

BASIC EDUCATIONAL INSTITUTION APPLICATION

EDUCATIONAL INSTITUTION NAME:	
Application Type:	

INTRODUCTION:

North Carolina General Statutes and Administrative Codes require that the North Carolina Office of EMS (OEMS) establish programs to credential EMS personnel. To that end, the OEMS has set EMS educational curricula, which must be offered by approved EMS educational institutions. To be approved by the OEMS as an EMS Educational Institution, an application must be submitted, which includes an education plan that addresses the institution’s ability to provide quality EMS education programs and services. The education plan must meet the standards established by the OEMS.

This document is intended to assist institutions seeking approval as an EMS Educational Institution. Though these guidelines offer much information, applicants should consult with the Education Liaison in the appropriate regional office throughout the development of the institution’s educational plan. The Education Liaison can offer valuable information and guidance for applicants who encounter problems related to the requirements for the educational plan. Contact information for each regional office is listed at the end of this document.

EDUCATIONAL PLAN COMPONENTS & APPLICATION FORMAT

The applying institution must submit a completed EMS Educational Institution Application. The Educational Institution Plan must address all components listed in these guidelines, unless noted otherwise.

I. Educational Programs

Approved Education Institutions must address the educational programs the institution intends to offer, including programs offered by the institution, the educational format(s) that the institution intends to use to deliver its educational services, and the methods of classroom instruction to be used. The plan must also include a brief description of any educational objectives or content material to be included that is not part of standard curriculum objectives for that level, as well as any enhancement or enrichment activities unique to the institution’s educational program.

Institution Physical Address:				
	Street	City	Zip Code	Phone Number
Institution Mailing Address:				
	Street	City	Zip Code	

Courses Offered:	<input type="checkbox"/> EMR	<input type="checkbox"/> EMT	<input type="checkbox"/> AEMT	<input type="checkbox"/> Paramedic
Type of Courses Offered:	<input type="checkbox"/> Initial	<input type="checkbox"/> Refresher	<input type="checkbox"/> CE Local	

Indicate the Hours for each Level Offered:

Initial Courses	Total Hours	Didactic Hours	Clinical Hours	Field Hours
EMR				
EMT				

<u>Refresher Courses</u>	<u>Total Hours</u>	<u>Didactic Hours</u>
EMR		
EMT		
AEMT		
Paramedic		

<u>CE Local (system affiliated)</u>	<u>Total Hours</u>	<u>Didactic Hours</u>
EMR		
EMT		
AEMT		
Paramedic		

Please attach via the Ready Op Form copies of the following appendices:

1. **Appendix A** – The written institutional policy regarding acceptance and documentation of outside educational credit.
2. **Appendix B** - The written institutional policy regarding the issuance of credit for prior education and/or work experience.
3. **Appendix C** – The policy and/or procedure that ensures the delivery of educational programs in a manner as to which the content and material is delivered to the intended audience, with a limited potential for exploitation of such content and material.
4. **Appendix D** – The policy and/or procedure that addresses the delivery of cognitive and psychomotor examinations in a manner that will protect and limit the potential for exploitation of such content and material.
5. **Appendix E** – The policy and/or procedure for the exam validation process utilized for the development of cognitive examinations.
6. **Appendix F** – The procedure for the evaluations of the program’s courses or components by their students, including the frequency of evaluation.
7. **Appendix G** - The policy that requires the completion of an annual evaluation of the program to identify any correctable deficiencies.
8. **Appendix H** - The policy that ensures access to instructional supplies and equipment necessary for students to complete educational programs as defined in Rule .0501of Subchapter 10A NCAC 13P.
9. **Appendix I** – Policy on academic and ethical integrity to include modes of discipline, re-occurrences and OEMS notification.

II. Organization

Approved Education Institutions must address the overall organization of the institution which includes: a description of any institutional affiliations or accreditation(s); the program service area, such as city, county, or other geographical area; and any affiliation(s) the institution may hold. affiliations or accreditation(s); the program service area, such as city, county, or other geographical area; and any affiliation(s) the institution has.

Define the Program Service Area:	Agency <input type="checkbox"/>	System <input type="checkbox"/>	City <input type="checkbox"/>	County <input type="checkbox"/>	Other Geographic Area <input type="checkbox"/>
---	---------------------------------	---------------------------------	-------------------------------	---------------------------------	--

If “Other Geographic Area” selected, please explain further below:

List any institutional affiliation(s) or accreditation(s):

III. Financial Resources

Approved Educational Institutions must address how the institution funds the EMS Education program.

Provide a brief description of the funding resources for your program:

IV. Facilities

Approved Educational Institutions must provide sites and facilities that ensure a safe and conducive atmosphere for learning. The sites and facilities must provide appropriate space, lighting, acoustical, and environmental controls, and they must be maintained in a hygienic manner, free of obstructions, materials, or conditions which would pose unnecessary risks to students.

