

EMS Leadership Conference
Saturday, February 9, 2019 | 7:30 am – 4:30 pm



SO, THEY'VE PUT YOU IN CHARGE OF TRAINING...NOW WHAT?



1

ROBIN WILLIAMS

<https://www.youtube.com/watch?v=w8fu-hq3S7A>

2

HOW DID WE GET HERE?

- Hand selected?
- Did you open your mouth too much?
- Do you genuinely want to make a difference?
- What makes you any better than the next person?




You need to ask yourself...are you willing to make the changes?

3

TYPICALLY...WHY DO WE NEED TO TRAIN?

Because Errors Happen:

- Skills-based failure
- Rules-based failure
- Knowledge-based failure



4

WHAT ARE YOUR RESPONSIBILITIES?

- http://www.health.ny.gov/professionals/ems/policies_laws_regs.htm



5

WHAT ARE YOUR RESPONSIBILITIES?

- Article 30
 - **Section 3003-A. Ems Program Agencies.** "Education Programs" – REMACs can work with agencies to identify training needs (i.e. courses).
 - **Section 3006. Quality Improvement Program.** "A quality improvement program shall also include participation in the department's prehospital care reporting system and the provision of **continuing education programs** to address areas in which compliance with procedures and protocols is most deficient and to inform personnel of changes in procedures and protocols. **Continuing education programs** may be provided by the service itself or by other organizations"
 - **Section 3052. Establishment of a Training Program for Emergency Medical Services Personnel.** "The commissioner shall provide state aid "

6

WHAT ARE YOUR RESPONSIBILITIES?

- Part 800
 - **800.9 Continuing Education** "Candidates for recertification may complete a New York State approved original or refresher course at the appropriate level or engage in **continuing education** activities in order to maintain their knowledge and skills prior to admission to the practical and written certification examinations."
 - **Certified Ambulance Services - 800.21 General Requirements** "(k) maintain current and accurate personnel files for all drivers, certified first responders, emergency medical technicians, and advanced emergency medical technicians, **showing qualifications, training and certifications**, and health records, including immunization status. Employee health records shall be maintained separately and in compliance with all applicable requirements. Information contained in such personnel files shall be reviewed annually, and may be disclosed only to authorized individuals. **Training records must include at a minimum:**
 - (1) copies of state issued certifications;
 - (2) all records of additional or specialized training; and
 - (3) all records of any in-service and continuing education programs.

7

HOW SHOULD WE TRAIN...RECERT?

- Base it on time?
- Base it on \$\$\$\$?
- Base it on our ability or desire to move up?



8

RAPID RECERT – 3 DAYS

- Administrative Day
- Practical Skills Exam (PSE) Day
- State Written Exam Day



9

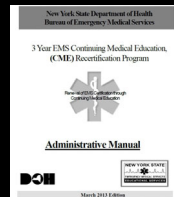
EMT RECERTIFICATION COURSE

- Enroll in a basic course which typically includes a recert portion.
- Challenge Practical Skills Exam (PSE) .
- Challenge REMACs Written Exam.
- Show up to classes required.
- Test out again at end, then take the State written exam..

10

3 YEAR CME PROGRAM

- NYS EMS Administrative Manual
 - Effective March 2013
- Disclaimer
 - Overview Only
 - Cited Material from Manual
 - ALWAYS Reference Administrative Manual for Definitive Answers or contact NYS EMS Representative.



11

STEP ONE:

- File DOH 4227
- THE PLAN MUST BE PROVIDED
 - CME Coordinator
 - Medical Director

12

ELEMENTS

- How AGENCY will assist members
- Training Opportunities (Annual Plan)
- Provision CORE CONTENT
- TRACKING CME Activity
- Storage of Archived Records
- APPROVAL by MD, CME and CEO

13

RECORDKEEPING

- 30 Day rule of Files
- Chronological Order
- NYS EMS Audit – 24 hours notice
- Archived X 7 years!



