

EMS SPONSOR HOSPITAL POLICY
APPROVAL OF EMS CONTINUING EDUCATION

Purpose:

Provide quality continuing education to EMS providers which meets identified educational needs.

Scope:

In-person EMS continuing education events requiring Sponsor Hospital approval for credit.

Discussion:

Nationally, EMS is moving toward an educational model consistent with other Healthcare Professions in which education is expected to adhere to accreditation standards. Presently in Connecticut, continuing EMS education is often dependent on Sponsor Hospital approval yet clear criteria for approval/denial are often lacking or inconsistent. This Policy defines standards for continuing education approval consistent with many of those of the Commission on Accreditation for Pre-Hospital Continuing Education (CAPCE). These encourage a thoughtful, structured approach to education such that it effectively meets the needs of EMS providers.

Online or distributive education presents unique challenges and may require additional details prior to approval such as a method for assessing the amount of time spent on the activity and a post-course test.

The following EMS continuing education activities

Policy:

Prior to the EMS Continuing Education Event for which approval is requested, the education provider will submit to the Sponsor Hospital a description of the program and it's development which addresses the following sequential steps/questions. Submission should be made as far in advance as possible to allow time for review and any necessary revisions.

- Assessment of Educational Need: How was the topic identified as an unmet educational need?
- What EMS provider level(s) will the content will be targeted to?
- What is the overall goal(s) to meet the identified educational need(s)?
- What are the educational objectives based on the identified goals?
 - These objectives must be specific and define a short-range goal that describes what the participant will be able to do upon completing the educational activity.
 - Objectives must begin with a verb that describes an observable action that may be evaluated at the end of the activity. "Understand" does not describe an observable action; "list," "describe," or "explain" describe observable actions.
- Identify qualifications for authors or instructors who will write or otherwise deliver the content that addresses the goals and objectives for the target audience. Generally, a certified EMS-

Instructor certified/licensed at or above the level of the educational content is presumed to be qualified.

- Identify the format that will best address the goals and objectives (e.g., lecture, discussion, Q&A, laboratory, etc.).
- If available, submit lesson content and a bibliographic list of any references on which the content is based.
- Require faculty to disclose any conflicts of-interest
- Administer the attached post-course evaluation
- Assure activity content conforms to the current National EMS Education Standards

The Sponsor Hospital will respond back to the education provider regarding whether the activity is approved or denied. If the activity is denied, the Sponsor Hospital will cite the reasons for denial and, if applicable, revisions required to obtain approval.

At the completion of each Sponsor Hospital approved educational activity, the education provider will email to the Sponsor Hospital:

- A roster of attendees
- Scanned copies of the post-course evaluations with a summary of the responses
- Any identified weakness(es) in the educational activity
- Plan for improvement of future offerings (if applicable)

Application for Sponsor Hospital EMS Continuing Education Approval

- 1) Program Title: _____
- 2) Anticipated date of program: _____
- 3) Topic was identified as an unmet educational need by (circle):
QA Concerns New System or Healthcare Issue Provider Request/Self-identified need
Core Refresher Content Other (specify): _____
- 4) Circle the EMS provider level(s) the content will be targeted to: BLS ALS
- 5) State the overall goal(s) of the content: _____

- 6) List the educational objectives (attach additional page(s) if needed):

- 7) Briefly state the qualifications of the instructor(s) who authored and/or will deliver the content:

- 8) Circle the delivery methods which will be used:
Lecture Discussion Skills/Lab Other (describe): _____
- 9) If available, attach any lesson plan, power point, etc.
- 10) Circle all source types used in developing presentation. EMT Text Paramedic Text
Medical Journal Article(s) FOAM-ED Other (specify): _____
- 11) Have all faculty attested they have no conflicts of-interest? Yes No
If "No", please explain: _____

EMS CONTINUING EDUCATION POST-COURSE EVALUATION

Program Title: _____ Date of program: _____

Please rate your agreement with the following statements with 5 being the highest (agree), 3 indicating you are uncertain how to answer and 1 being the lowest (disagree)

	<i>Disagree</i>			<i>Uncertain</i>		<i>Agree</i>
1. Room was comfortable and conducive to learning.	1	2	3	4	5	
2. Program met its stated objectives.	1	2	3	4	5	
3. Program met your personal objectives.	1	2	3	4	5	
4. Content was applicable to EMS.	1	2	3	4	5	
5. Content will modify or enhance your EMS practice.	1	2	3	4	5	
6. Climate set by presenter was conducive to learning.	1	2	3	4	5	
7. Manner of presentation was organized and easy to follow.	1	2	3	4	5	
8. Teaching methods were interesting & easy to understand.	1	2	3	4	5	
9. Presenter was responsive to comments and questions.	1	2	3	4	5	

10. Additional Comments/Suggestions:
