

2009 Continuing Education and Training Policy

PURPOSE

This policy establishes the standards relating to the continuing education requirements for EMS personnel sponsored by the Stamford Hospital EMS Sponsor Hospital Program (SSHP).

REQUIREMENTS

Requirements for recertification are set forth under section 19a-179-16(a) of the *Regulations of Connecticut Agencies*. In addition, all personnel who receive primary authorization through the SSHP to maintain the following training requirements for the 2008 calendar year:

Paramedic*	EMT-Intermediate	EMT-B
<ol style="list-style-type: none"> Attend all mandatory sessions. Complete a minimum of twenty-four (24) credit hours of core CME. Accrue a minimum of twelve (12) credit hours of elective CME. Maintain a current BLS for Healthcare Providers completion card. Maintain a current Advanced Cardiac Life Support completion card. Maintain a current Pediatric Advanced Life Support completion card. 	<ol style="list-style-type: none"> Attend all mandatory sessions. Complete a minimum of twelve (12) credit hours of core CME. Within six months of your certification expiration date, complete a state-approved EMT-B refresher program pursuant to section 19a-179-16a(b)(2)(A). Maintain a current BLS for Healthcare Providers completion card. 	<ol style="list-style-type: none"> Attend all mandatory sessions. Within six months of your certification expiration date, complete a state-approved EMT-B refresher program pursuant to section 19a-179-16a(b)(2)(A). Maintain a current BLS for Healthcare Providers completion card.

**Graduate paramedics with limited authorization will be required to accrue core and elective credit hours upon their entry into the mentoring process.*

EMS providers who maintain primary authorization at another approved sponsor hospital program must provide annual verification of continued sponsorship in good standing and are required to attend all SSHP mandatory sessions and maintain valid American Heart Association completion cards as described in this policy.

Core Continuing Education

Topics are chosen from the core content divisions identified in the current reregistration requirements for National Registry Section 1A. To maintain authorization, paramedic providers must obtain a minimum of twenty-four (24) core credit hours annually. EMT-Intermediates must obtain twelve (12) core credit hours annually.

Sponsored agencies conducting in-house training must present content applicable to the appropriate National Standard Curricula:

- 1994 Emergency Medical Technician-Basic Refresher
- 1985 Emergency Medical Technician-Intermediate Refresher
- 1998 Paramedic Refresher

Paramedic Program Students

EMT-Intermediates enrolled and active in a paramedic course will be exempt from accruing core hours. Students must submit a course syllabus and dated schedule as well as verification of enrollment from the course coordinator.

Outside Educational Offerings

Paramedics and EMT-Intermediates may attend a core topic offered at another recognized EMS training location. Documentation of attendance at external CME offerings will not be accepted unless it is submitted, signed and verified on the Application for CME Credit for External Continuing Education form.

State Approved Refresher Programs

ALS level providers completing a state approved, structured refresher program will be awarded credit hours based on the length of the program completed. Paramedic refresher programs must meet or exceed the requirements of this policy. To obtain credit, providers must follow the procedure for obtaining pre-approval and verification of attendance as previously outlined. Note well that many refresher programs do not include a hands-on skills component, which is required for SSHP authorization renewal.

EMS QA Audit - Call Review / Roundtable

Prehospital and in-hospital relevant case review sessions will be approved for credit hours, applied towards National Registry Section IA or Section II if applicable.

EMS Journal Club – Literature Review

As a responsible EMS professional, it is important to stay abreast of the EMS literature and appreciate the rapid advancements in medicine. Participation in an organized Journal Club will earn one credit hour per hour of discussion, applied towards National Registry Section IA or Section II if applicable.

Stamford Hospital Trauma Conference

The monthly multidisciplinary trauma conference at The Stamford Hospital Brace Auditorium will be approved for credit hours, applied towards National Registry Section IA or Section II if applicable. SSHP will make every effort to provide advanced notice to EMS personnel who have cases being presented.

Elective Continuing Education

Any subject covered in the National Standard Curriculum can be accepted as continuing education. These topics may be presented through workshops, seminars, didactic sessions, clinical rotations or other state approved in-service training. Paramedic providers must obtain a minimum twelve (12) elective credit hours annually.

Proof of completion indicating the education completed, dates of completion and validating signatures are required for full credit. Documentation may be in the format of an official letter or valid completion card signed by the instructor or medical director.

