



# Westchester REMSCO

T R A I N I N G & E D U C A T I O N C O M M I T T E E  
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## TRAINING & EDUCATION COMMITTEE INSTRUCTOR COURSES POLICY AND PROCEDURES

### I - Certified Lab Instructor Program - Eligibility

1. The WREMSCO Training & Education Program will reserve two seats in each instructor program for each Course Sponsor conducting programs or domiciled within the Westchester Region.
2. For each candidate the Course Sponsor, prior to the specified deadline for receipt, must submit a completed course application to the WREMSCO. A "Candidates Summary Form" must be submitted along with the applications. (See WREMSCO's Instructor Course Application Submission Policy Statement for further information.)
3. Course Sponsors may submit more than two candidate applications.
4. Additional candidates from any Course Sponsor will be accepted following the deadline for receipt, as seats remain available.
5. Priority will be given to those applicants who plan to teach in programs based within the Westchester Region.
6. Secondary priority will be given to those candidates recommended by the Hudson Valley and New York City Regional EMS Councils, respectfully.
7. All other applications will be processed and accepted, as seats are available.
8. WREMSCO reserves the right to limit class size based on facilities, equipment, and instructor availability.
9. Each applicant, prior to registration, must meet all NYS DOH BEMS eligibility requirements for the program.
10. Each candidate must successfully complete the CLI Pre-screening exam. See Pre-screening exam policy Statement for further information

### II - Certified Lab Instructor - Pre-screening

1. Each candidate will be evaluated on three practical skills stations.
  - Patient Assessment (Medical or Trauma)



- Random BLS Skills - A
  - Random BLS Skills - B
2. Candidates must successfully complete each station on his/her first attempt. A candidate who fails a pre-screening station will not be considered for admission to the Certified Lab Instructor Course until appropriate remediation has been provided.
  3. A Candidate who does not successfully pass a pre-screening station will be referred back to his/her Course Sponsor for possible remediation. Remediation may take a form of the Course Sponsor's choosing.
  4. Remediation must be documented in writing and submitted to the WREMSCO office. Said documentation is subject to review by the WREMSCO Education and Training Committee or its designee (Program Agency Training Coordinator).
  5. Following a review of documented remediation and at the discretion of the WREMSCO Education and Training Committee, remediated candidates may be admitted to the program. Entrance for these candidates to the CLI course is subject to availability.
  6. Any candidate who fails more than one station will not be considered for admission to the Certified Lab Instructor Program and should apply for the next scheduled pre-screening.

### **III - Certified Instructor Coordinator Program - Eligibility**

1. The WREMSCO Training & Education Program will reserve two (2) seats in each instructor program for each Course Sponsor conducting programs or domiciled within the Westchester Region.
2. For each candidate the Course Sponsor, prior to the specified deadline for receipt, must submit a completed course application to the WREMSCO. A "Candidates Summary Form" must be submitted along with the applications. See WREMSCO's Instructor Course Application Submission Policy Statement for further information
3. Course Sponsors may submit more than two candidate applications.
4. Additional candidates from any Course Sponsor will be accepted following the deadline for receipt, as seats remain available.
5. Priority will be given to those applicants who plan to teach in programs based within the Westchester Region.



6. Secondary priority will be given to those candidates recommended by the Hudson Valley and New York City Regional EMS Councils, respectfully.
7. All other applications will be processed and accepted, as seats are available.
8. WREMSCO reserves the right to limit class size based on facilities, equipment, and instructor availability.
9. Each applicant, prior to registration, must meet all NYS DOH BEMS eligibility requirements for the program.

#### **IV - Student Application Submissions - CLI Screening and CLI/CIC Programs**

**Purpose:** *To ensure that all required information for admission into a Certified Lab Instructor (CLI) Screening, Certified Lab Instructor Program, and Certified Instructor Coordinator (CIC) Program are received and processed in a fair and equitable manner.*

