

Tuolumne County
Emergency Medical Services Agency

Title: Public Safety First Aid Training Program Approval

Medical Director Signature: on file

EMS Coordinator Signature: on file

EMS Policy No. 292.00

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I) Purpose

To establish the Public Safety First Aid (PSFA) training program approval process and ongoing requirements of a Tuolumne County EMS Agency approved PSFA training program.

II) Authority

California Health and Safety Code, Division 2.5, § 1797.204, 1797.210 & 1797.212.

California Code of Regulations, Title 22, Division 9, Chapter 1.5

III) Definitions

A) "TCEMSA" means the Tuolumne County Emergency Medical Services Agency

IV) Policy

- A) TCEMSA has the responsibility for approving and monitoring PSFA training programs conducted within the county. No PSFA training program shall conduct PSFA training within the county unless approved by TCEMSA. This policy does not apply to PSFA training programs approved by the California EMS Authority.
- B) Eligible training agencies and institutions (other than statewide public safety agencies) intending to conduct a PSFA Training Course shall secure program approval from the Agency.
- C) No PSFA Course shall begin instruction until that program has received written approval from TCEMSA.
- D) Training Program Minimum Requirements
 - 1) Initial course shall not consist of less than twenty-one (21) hours in first aid and CPR training.
 - 2) Course content shall meet or exceed the requirements contained in California Code of Regulations, Division 9, Chapter 1.5, § 100017.
 - 3) Each training program shall have an approved principal instructor who meets the following minimum requirements:
 - (a) Teaching no less than 50% of the didactic classroom hours of the topics assigned
 - (b) Preferred:
 - (i) Certified or licensed in California, at a minimum, as an EMT.
 - (ii) Have at least one (1) year of EMS experience.
 - (c) Individuals who do not meet the preferred requirements, may be approved as a principal instructor, at the sole discretion of TCEMSA, upon review/verification of adequate experience/qualifications for teaching the PSFA course.
 - (d) All principal instructors shall be qualified by education and experience in methods, materials and evaluation of instruction.

- (e) All Certified, Authorized, or Licensed personnel involved in instruction shall be in good standing with their certifying, authorizing, or licensing authority. Good standing implies that no negative action to the certification, authorization, or license has been taken by the appropriate authority to the extent that it included revocation or suspension during the past four (4) years.
- 4) TCEMSA shall be notified, within thirty (30) calendar days of any change in name, address, or telephone number of the principal instructor.
- 5) In addition to the principal instructor, each training program may also utilize teaching assistants who have adequate knowledge, skills and experience in teaching the course material.
- 6) There shall be at least one (1) principal instructor or teaching assistant for each 10 students during skills practice/laboratory sessions
- 7) All principal instructors and teaching assistants shall have access to all necessary training equipment required to ensure adequate instruction and competency.
- 8) Classroom space, including any breakout skills rooms shall be adequate in size and number for the number of students being instructed.
- 9) Initial and retraining courses shall include a written and skills examination, approved by TCEMSA, which tests the ability to assess and manage all of the conditions, content and skills listed in California Code of Regulations, Title 22, Division 9, Chapter 1.5, § 100017 and 100018.
 - (a) A passing standard shall be established by the training program before administration of the examination, and shall be in compliance with the standard submitted to and approved by TCEMSA.
- 10) Each trainee who successfully completes an approved training course, and successfully passes the competency based written and skills exams, shall be given a certificate or written verification to that effect by the training program. The certificate or written verification of course completion shall include the following information:
 - (a) Indication of initial or refresher training and the total number of training hours. •
 - (b) Date of issue.
 - (c) Date of expiration, which shall be 2 years from the date of course completion.
- 11) The following course records shall be maintained for a minimum of four (4) years, and be made available to TCEMSA upon request:
 - (a) Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topic outline, method of evaluation, and a record of participant performance.
 - (b) Record of times, places, and dates each course is given.
 - (c) Names of instructors and teaching assistants for each course given.
 - (d) A roster of all students who participated in the training course, including information regarding whether the candidate passed or failed and any remediation that was provided.
- 12) Individual classes or activities shall be open for scheduled or unscheduled visits by TCEMSA personnel.
- E) A completed packet, including the following items, shall be submitted, to the Agency, a minimum of 45 days prior to the beginning of instruction

