

PS18-04 EMS (note: two memos were issued under the number PS18-04)

From: Tracy McPherson

Sent: Thursday, March 1, 2018 6:49 PM

Subject: EMS Update: Action Needed to Ensure Use of New EMS Instructor Methodology Course EMS-4502 (Memo PS18_04)

Public Safety Memo PS18-04:

Summary: New EMS Instructor Methodology Course (EMS-4502) Now Available – XUIC must be run and courses must be approved by OEMS in advance (do not use old course EMS-3074)

Dear Senior Continuing Education Administrator,

The purpose of this email is to let you know that there is a new EMS Instructor Methodology Course (EMS-4502) that requires some attention to ensure that your college is offering the current version of this certification-related course. Please see the email below for full details, but here are the highlights:

- Colleges should not be using the old course number EMS-3074 (or the old course content);
- Colleges should immediately run XUIC to pull the new EMS-4502 course down to use locally (see note below about potential impact of failure to do so);
- All EMS Instructor Methodology courses must be approved by NC OEMS prior to beginning the class; and
- New course requirements are attached.

Please note that Kenny Weatherington on our staff has sent the email below to Workforce Continuing Education EMS School Directors we have on a mailing list in our office (the list is at end of email). However, we will rely on you to ensure that all appropriate persons on your campus receive the instructions below, as our list has not been recently updated, and it also may not be inclusive of all those persons on your staff who may need this information.

Thank you for your attention to this matter. And, as always, thank you for what you and our staff do every day to ensure that your public safety students are "Ready to Work and Ready to Respond."

Tracy

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From: Kenny Weatherington
Sent: Thursday, March 01, 2018 4:18 PM
Subject: EMS Instructor Methodology Course: New Course Update and New Course Number

Greetings to all!

As you know, our office, in collaboration with our NCCCS EMS Advisory Committee and the North Carolina Office of EMS (NC OEMS), has been reviewing and updating the guidelines and curriculum for the EMS Instructor Methodology course, which previously was EMS-3074. We are pleased to announce this work is completed and a new course number has been approved for the course: EMS-4502. Please read the details below thoroughly to ensure you are providing the content and provisions according to the new program.

- The new course number is EMS-4502 which was approved by the SBCC on February 26, 2018. This new course number has been added to the NCCCS Combined Course Library and is ready to be pulled into your local library. Please run XUIC to pull this course down locally. You may have to also run XULU if you had previously built any local course copies attached to the course number EMS-3074. Failure to do so may cause local course copies to remain tied to the previous parent

number and will cause reporting issues when your next ICR report is filed. **Effective immediately do not use EMS-3074 if running the EMS Instructor Methodology course but rather use EMS-4502.**

- NC OEMS and the NCCCS EMS Advisory Committee have agreed the EMS Instructor Methodology course will follow the US Department of Transportation's 2002 National Guidelines for Educating EMS Instructors. These guidelines can be found at https://one.nhtsa.gov/people/injury/ems/Instructor/instructor_ems/2002_national_guidelines.htm. I have also attached a Word doc version of the guidelines for your convenience. Be advised you may find some document formatting issues in the attached document. I have adjusted the best I could but please review. There is not a specific text book being required for this course as currently we could not identify a text that significantly aligned with the curriculum. We encourage colleges to use a text that aligns as close as possible and be prepared to provide additional supplemental materials as needed and appropriate. Colleges/instructors will also have to build your own powerpoint presentations, supplemental materials and tests for this course. It is expected all students will successfully complete an end of course exam at the college, as with all other certification courses.
- **All EMS Instructor methodology courses must be approved by NC OEMS prior to beginning the course** just as we do with any certification course. Please submit your approval request to your local NC OEMS Field Educational Specialist for consideration and approval 30 days prior to your course start date. Contact these Specialists with any questions on the approval process. **Please find attached the updated NC OEMS guidelines for the EMS Instructor Methodology which will provide the requirements for Educational Institutes, Instructors and students for the course.**

We know there will be many questions and we welcome them! Please contact me at anytime and I will get you an answer or get you to the right person for an answer. We thank you all for your patience as we worked through this project to ensure our instructors are better prepared to educate our students and responders. I extend a huge thank you to our NCCCS EMS Advisory Committee for giving of their time and expertise to complete this work and also to the Education Staff at NC OEMS for their expertise and partnership, supporting us every step of the way.