1. It will be the responsibility of the Approved Course Sponsor recommending a candidate for any program or screening to ensure that all requirements are met, and for the actual submission to the Regional office. Applications will not be accepted from individual candidates.
2. Course Sponsors will submit all required recommendations typewritten on official stationary, signed by the Sponsor's Administrator listed on the current Course Sponsor's Agreement filed with the NYSDOH BEMS Program. Course Sponsor Administrators must supply documentation both authorizing the candidate's enrollment in the program, and their commitment to allow the candidate to complete all post-course internships and audits under their Sponsorship.
3. Course Sponsor Administrators may also provide the CIC letter of endorsement for candidates providing the Administrator is a currently certified CIC. When this occurs one documentation letter covering both the authorization from the Sponsor and the endorsement of a CIC may be used with both points clearly identified. When a Sponsor's Administrator is not a valid NYS CIC a separate letter must be provided from a currently certified CIC.
4. Sponsors will ensure that each candidate has an original signed copy of the documentation submitted with his/her application.
5. Sponsor will ensure that a letter from a valid EMS agency attesting to the candidate's active involvement in the provision of at least EMT-B level care is provided for the candidate on the letterhead of the EMS agency, signed by a duly authorized representative of the EMS agency. This must show a minimum of two (2) years experience in the last three (3) years.



6. Sponsor will ensure that a legible copy of the candidates current NYS EMT (or AEMT) card, and copy of the candidates scores on the most recent NYS written examination be included with the application. Candidate must show a minimum score of 85% on the EMT-B section of the NYS Written Exam. Sponsor/candidate must secure this documentation from the NYSDOH BEMS Program prior to application submission for any candidate not in possession of a copy of these scores.
7. Candidate must legibly complete the application supplied by the Regional Council for any Screening or CLI/CIC program. Course Sponsor's Administrator will review the application for completeness, and ensure all required data and signatures have been provided.
8. Sponsor will ensure that all documentation for each candidate is collated into individual packets for submission when multiple candidates are being submitted. When multiple candidates are submitted by a Sponsor, the Sponsor will also include a typewritten and signed letter to the Regional Council identifying their order of preference for inclusion of candidates into programs that have limited enrollments.
9. The Sponsor will submit all completed applications to the Regional EMS Council by Registered Mail. Sponsors may include all their candidates in the same mailing, providing the applications are segregated into individual candidate packets. No applications or any item of documentation will be accepted via facsimile or email, or from anyone other than the Sponsor's Administrator.
10. Applications not received by the application deadline, not received complete, or not received in the accepted manner will be rejected and returned to the Course Sponsor. Applications will be accepted in the order received. Rejected applicants may reapply once they have submitted a corrected complete application, if available seats remain in the program. Rejected applications will not be granted priority for resubmission to the program.

## **V - Liability Statement**

The program may include physical activity. Many aspects of the program may require some physical exertion. If a candidate has a medical condition that may be aggravated by participation in the program, said student should consult a physician prior to enrolling in the program.

## **VI - Americans with Disabilities Act**

Any student who may require special consideration with regard to the NYS Final certification exam must advise the NYS DOH BEMS at least six weeks prior to the exam. Contact information can be found in the appendix of this document.



The NYS DOH BEMS is the only agency authorized to grant any exemptions to the New York State Department of Health Bureau of EMS testing policy. WREMSCO will allow the same exemptions in its programs upon receipt of written documentation from the NYS DOH BEMS. The student, prior to any interim testing must provide said documentation.

## **VII - Attendance Policy**

1. Attendance at all sessions of an instructor program is mandatory.
2. Students are expected to attend all sessions identified in the course outline. Students may be allowed to miss a session or sessions in cases of personal illness or injury, family emergency, or religious observation. In no event should any student be absent from more than two class sessions during the program. Students who are absent from more than two sessions will be dismissed from the program.
3. Students who are absent from a class session due to personal illness / injury, family emergency, or religious observation will be assigned appropriate make up work by the Regional Faculty. It is the student's responsibility to complete the make up work by the assigned deadline.
4. It will be the responsibility of the student to acquire notes and/or assignments for missed sessions.
5. Each student is expected to sign the student attendance record at the beginning or each session. Failure to sign the attendance record will result in an absence being recorded for that session.
6. Each class session will begin promptly at its designated time. Any student who is more than fifteen (15) minutes late will not receive credit for attending that session. Students who are habitually tardy (more than twice) will be dismissed from the program.
7. Students are expected to remain in class until the session is complete. Leaving early without permission from the Regional Faculty Program Coordinator will be considered an absence.