14

STEP TWO

- Participants Files



15

PARTICIPANTS FILE

- COPY of EMT card
- Copy of DOH 4226 – Participant
- Evidence of Periodic Needs Assessment
- CME Documents – in Chronological order
- PROOF of Skills – PSE or PCR

16

CERTIFICATES OF ATTENDANCE

- Title of Presentation
- Hours of Attendance
- Completion Date
- CORE must be indicated
- Attendance sheet??? (if NOT from Agency)

17

DETAILS, DETAILS, DETAILS...

- Last 4 of Social Security
- Original SIGNED Affidavit
 - See 10 NYCRR Part 800.8
 - 60 days from submission!
- Submission NO LATER than 45 days
 - Less than 9 months to expiration
 - NO loss of time

18

DETAILS, DETAILS, DETAILS...

- Agency Criteria – “Active”
- Continuous Practice – active provision of care
- Proof of Service – Run Reports within last 3 years
- ***This may mean that the ALS providers must be credentialed and online in the region in which they provide EMS care...i.e. in GOOD STANDING.***

19

CME COORDINATOR

- Maintain ALL Records
- Ensures Compliance with NYS EMS
- Track Providers – regularly (3 months)
- Ensure ALS Providers are on line
- Ensure timely voucher submission



20

MEDICAL DIRECTOR



- Interactive Participant
- Review all training INCLUDING
 - Skills Maintenance
 - Direct Observation
 - Direct Knowledge via QA
- Submit DOH 4227 – 20 days

21

CERTIFIED INSTRUCTORS



- Take Instructor TEST!
- Obtain 85% passing grade or better
- At level to teach – ALS/EMT
- Part of INSTRUCTOR Recertification
 - NOT part of provider recertification

22

REQUIRED CME



- Core Content –
 - AKA Competency Assurance
 - Overseen by NYS CIC
- Healthcare CPR
 - ACLS for Paramedics
- Skills Competency
- NIMS 100 – 700 and HazMat 5a

23

ONLINE CPR/ACLS COURSES

- Internet courses for learning CPR and ACLS **are not acceptable courses unless** the course includes a classroom component to prove skill competency.



24

SOURCES OF CORE EDUCATION

- Formal Core Refresher Training
- Regional Training Programs
- Alphabet Courses (Reviewed by CIC)
- Self Study – aka Internet Courses
 - 50% rule

[illegible][illegible]

28

"ADDITIONAL TRAINING"

- Intention: Performance Improvement
- EMS Related!
- Can EXPAND on Core

29

EXAMPLES

- Agency Drills
- QI Reviews
- OSHA Training
- ICS Training
- WMD Training
- Conferences
- Special CME
- Internet
 - 50% rule
 - Without Approval of NYS BEMS

30

NOT INCLUDED



- Tactical Training
 - Exception TCCC
- Firematics
 - Exception Hazmat
- College Courses
 - Exception Anatomy/ Some Nursing programs (requires detailed analysis by a CIC)

31

SHOW ME THE MONEY!

- Vouchering
- Paid to agency or course sponsor
- Separate Funds
- Agency Voucher
- AC 3253s within 45 days
- Attach NEW card



32

STATE FUNDS

- Training ONLY
- Expenses
 - Conferences
 - Travel Expenses
- Speaker Honorium
- Training Equipment
 - Marked
 - NOT In-service

33

TAKE HOME MESSAGE

- Be responsible and prepare yourself!
- Provider can NOT expire -
 - Required to take traditional refresher.
- Post marked 45 days prior to expiration.



34

AGENCY TRAINING

- Effective training can happen regardless of the "what is in it for me" syndrome!
- It all starts with identifying the need...
- Then implementing the PLAN!



35

LESSON PLANNING



36

OBJECTIVES

- List five purposes of a lesson plan.
- List six steps of lesson planning.
- List the three types of lesson plans.
- List and describe the six major components of a lesson plan

37

LESSON PLAN

- An organized plan from which a lesson plan will be presented.
- Two key words...
 - Organized...are we?
 - Planning ahead...do we have the time?

