256653) to (256656).

§ 1011.3. Accreditation process.

For an EMS training institute to be accredited by the Department, the following are required:

- (1) The applicant shall submit an application for accreditation on forms developed by the Department to the regional EMS council having responsibility in the EMS region where the EMS training institute intends to conduct its primary operations. An applicant for reaccreditation shall submit the application at least 180 days, but not more than 1 year, prior to expiration of the current accreditation.
- (2) The regional EMS council shall review the application for completeness and accuracy.
- (3) The regional EMS council shall have 45 days in which to review the application and to conduct an onsite assessment of the institute.
- (4) The regional EMS council shall forward to the Department the application for accreditation either with an endorsement or with an explanation as to why the application has not been endorsed.
- (5) Within 150 days of receipt, the Department will review the application and make one of the following determinations:
 - (i) *Full accreditation.* The EMS training institute meets the criteria in § 1011.1 (relating to EMS training institutes) as applicable, and will be accredited to operate for 3 years.
 - (ii) *Conditional accreditation.* The EMS training institute does not meet criteria in § 1011.1 as applicable, but the deficiencies identified are deemed correctable by the Department. The EMS training institute will be allowed to proceed or continue to provide accredited EMS education with close obser-

vation by the Department. Deficiencies which prevent full accreditation shall be enumerated and corrected within a time period specified by the Department. Conditional accreditation may not exceed 1 year, and may not be renewed.

(iii) *Nonaccreditation.* The institute does not meet criteria in § 1011.1 and the deficiencies identified are deemed to be serious enough to preclude any type of accreditation.

(6) EMS training institutes that have received full or conditional accreditation shall submit status reports to the Department as requested.

(7) Prior to and during accreditation, EMS training institutes are subject to review, including inspection of records, facilities and equipment by the Department. An authorized representative of the Department may enter, visit and inspect an accredited EMS training institute or a facility operated by or in connection with the EMS training institute, with or without prior notification. The Department may accept the survey results of another accrediting body if the Department determines that the accreditation standards of the other accrediting body are equal to or exceed the standards in this chapter, and that the survey process employed by the other accrediting body is adequate to gather the information necessary for the Department to make an accreditation decision.

(8) An EMS training institute shall advise the Department at least 90 days prior to an intended change of ownership, or control of the institute. Accreditation is not transferable to new owners or controlling parties.

(9) An EMS training institute that intends to conduct courses leading to initial certification or recognition, in an EMS region under the jurisdiction of a regional EMS council other than that through which it submitted its application for accreditation, shall file a written application to amend its accreditation with the regional EMS council having responsibility for the region in which it intends to conduct these courses. That application shall be processed by that regional EMS council and acted upon by the Department within 90 days.

Source

The provisions of this § 1011.3 amended October 13, 2000, effective October 14, 2000, 30 Pa.B. 5363. Immediately preceding text appears at serial pages (256656) to (256657).

§ 1011.4. Denial, restriction or withdrawal of accreditation.

(a) The Department may deny, withdraw or condition the accreditation of an EMS training institute for one or more of the following:

(1) Failure to maintain compliance with the applicable criteria in § 1011.1 (relating to EMS training institutes).

(2) An absence of students in the program for 2 consecutive years.

(b) Before denying or withdrawing accreditation, or granting conditional accreditation, the Department will give written notice to the institute's adminis-

trative director and the regional EMS council that the action is contemplated. The notice will identify reasons for the intended decision and will provide sufficient time for response.

(c) If an institute that applies for accreditation, or has its accreditation withdrawn or conditioned, disagrees with the decision of the Department, it may appeal the decision under 1 Pa. Code § 35.20 (relating to appeals from actions of the staff) if the decision was not issued by the agency head as defined in 1 Pa. Code § 31.3 (relating to definitions) and, if it disagrees with the decision of the agency head, it may file an appeal under 2 Pa.C.S. §§ 501—508 and 701—704 (relating to Administrative Agency Law).

(d) Upon receipt of a written complaint describing conduct for which the Department may withdraw EMS training institute accreditation, the Department will:

- (1) Initiate an investigation of the specific charges.
- (2) Provide the EMS training institute with a copy of the complaint and request a response unless the Department determines that disclosure to the EMS training institute of the complaint will compromise the investigation or would be inappropriate for some other reason.
- (3) Develop a written report of the investigation.
- (4) Notify the complainant of the results of the investigation of the complaint, as well as the EMS training institute if the training institute has been officially apprised of the complaint or investigation. This notification does not include providing a copy of the written report developed under paragraph (3).

Source

The provisions of this § 1011.4 amended September 1, 1995, effective September 2, 1995, 25 Pa.B. 3685; amended October 13, 2000, effective October 14, 2000, 30 Pa.B. 5363. Immediately preceding text appears at serial pages (256657) to (256658).

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