## **VIII - Class Room Operation**

1. No student will be allowed to respond to an emergency call while class is in session.
2. All radios and pagers must be turned off or in silent mode during class sessions.



3. All cellular telephone or other communication devices must be turned off or in silent mode during class sessions.
4. Smoking will be permitted only during breaks, and only in designated areas.
5. No firearms or weapons of any kind are permitted in the classroom. Law enforcement personnel should make arrangements to secure their weapons before entering the classroom.
6. Food and drinks are allowed in the classroom during breaks. The student will be responsible for cleaning up prior to the end of the session.
7. Respect for the Host facility is expected at all times. Any acts of vandalism, defacement, misuse, or destruction of Host Facility property is grounds for immediate dismissal from the program.
8. During Practical skills Lab, the students are expected to pack up all equipment and assist the Lab instructors in Inventory and storage of equipment.
9. In cases of severe weather or any other situation in which the Instructor/Coordinator feels canceling class would be safe and appropriate, Students will be notified using the following methods:
  - Local radio station notification
  - Electronic Mail
  - One attempt at a number listed as primary contact (determined by the student)
  - Message left on WREMSCO phone system

**NOTE:** *Students are to use their own good judgment and sensibility when determining whether or not to attend class during inclement weather. The WREMSCO will not be responsible for students who decide to attempt to attend class when weather inhibits safe travel.*

## **IX - Harassment (Including Sexual Harassment)**

1. Harassment of any type and in any form will not be tolerated.
2. Any harassment that may be considered of a sexual, gender, racial, or ethnic nature must be reported to the Instructor/Coordinator immediately.
3. In the event that the Instructor/Coordinator is the suspected perpetrator, the report is made directly to the Sponsor's Administrator.



4. For the purposes of this policy statement harassment may be, but is not limited to: words, jokes, signs, pranks, intimidation, physical contact, unwelcome advances, requests for favors, or violence.
5. Any instructor, student, participant, or ancillary staff member who creates an intimidating, offensive or hostile environment will be suspected of harassment.
6. Any instructor or student who becomes aware of a situation of harassment is required to report it immediately.
7. All complaints of harassment, experienced or witnessed, shall be investigated.

## **X - Program Cancellation**

The Course Sponsor reserves the right to cancel any program due to low enrollment, unavailability of instructors, or natural or man-made disaster. Said cancellation will occur no later than the second session of the program.

## **XI - Student Conduct and Ethics**

1. Students enrolled in WREMSCO EMS Education Programs are expected to conduct themselves as student allied health care professionals at all times during class sessions, clinical rotations and examinations.
2. The Instructor/Coordinator or Training Coordinator will investigate reports of misconduct and the student counseled as necessary. All reports of misconduct are reported to the Sponsor's Administrator.
3. Repeated or persistent misconduct, disruptive behavior or recklessness will result in the student's dismissal from the program.
4. No firearms or weapons of any kind are permitted in the classroom. Law enforcement personnel should make arrangements to secure their weapons before entering the classroom.
5. Students may not attend class sessions under the influence of drugs or alcohol. Students who appear intoxicated will be asked to leave the session. The Instructor/Coordinator will generate documentation of the incident, and the Sponsor's Administrator will be notified. A second occurrence will result in dismissal from the program.

## **XII - Program Evaluations**



Each student is invited to complete an anonymous program evaluation form. Subjects to be evaluated include, but are not limited to:

- Lab Instructors
- Instructor/Coordinator
- Course content
- Facilities
- Equipment
- Overall program coordination