Warmest regards,

Kenny

Kenny Weatherington

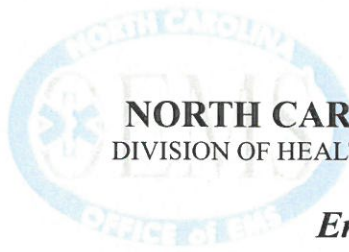
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NORTH CAROLINA OFFICE OF EMERGENCY MEDICAL SERVICES
DIVISION OF HEALTH SERVICE REGULATION • DEPARTMENT OF HEALTH AND HUMAN SERVICES

Emergency Medical Services Instructor Methodology

Course Purpose and Overview

The purpose of this course is to provide students who are clinically competent in a specific EMS content area with the instructional knowledge, resources, and skills to effectively deliver quality EMS education. The course presents educational concepts, practices, and resources across a wide range of educational topics, from the basic psychology of learning, to classroom management, to ethical issues in education, to student and course evaluation. The course focuses on instructional preparation, presentation and evaluation, and represents consensus among professional EMS educators as to essential knowledge, skills, and practices required to provide quality EMS educational programs.

At the conclusion of the course, students will, at minimum, be able to:

- Organize and prepare materials for presentation;
- Prepare instructional aids;
- Determine the equipment and materials needed to teach specific curriculum courses;
- Evaluate student performance and provide corrective feedback to improve subsequent student performance;
- Develop a mechanism for evaluating the effectiveness of an EMS educational program;
- Select curriculum materials appropriate to the level of course being taught, and effectively deliver each lesson contained in an EMS curriculum, as measured by overall student performance on course objectives.
- Prepare course outlines, lesson plans, course schedule and instructor schedules

Course Description

The U.S. Department of Transportation's *National Guidelines for Educating EMS Instructors* (2002) or subsequent amendments will be the official outline meeting the Instructor Methodology Course requirement for credentialing as a Level I Instructor. Any course used to meet this requirement shall ensure that all applicable components/objectives are met. In order to have a course approved by the NCOEMS, the course objectives, outline and/or syllabi shall be submitted to the appropriate EMS Regional Office for review and approval/disapproval.

The course consists of two components. These components combine to provide an instructor methodology course that assures that instructor candidates are reasonably prepared to enter an instructor internship.

The **didactic component** provides fundamental information about:

- Instructor Roles and Responsibilities
- Administrative Issues
- Legal and Ethical Issues
- Learning Environment and Styles
- Domains of Learning
- Goals and Objectives
- Lesson Plan Development
- Presentation Skills

- Evaluation and Facilitation Techniques
- Communication and Feedback
- Teaching Thinking and Psychomotor Skills
- Affective Domain
- Discipline
- Remediation
- Cultural Awareness

The **educational methods scope of practice component** assesses the ability of students to develop and effectively teach EMS content material. The purpose of this component is to have students demonstrate that they can “put it all together” to construct and deliver sound educational presentations. The educational scope of practice consists of two required activities:

- A 15-minute (at a minimum) demonstration of a selected EMS skill or technique.
- A 45-minute (at a minimum) presentation to include:
 - Developing a standard lesson plan based on educational objectives from an approved EMS curriculum (this should be at the curriculum level for which the student is applying for Level I credentialing);
 - Utilizing educational methods and media presented in the course, and
 - Developing an evaluation instrument consistent with lesson objectives.

Lead course instructors must formally evaluate and grade student performance during both sessions using an OEMS approved educational scope-of-practice check sheet. Student performance during this evaluation must be included in the final end-of-course student evaluation/grade and be used to determine whether a student successfully completes course requirements.

A “Student Presentation Evaluation Form” is located on the OEMS web site at:
<https://www2.ncdhhs.gov/dhsr/EMS/pdf/cred/instructorapp.pdf>

Although these guidance documents provide a structured format for the delivery of an EMS Instructor Methodology course, they are not intended to be stand-alone documents. Rapid changes occurring in both the EMS profession and EMS education should prompt Lead Course Instructors to supplement the material contained in the course guides with current materials and technology as they become available.

Similarly, the Lead Course Instructor should utilize a variety of content experts (ADA, HR and others as needed) in the presentation of the materials covered in this course.

The course is designed to provide students with ‘hands-on’ experience and practice in preparing and presenting educational materials and should be formatted and delivered to include active student participation in course activities.

Approval Requirements to Teach the EMS Instructor Methodology Course

This course is often the only systematic training that EMS Level I Instructors have in the area of educational methods and practices. Instructors and educational institutions must meet specific requirements in order to be approved to teach this course.