- (a) Name of the sponsoring institution, organization, or agency;
 - (b) Name and qualifications of instructor(s)
 - (i) Principal Instructor
 - (i) List the name and qualifications of the Principal Instructor as established by the Training Program.
 - (ii) Teaching Assistants
 - (i) List the name(s) and qualifications of the Teaching Assistants as established by the Training Program.
 - (iii) TCEMSA shall be notified, in writing, within thirty (30) days of any change in program instructional staff.
 - (c) A statement verifying usage of the State of California Public Safety First Aid Initial and Retraining standards.
 - (d) Detailed course outline.
 - (e) Final written examination and scoring standards.
 - (f) Skills competency testing criteria and scoring standards.
 - (g) A statement verifying that appropriate equipment and adequate classroom space is available for the classes to be taught.
 - (h) Program approval fee is applicable.
- F) Program Approval
- 1) TCEMSA shall notify the Eligible Training Provider within fourteen days of receiving the request that the request has been received and shall specify what information, if any, is missing.
 - 2) TCEMSA shall provide written notification of program approval or disapproval within 30 days of receipt of the application.
 - 3) Program Approval shall be granted for a four (4) year period. Noncompliance with any provision or criteria required for program approval may result in withdrawal, suspension, or revocation of program approval by the EMS Agency. The process of notification and actions are listed in 22 CCR 100026.
- G) Program Approval for Optional Skills
- 1) A public safety department that intends to authorize any of the above optional skills, shall submit their program proposal for approval by the TCEMSA.
 - 2) The program proposal shall include the department policy regarding the administration of naloxone and/or oxygen and any policy related to the deployment or supply ordering of naloxone and/or oxygen.
 - 3) The program proposal shall identify all aspects of initial training requirements, on-going training requirements, including hands on manipulation of the intended devices that will be deployed.
 - 4) All training shall emphasize the importance of proper AED and CPR procedures with any unconscious unresponsive patient, prior to the deployment of naloxone and/or oxygen.
 - 5) The program proposal shall identify on-scene communication to the responding prehospital providers if naloxone and/or oxygen is administered.
 - 6) The program proposal shall identify that students will be trained to use the approved TCEMSA form should they administer naloxone or Epi-Pens within Tuolumne County.

- 7) The program proposal shall contain a continuous quality improvement plan that requires PSFA personnel to demonstrate trained optional skills competency at least every two years, or more frequently as determined by the EMS quality improvement program (EMSQIP).
- H) Withdrawal of Training Program Approval
- 1) Noncompliance with any criteria required for training program approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of this policy may result in denial, probation, suspension, or revocation of TCEMSA training program approval.
 - 2) Notification of noncompliance and action to place on probation, suspend, or revoke shall be carried out as follows:
 - (a) TCEMSA will notify the approved training program principal instructor in writing, by certified mail or in person, of the provision of this policy with which the training program is not in compliance.
 - (b) Within 15 working days of receipt of the notification of noncompliance, the approved training program shall submit in writing, by certified mail or in person, to TCEMSA one of the following:
 - (i) Evidence of compliance with the provisions of this policy, or
 - (ii) A plan for meeting compliance with the provisions of this policy within 60 calendar days from the date of receipt of the notification of noncompliance.
 - (c) Within 15 working days of receipt of the response from the approved training program, or within 30 calendar days from the mailing date of the noncompliance notification, if no response is received from the approved training program, TCEMSA will notify the California EMS Authority and the approved training program in writing, by certified mail, or in person, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, or place on probation, suspend, or revoke training program approval.
 - (d) If TCEMSA decides to suspend, revoke, or place a training program on probation, the notification will include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting of the probation or suspension or the effective date of the revocation, which may not be less than 60 calendar days from the date of the TCEMSA letter of decision to the California EMS Authority and the training program.