

Eastern Shore Emergency Medical Service Council
A sub-area council of the Tidewater EMS Council, Inc.

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Instructor Work Session

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Spreadsheets (please see attached) were distributed, depicting costs the Council has incurred for training in 2004, 2005 and 2006. Financially we cannot continue expending this amount of money.

EMT – Basic Training

- Current certified EMT Instructors: Jennifer Barnes, Diane Crockett, Patty Drewer, Danny Green, Kevin Holloway, Jay Jeffries, Jimmy Rowley, Bryan Rush, Tom Schwartz, Eric Schlieff and Dick Surran.
- Establish application process for EMT Instructors to request administration/funding support/assistance from the Council.
- Requirements for a Council sponsored course include the following:
 1. Each student shall complete a course application.
 2. A non-refundable fee of \$125.00 per student will be charged by the Council to cover the costs of books (\$75.00), testing (\$25.00) and administrative support (\$25.00). Only money orders, cashier's checks or EMS company checks will be accepted.
 3. Council staff will order/purchase the EMT book, of the Instructor's choice, in the quantity specified, which will be delivered to the sponsoring EMS agency.
 4. The instructor will be responsible for collecting all the appropriate fees or returning unopened book sets. Fees and unopened book sets will be turned in to Council staff immediately following the third lesson.
 5. If a student should decide to discontinue this course, a refund of \$50.00 is only available prior to the teaching of the fourth lesson and the \$75.00 book fee will only be refunded for unopened/returnable books.
 6. The EMT Instructor shall seek BLS Training Funds through OEMS to pay for lecture time. This money can be assigned to the Council and divided among various instructors upon submission of instructor contracts.
 7. \$75.00 per testing student will also be available to pay individuals assisting with practical workshops. The instructor will be responsible for acquiring a signed/complete contract for each individual to be paid, establishing the appropriate payment and submitting to Council staff for reimbursement. The EMT instructor is not eligible for direct payment of any of this money.
 8. The administrative support fee will be available to the instructor or course sponsoring EMS agency to cover the incidental costs associated with this course
 9. Set fees will also be charged for other optional courses offered in conjunction with the EMT Course, such as Infection Control (VAVRS), Hazardous Materials Awareness (VAVRS/DFP) or Emergency Vehicle Operators Course (VARVS).

The addition of the courses is at the EMT Instructors discretion. He/she is responsible for securing and scheduling the appropriate instructors. The Council will only charge fees needed to secure the books for such courses.

- Individual EMT Instructors will continue securing BLS Training funds through OEMS.
- Any EMT Instructor may offer a course not sponsored by the Council, however all associated costs will be assumed by the EMT Instructor.

Basic Life Support (BLS) Continuing Education

A Council supported/administrated BLS Continuing Education Program will be established as follows:

- Night-time monthly class (excluding December), three (3) hours each (1900-2200), rotating on set dates between NCEMS (Machipongo), Oak Hall Rescue, Melfa VF&R and Parksley VFC. (Please see attached schedule).
- Within 10 days after the class, the instructor will provide to County staff a course roster, completed CE Cards and a signed/completed instructor contract.
- Instructors will be reimbursed at the rate of \$20.00 per hour of instruction. The instructor will be reimbursed even if no students attend.
- Funding will be secured through OEMS BLS Training funds by Council staff.
- *Tom Schwartz* had agreed to secure instructors for the Melfa classes; *Danny Green* has agreed to secure instructors for the Oak Hall classes. We need two more instructors to manage the classes at NCEMS and Parksley.

Consideration will be made to hold a “kick butt” weekend (Saturday) CE class during the months of January, May and September, covering 8 hours of CE each day. Locations to be determined.

Advanced Life Support (ALS) Continuing Education

A Council supported/administered ALS Continuing Education Program will continue under the following guidelines:

- 3-4 monthly classes at various locations, four (4) hours each, rotating on set dates and times between NCEMS, ACDPS, Melfa VF&R and Oak Hall Rescue. (Please see attached schedule). All category 1 Paramedic topics will be covered yearly.
- A coordinator will be appointed to handle securing instructors for all dates between July 1st and June 30th. At the end of the term, the coordinator will be paid \$4.00 per hour for all held classes during this period of time.
- The coordinator will also be responsible for securing at least two specialty classes/courses, or their choice, during the term.
- Within 10 days after the class, the coordinator will provide to County staff a course roster, completed CE Cards and a signed/completed instructor contract.
- Instructors will be reimbursed at the rate of \$30.00 per hour of instruction. The instructor will be reimbursed even if no students attend.
- Funding will be secured through OEMS ALS Training funds by Council staff.

Advanced Cardiac Life Support/ Pediatric Advanced Life Support - Recertification

- Recertification courses will be offered annually (ACLS – February, PALS – April).
- No books will be supplied by the Council to students. Books may be purchased by individual students through the agency providing the course.

- Funding will be secured through OEMS ALS Training funds by Council staff.
- The Council will not pay for students to attend courses, not sponsored by the Council.

EMT – Enhanced

- A Council supported Enhanced Course, including a Trauma Life Support Course, shall be advertised beginning every January. There must be 20 students on the first day of class in order to continue the course.
- A non-refundable fee of \$175.00 per student will be charged by the Council to cover the costs of books (\$75.00), testing (\$25.00), administrative support (\$25.00), BTLS book (\$25.00), and BTLS Certification (\$25.00). Only money orders, cashier's checks or EMS company checks will be accepted.
- Council staff will order/purchase the Enhanced and ITLS books, of the Course Coordinator's choice, in the quantity specified, which will be delivered to the sponsoring EMS agency.
- The Course Coordinator will be responsible for collecting all the appropriate fees or returning unopened book sets. Fees and unopened book sets will be turned in to Council staff immediately following the third lesson.
- If a student should decide to discontinue this course, a refund of \$75.00 is only available prior to the teaching of the fourth lesson and the \$100.00 book fee will only be refunded for unopened/returnable books.
- The Course Coordinator shall seek ALS Training Funds through OEMS to pay for lecture time. This money can be assigned to the Council and divided among various instructors upon submission of instructor contracts.
- \$50.00 per testing student will also be available to pay individuals assisting with practical workshops. The course coordinator will be responsible for acquiring a signed/complete contract for each individual to be paid, establishing the appropriate payment and submitting to Council staff for reimbursement.
- The administrative support fee collected will be available to the course coordinator or course sponsoring EMS agency to cover the incidental costs associated with this course.

Trauma Life Support Course

- A Trauma Life Support Course shall be offered in conjunction with the Enhanced Course. All students are required to successfully complete this course in order to test for Enhanced.
- As stated above, fees for this course shall be collected as a part of the Enhanced registration fee.
- The Course Coordinator shall seek ALS Training Funds through OEMS to pay for this course. This money can be assigned to the Council and divided among various instructors upon submission of instructor contracts.
- \$25.00 per testing student will also be available to pay individuals assisting with practical workshops or to cover incidental costs associated with this course. The course coordinator will be responsible for acquiring a signed/complete contract for each individual to be paid, establishing the appropriate payment and submitting to Council staff for reimbursement.

EMT-Intermediate and EMT-Paramedic

- Seek accreditation to offer courses every other year.