Student Qualifications

Required:

Students enrolled in this course must:

- Be currently credentialed in North Carolina as an EMT, AEMT, Paramedic;
- Have 3 years of equivalent field experience at their scope of practice credential level;
- Possess a High School Diploma, or High School Equivalency certificate, and verify or demonstrate their ability to read and write at the 11th-grade proficiency level.

Instructor Qualifications

The lead course instructors for this course must:

- Hold a current NCOEMS Field Credential and Level II Instructor Credential
- Have five (5) years of formal educational experience, which includes demonstrable ability in teaching, developing lesson/course materials, managing classroom resources and managing and evaluating students.
- Auxiliary instructors used to teach specific content areas of the course must have demonstrable experience/expertise in the area(s) they will be teaching.

Institutional Qualifications

Institutions offering the EMS Instructor Methodology course must be an NCOEMS-approved Educational Institution. In addition, the institution must:

- Schedule appropriate facilities, and
- Provide equipment and supplies (both educational and medical) to adequately support the course.
- Maintain a record-keeping system that tracks required student performance indicators, and
- Issue students who successfully complete the course documentation of having done so.

Course Requirements

Courses approved by the NCOEMS must meet the following requirements:

- Be coordinated and taught by qualified instructors;
- Follow, at a minimum, the educational objectives as identified in the NHTSA/USDOT, NATIONAL GUIDELINES FOR EDUCATING EMS INSTRUCTORS, AUGUST 2002 or subsequent amendments
- Have all appropriate equipment and resources needed to sufficiently teach material contained in the course curriculum;
- Have a process for verifying student qualifications, and
- Have a formal student evaluation procedure which includes:
 - Assessing student performance at selected points during the didactic component of the course. The purpose of these periodic assessments should be to evaluate student mastery of specific course materials and should be the basis for determining whether students are allowed to continue on through the course; whether they should receive remediation before being allowed to proceed to the next area, or whether they should not be allowed to continue through the course. Assessments may include written tests, student activities, group projects, or written assignments.
 - Assessing student mastery of course content/instructor proficiency through a final written course exam. Final course exams should be referenced to the course objectives contained in the NHTSA/USDOT NATIONAL GUIDELINES FOR EDUCATING EMS INSTRUCTORS AUGUST 2002 or subsequent amendments.
 - Evaluating student teaching proficiency through an educational methods scope-of practice assessment.

- This must be done using an OEMS approved scope-of practice evaluation instrument.
- Provide an end-of-course student grade that reflects a weighted performance assessment across both the didactic content and educational scope-of-practice components of the course.

NOTE: In order for this course to be credited toward meeting NCOEMS’ Instructor Methodology Course requirements for credentialing as a Level I Instructor, students **must obtain at least 80% on their cumulative course evaluation grade.**

Approval Process:

1. After obtaining the “EMS Instructor Methodology Course Approval Requirements”, review the document. If you have any specific questions contact your Educational specialist. (Contact names and addresses for the regional Educational specialists are listed below.)
2. Develop a detailed written plan describing how the EMS Methodology course requirements will be satisfied.
3. Submit the draft version to your Educational specialist for review.
4. Make any necessary revisions to the plan based on the Educational specialist’s review.
5. Submit the final “Course Plan” to the appropriate OEMS Regional Office for official approval.

Once approved, the EMS Educational Institution may offer subsequent EMS Instructor Methodology courses with the approval of their Educational specialist. If modifications are made for future courses, the “Approval Process” will apply. The final “Course Plan” must be submitted to the appropriate OEMS Regional Office at least 30 days prior to the start of the course.

OEMS Regional Office Contacts:

OEMS Eastern Regional Office 3802 NC Hwy 58 North, Kinston, NC 28504 Telephone: 252-208-2456 Fax: 252-208-2027	OEMS Central Regional Office 1201 Umstead Drive, Raleigh, NC 27603 Telephone: 919-855-4678 Fax: 919- 715-0498	OEMS Western Regional Office 3305 16th Avenue SE, Suite 302, Conover, NC 28613 Telephone: 828-466-5548 Fax: 828-466-5651
<u>Educational Liaison:</u> Mr. Robert Amerson Robert.amerson@dhhs.nc.gov	<u>Educational Liaison:</u> Mr. San Juan Timmons SanJuan.Timmons@dhhs.nc.gov	<u>Educational Liaison:</u> Mr. Zachery Stutts Zach.stutts@dhhs.nc.gov