Identify the types of facilities that your educational program will be utilizing:

If you chose Combination/Other please describe in further detail:

Provide copies of the following:

Appendix J – Please attach a list of any sites or facilities that will host educational programs (i.e., classroom learning or experiential activities). Detail the general description of each site identified in the list. Include maximum capacity, classroom set-up, available technology, etc.

V. Equipment and Supplies

EMS Education Institutions are required to have sufficient equipment and supplies available to conduct EMS educational programs. The required equipment and supplies include both the medical equipment and related supplies needed to teach the scope of practice skills covered in EMS educational programs and the educational equipment and supplies needed to effectively deliver course content. Equipment and supplies must be appropriate to the scope of practice being taught, must be in good and safe repair, and must be available in sufficient quantity to ensure student access and use during scheduled times. Required educational supplies and equipment, such as

textbooks, audiovisual devices, computers, and the like, should be determined by the instructional methods and activities used within the program and should address the various learning styles of students. EMS Educational Institutions must provide instructors with the equipment and supplies necessary for them to provide quality, appropriate educational services, and activities.

Does your educational institution provide all its own equipment/supplies?

If “NO” was selected above, detail who provides your equipment/supplies:

Provide Copies of the Following:

1. Provide a copy of the equipment/supplies “**Memorandum of Agreement/Understanding**” from the agency or entity for which you receive your educational equipment/supplies.
2. **Appendix K** – Provide a list of non-disposable equipment/supplies utilized in the education process. Include the make/model and quantity of each item.

VI. Educational Medical Advisor

The educational medical advisor shall be responsible for overseeing and approving the medical components of each EMS educational program. Specific qualification requirements of an EMS Educational Medical Advisor are referenced in the “North Carolina College of Emergency Physicians: Standards for the Selection and Performance of EMS Medical Directors.” This document is available from a link on the NCOEMS web site at: <http://www.oems.nc.gov>. Approved Education Institutions must address the institution’s ability to provide a qualified educational program medical advisor.

Educational Medical Advisor:				
	First	Middle Initial	Last	P Number
Email Address:				
Specific Job Duties (Check those that apply):	Clinical Curriculum Development <input type="checkbox"/>	Didactic Curriculum Development <input type="checkbox"/>	Instructor Development <input type="checkbox"/>	Instructor Selection <input type="checkbox"/>
	Program Evaluation <input type="checkbox"/>	Student Performance <input type="checkbox"/>		

Provide Copies of the Following:

1. **Appendix L**– Contract/Agreement between the Educational Medical Advisor and the Educational Institution

VII. Educational Program Coordinator:

Approved Education Institutions must address the Institution’s ability to provide a qualified and credentialed educational program coordinator.

All BEIs and must have a Level II EMS educational program coordinator. The designated coordinator may be an individual credentialed as a Level II EMS Instructor at or above the highest level of the EMS program offered by the institution.

For all Educational Institutions: If the individual identified as the program director in the plan ends association or affiliation with the institution all clinical and/or field experience is to be stopped immediately. The institution

must notify the OEMS within 5 calendar days and submit documentation reflecting compliance with this requirement within 15 calendar days to maintain active EMS Educational programs.

EMS Educational Program Coordinators must possess a valid OEMS Instructor credential throughout the duration of any programs offered that is equal to or greater than the level of that program. It is the responsibility of the program coordinator and the institution to ensure that appropriate valid credentials are maintained.

Educational Program Coordinator			
	First	MI	Last
P Number		Type of Appointment	

Provide Copies of the Following:

1. **Appendix M** – Contract/Agreement between the Educational Program Coordinator and the Education Institution.

VIII. Instructional Faculty

Approved Education Institutions must address the institution’s ability to provide qualified and credentialed faculty for its EMS Educational Programs. The plan must address all faculty used in educational program, such as credentialed EMS instructors, skill and scope-of-practice evaluators, clinical and field preceptors, specialty course instructors, and non-credentialed adjunct instructors. OEMS will verify Educational Institution Faculty via Continuum Rosters.

Credentialed EMS instructors must be designated as the primary instructor for EMS educational programs that lead to a credential. Initial AEMT and Paramedic Courses require a credentialed Level I EMS Instructor to serve as a lead instructor. Each type of instructor must be credentialed at the level of the program offered, or higher. For example, an institution offering Paramedic level continuing education must designate as its lead instructor for the program a credentialed Level I Paramedic Instructor.

Provide copies of the following:

1. **Appendix N** - Describe Educational Faculty Orientation plan in accordance with 10A NCAC 13P .0602(b)(3)(G)
2. **Appendix O** - Describe your faculty Professional development plan in accordance with 10A NCAC 13P .0602(b)(3)(B,C)
3. **Appendix P** – Copy of blank faculty/instructor evaluation instrument. Provide a description of the frequency of this evaluation by students.
4. **Appendix Q** – Description of the evaluation, selection and monitoring processes for faculty/instructors.