Clinical Practicum in Emergency Care

Clinical rotations in one of the specialty units of The Stamford Hospital are eligible for continuing education credit. All rotations must be arranged with the EMS Coordinator. One hour per clinical hour will be awarded.

EMS Instruction

One credit hour per hour of lecture or psychomotor skill instruction of a National Standard Curriculum topic area will be awarded for elective CME credit.

Remediation Projects

ALS providers who are assigned research papers or projects as a form of remediation will receive appropriate credit hours for such work. The EMS Coordinator will determine the credit to be awarded after discussion with the Sponsor Hospital Medical Director. A maximum of three (3) credit hours can be earned within the calendar year.

SSHP will not accept the following as elective continuing education:

- Preceptor hours
- Volunteer time
- Performance of duty
- First responder courses
- Serving as skills examiner
- Instructor courses
- First Aid/CPR
- Management/leadership course

MANDATORY SESSIONS

Sponsored personnel are required to attend mandatory sessions, scheduled as needed to orient providers on new or revised protocols and policies. Failure to attend may result in the immediate suspension of medical control authorization. Mandatory sessions can be credited towards elective CME hours unless specific to a core topic area. All personnel who fail to attend a mandatory session must contact the EMS Coordinator immediately to arrange an alternate assignment if available.

PRACTICAL SKILLS WORKSHOP

The Practical Skills Workshop is conducted to reestablish and verify competency levels for assessment and treatment skills. SSHP will conduct one workshop annually. Sponsored paramedics must attend or provide proof of attendance and successful completion of a practical skills competency review. Attendance will satisfy Section III requirements for National Registry.

AMERICAN HEART ASSOCIATION HEALTHCARE PROFESSIONAL TRAINING COURSES

SSHP requires maintenance of valid, current cards confirming completion of the following American Heart Association courses:

- BLS for Healthcare Providers – Required for all SSHP-sponsored EMS personnel.
- Advanced Cardiac Life Support – Required for SSHP-sponsored paramedics.
- Pediatric Advanced Life Support – Required for SSHP-sponsored paramedics.

EMT-B REFRESHER COURSES

EMTs and EMT-Intermediates must successfully complete a state-approved EMT-B refresher program within the six-month time period prior to their date of expiration.

VERIFICATION

Verification of annual CME activity will occur every December. Each provider is required to keep a log of the program topic, date, credit hours awarded, instructor signature, and location of the training session. The individual provider is responsible for verifying all information.

CANCELLATIONS/POSTPONEMENTS

Every attempt will be made to adhere to the posted schedule. However, should a CME session require a change of time and/or date, timely notices will be posted.

RECORD OF ATTENDANCE

Attendance must be taken at each session. You **MUST** sign the attendance sheet to gain proper credit for the CME.

SESSION ETIQUETTE

Providers are to arrive on time so that the presenter may start the CME session according to schedule.

Personnel will remain the entire session. Providers should demonstrate respect for the instructor and fellow participants during the CME session. Please refrain from distracting behavior such as disruptive eating and holding side conversations throughout the course of the session.

Providers are expected to help maintain the appearance of the classroom. After the session students will discard all trash.

Cell phones and pagers must be turned off during the CME session, unless on-duty.

CONTINUING EDUCATION ETHICAL STANDARDS

Falsification of continuing medical education documentation or attendance sign-in sheets will result in the permanent removal of medical authorization. Failure to maintain required CME hours and provide documentation of current licensing and certification will result in progressive discipline as well as the withdrawal of ALS authorization by the Stamford Sponsor Hospital Program Medical Director.

The EMS Coordinator must be notified if repeated absences are the result of extenuating circumstances. These situations will be handled on a case-by-case basis.

**Stamford Hospital Sponsor Hospital Program
Application for CME Credit for External Continuing Education**

Submit completed application to EMS Coordinator following the completion of the program.

Name _____

Topic / Program Title _____

Date(s) of Program _____ Contact Hours _____

Location / Venue _____

Lead Instructor / Coordinator _____

Lead Instructor Signature _____ Date _____

Shaded Region for SSHP Use Only

Review Date _____ Approved? Yes No

Module	Total	Airway, Breathing and Cardiology	Medical Emergencies	Trauma	Obstetrics and Pediatrics	Operations	Elective
Specific Topic							
Hours							

Reviewer Signature _____

Additional Information:

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