### **XIII - Termination and Appeals Process**

1. Candidates whose progress or conduct does not meet minimum standards, as stated in this policy manual, will be advised of said deficiencies in writing. Violations of the WREMSCO EMS Education and Training Program Policies and Procedures may also result in dismissal from the program. Students will be advised in writing of said violation.
2. The student will have the opportunity to meet with the Regional Faculty following the student's dismissal from the program.
3. At this time the student may appeal the decision of the Instructor or staff member who initiated the dismissal.
4. If the student fails to appeal a dismissal decision within the specified time frame, the matter will be considered closed.
5. Any termination or dismissal from the program will be done with the consultation of the WREMSCO Regional Medical Director. The Regional Medical Director is the current Chair of the Westchester Regional Emergency Medical Advisory Committee. The Regional Medical Director's contact information can be found in the appendix of this manual.
6. The Education and Training Committee will have the opportunity to freely discuss the matter and render an opinion for consideration by the Regional Faculty Members.
7. The Regional Faculty will then be required to vote as to uphold the previous decisions or reverse. A reversal of the previous decision will allow the student to return to the program.
8. The decision of the WREMSCO Education and Training Committee's Regional Faculty may be appealed to the NYSDOH BEMS. This can be accomplished by contacting the NYSDOH BEMS Area Representative(s) out of the Metropolitan





Area Regional Office (MARO). The contact information for the Area Representatives can be found in the appendix of this manual.

#### **XIV - Instructor Roles, Responsibilities, and Conduct:**

For the purpose of this document “Instructor” refers to any of the following positions:

- Certified Lab Instructor
  - Certified Instructor Coordinator
  - Regional Faculty
  - Provisional Regional Faculty
  - Regional Faculty Coordinator
  - Sponsor’s Administrator
  - Educational Adjunct Staff (Mock Patients, Coordinators, Guest Speakers)
1. Instructors are required to know and understand all WREMSCO policies, procedures, and policy statements regarding Educational Programs. If clarification is needed the Training Coordinator is to be contacted.
  2. When teaching a NYSDOH BEMS course the instructor will only teach the pre-approved curriculum.
  3. All handouts and additional education materials must be pre-approved by the WREMSCO Training Coordinator or his designee.
  4. When teaching WREMSCO sponsored NYSDOH BEMS Instructor courses, all handouts and additional education materials must be pre-approved by the Regional Faculty Coordinator.
  5. When teaching any other course on behalf of WREMSCO the instructor will follow the approved curriculum.
  6. The Instructor is responsible for arriving to class ½ hour prior to the advertised start of the class session.
  7. The Instructor is responsible for taking attendance at all class sessions unless alternate arrangements have been met.
  8. Instructors are required to ensure that all needed materials, equipment, and supplies are available and in working order prior to the start of the class session.
  9. Instructors are responsible for clean up of all equipment and supplies at the close of the class session.



10. The decision to cancel class rests with the Instructor, upon consultation with the Training Coordinator. The Sponsor's Administrator will have final authority in this matter.
11. The Medical Director is to be contacted if a medical question arises which the Instructor cannot answer.
12. The Training Coordinator is to be contacted if a procedural or policy question arises that the Instructor cannot answer.
13. The Instructor must conduct him or herself responsibly and refrain from commenting on any political, moral, or religious issues during the class session.
14. The Instructor may not use the class session or their position to sell or recommend their products or services or the products or services of others.
15. Distribution of promotional materials is prohibited unless pre-approved by the Sponsor's Administrator.
16. The Instructors are responsible for student safety. Any injuries sustained during class sessions must be reported to the Sponsor's Administrator in writing.
17. When a complaint is lodged, the Sponsor's Administrator, or his designee, will investigate the validity of the complaint, interview all parties involved, and document all findings. Such findings are also reported to the Medical Director.
18. Discipline of an Instructor is the responsibility, and at the discretion of the Sponsor's Administrator and the Regional Faculty.

## **XV - Instructional Methods**

A wide range of guest speakers, audiovisuals and class discussions may be used during the program. The program may include presentations given by the students.

## **XVI - Homework**

Homework will occasionally be assigned to the class in addition to predetermined reading assignments. Students are to think of homework as a learning exercise and not just a task to be done.



## **TRAINING & EDUCATION COMMITTEE INSTRUCTOR COURSES POLICY AND PROCEDURES**

### **APPENDIX**

#### **Contact Information (as of date below)**

##### **Westchester REMSCO Medical Director**

Dr. Timothy Haydock

c/o Westchester REMSCO Office

4 Dana Rd.

Valhalla, NY 10595

(914) 231-1616

##### **NYS DOH Metropolitan Area Regional Office (MARO)**

Richard Robinson, Sr. Emergency Medical Care Representative (Hudson Valley Area)

90 Church Street, 15th Fl

NY, NY 10007

(212) 417-5960

***Updated as of November 2013***