38

BAD LESSON PLANNING



39

PURPOSES OF A LESSON PLAN

- Provide a format and logical order for lesson development.
- Provide a reminder of what advance preparation the instructor must make.
- Provides a reminder of what materials and equipment must be taken to the classroom.

40

PURPOSES OF A LESSON PLAN

- Guide the instructor in management of trainee activities.
- Remind the instructor what to say and do.
 - Order
 - Time



41

PURPOSES OF A LESSON PLAN

- Establish uniformity in training sessions.
- The content is documentation for legal purposes.



42

6 STEPS OF LESSON PLANNING

- 1) Establish a Lesson Objective(s)
- 2) Formulate desired learning outcome.
- 3) Research Topic.
- 4) Organize Material.
- 5) Select Instructional Strategies.
- 6) Prepare and Review Lesson Plans.

43

THREE TYPES OF LESSON PLANS

- 1) Topic / Sentence Outline
 - Main point / sub points - brief phrases
 - Each point is a sentence
- 2) PowerPoint Presentation
 - A. Is an outline
 - B. Include instructor notes with each slide
- 3) Manuscript - Complete Verbatim Record

(EXAMPLES)

44

EMT

Life span development
EMT-B
09-09-2014
Time: 18:30 – 21:30

Overview

- Discuss how understanding life span development can help the EMT in caring for patients.
- It is easier to understand disturbances in a patient's psychological and/or physiological state if you first know what is normal for him.

Objectives

Will have a greater understanding for how aging can affect the assessment.
Will understand the general limitations of a subgroup

Activities

Power point presentation
Case study
Role playing

Adaptations

Evaluation

Group discussion based on the role playing of

Materials

PP -
White boards

Other Resources

Case presentation
Role playing props

OUTLINE EXAMPLE

45

LESSON PLAN COMPONENTS

- Training Data
 - Lesson Title
 - Course Title
 - Duration
 - Trainee Level
 - Prepared by/date
- Method of presentation
- Instructor
- Approved by
- Number of trainees

46

LESSON PLAN COMPONENTS

- Instructional Objectives
 - Indicate what the trainee will be able to do at the conclusion of the lesson
 - Performance
 - Condition
 - Criteria

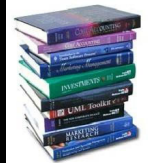




• Bullet
• Points
• Kill

47

LESSON PLAN COMPONENTS

- Materials Required
 - Training aids
 - Textbooks or manuals
 - Other supplies

48

CLASSROOM SET - UP

- Make sure the classroom is set up for optimal learning.
- Set it up the way that is most comfortable for the instructor and allows the students to learn. Ambiance is important!
- Types
 - Horseshoe
 - Lecture
 - Auditorium



49

LESSON PLAN COMPONENTS

- Introduction
 - Develop interest
 - Benefit to trainee
 - Tell what will be expected



50

LESSON PLAN COMPONENTS

- Presentation
 - Outline subject matter
 - Notes about instructional methods
 - Make presentation effective
 - Talk on level of the class
 - Emphasize and repeat important points

51

LESSON PLAN COMPONENTS

- Summary
 - Review of "must know" material
 - Lecture summary
 - Discussion
 - Question and answer
- Assure students have handouts and other material and....



52

LEAVE ON A POSITIVE NOTE...MOTIVATE!



53

QUESTIONS, COMMENTS OR CONCERNS?



E5 Support Services, LLC
 333 Glens Street, Suite 303
 Glens Falls, NY 12801
 Phone: 518-361-0218

Doug Wildermuth

NREMT Paramedic

Program Coordinator/RF

NYSDOH-Certified Instructor Coordinator

Haz Mat Specialist

Former Volunteer Firefighter

Thank You!

Douglas.Wildermuth@E5SupportServices.com

54