IX. Support Staff

Approved Education Institutions must address the institution’s ability to provide qualified support staff for its EMS Educational programs. The plan will address support staff who serve the EMS Education programs.

Answer the following questions as appropriate:

Staff	Yes or No	Full/Part-Time or Both	Total Number
Clinical Coordinator			
Adjunct Faculty			
Lab Assistant(s)			
Administrative Assistant			

X. Clinical and Field Internship

Approved Education Institutions must meet the required and clinical field internship experiences for its EMS Educational Program.

Clinical Sites:

Check which of the following types of clinical sites are utilized for this program.

Hospitals <input type="checkbox"/>	Public Health <input type="checkbox"/>	Private Physician Office <input type="checkbox"/>	Health Care Clinic <input type="checkbox"/>
Skilled Nursing Facilities <input type="checkbox"/>	Mental Health Center <input type="checkbox"/>	Dialysis Center <input type="checkbox"/>	Other (please describe below)

If you marked other, please describe in the space provided:

Field Sites:

Check which of the following types of field sites are utilized for this program.

E-911 Transport Agency <input type="checkbox"/>	Specialty Care Transport Agency <input type="checkbox"/>	Interfacility Transport Agency: <input type="checkbox"/>	CCP/MIH Unit <input type="checkbox"/>
Non-traditional Practice Setting <input type="checkbox"/>	Other (please describe below) <input type="checkbox"/>		

If you marked other, please describe in the space provided:

Provide copies of the following:

1. **Appendix R (Please provide as a single pdf, properly oriented via Ready Op) –**
 - a. The selection and monitoring process of all in-state and out-of-state clinical education and field internship sites.
 - b. The selection and monitoring process of educational institutionally approved clinical education and field internship preceptors.
 - c. The process utilizing EMS preceptor feedback to the students and the EMS program.
 - d. The evaluation process of preceptors' including the frequency of evaluations.
 - e. The evaluation of clinical education and field internship sites by their students including the frequency of evaluations.
2. **Appendix S-** Copy of the contract or memorandum of agreement/understanding with each clinical site.
3. **Appendix T** - Copy of the contract or memorandum of agreement/understanding with each field internship site.
4. **Appendix U (Please provide as a single pdf, properly oriented via Ready Op) -** Roster of all clinical sites including the following information:
 - a. Facility Name
 - b. Contact person's name, phone number and email.
 - c. Physical address
 - d. Levels precepted at facility
 - e. List each area of the hospital where clinical skills will be performed (OB, ED, Surgery, etc.)
5. **Appendix V (Please provide as a single pdf, properly oriented via Ready Op) –** Roster of all field sites including the following information:
 - a. Site Name
 - b. Contact person's name, phone number and email.
 - c. Physical address
 - d. Levels precepted at field site
6. **Appendix W** – Copy of a blank clinical site evaluation.
7. **Appendix X** – Copy of a blank field site evaluation.
8. **Appendix Y**– Copy of a blank preceptor evaluation.
9. **Appendix X** – Blank copy of all forms used by a student in a clinical or field setting.
10. **Appendix AA** - Copy of the EMS Student Program Handbook and/or Student Rights and Responsibilities Document.

XI: Students:

Approved Education Institutions must address how the institution interacts with students in EMS educational programs.

The educational program must meet, at a minimum, NC Education Program and Objectives requirements for pre/co-requisites for each student per course level.

1. **Appendix AB** – Attach a document that lists the education institutions pre-admission testing requirements for each level including type of assessment tests and scores and/or any alternative methods that you would accept.
2. **Appendix AC – (Please provide as a single pdf, properly oriented via Ready Op)** Attach blank copies of documents that ask students to provide feedback on program strengths and weaknesses.
3. **Appendix AD (Please provide as a single pdf, properly oriented via Ready Op) –** Provide copies of the following Education Institution Policies:
 - a. Course Grading Process
 - b. Course Remediation Process
 - c. Grievance Process
 - d. Course Attendance Requirements
 - e. Disability Assistance
 - f. Course Completion Requirements

XII: Record Keeping:

Approved Education Institutions must maintain a standardized record-keeping system that details accurate attendance and performance of any student that participates in the program. A record-keeping policy must be in place that ensures the privacy and legal rights of students participating in the educational program. The record-keeping system must comply with OEMS and local EMS system monitoring, administrative, and credentialing requirements and must be available to OEMS and designated local EMS system staff within allowable legal constraints for official business. For educational records, the OEMS recognizes at a minimum the requirements outlined in the U.S. DOT NHTSA National EMS Education Standards and North Carolina OEMS Education Program Requirements.

What is the educational institution's record retention period for maintaining EMS program records?	
--	--