



STATE OF TENNESSEE
DEPARTMENT OF HEALTH
Division of Emergency Medical Services
Heritage Place, Metro Center
227 French Landing, Suite 303
Nashville, Tennessee 37243
Phone: 615-741-2584
Fax: 615-741-4217

**PARAMEDIC
INSTITUTION TRAINING
APPLICATION**

Complete and return to the Tennessee Department of Health Division of Emergency Services

The Program approval process shall be initiated with the written request of an official representative of the institution. A comprehensive report of the program shall be included with this request. This report shall substantiate compliance with the accreditation standards. Submission of written request and a comprehensive report shall constitute an agreement to a site visit by the review team within 90 days.

All programs offered by, institutions or agencies, desiring to qualify applicants for EMT-P certification shall conform to the standards published by the U.S. Department of Transportation, the standards approved by the Tennessee Emergency Medical Services Board, and such rules as shall be promulgated by the Department. Purpose of Accreditation is to insure the safe practice of Emergency Medical Technician Paramedic (EMT-P) by setting standards for program preparing the practitioner. And to insure graduates of accredited schools eligibility for admission to the certification examinations.

1. Institution/ Agency Information:

The institution /agency sponsoring an EMT-Paramedic training program shall be an accredited post-secondary educational institution, such as a university, senior college, community college, technical school, or an appropriately accredited medical institution or a Fire Department Training Academy training own employees as defined in TCA 68-140-5--- with adequate resources and dedication to educational endeavors.

Name Sponsoring Institution/
Agency

Address

City/State/Zip

Voice

Fax

Email

Sponsor:

- Community College
- University
- Medical School
- Fire Training Academy as defined in
- Other

2. Philosophy, Purpose, Capabilities and Organization

(All facilities, institutions, or agencies seeking initial and continuing approval shall have a written statement of the educational philosophy and purpose of the program to included written Program Goal and Objectives).

3. Organizational Support

The facilities, institutions, or agencies shall demonstrate effective organization and shall be administered in ways conducive to the management of training programs.

College/University President or Chief Administrative Officer

Name

Title

Address

City/State/Zip

Voice

Fax

Email

Dean or comparable Administrative Officer

Name

Title

Address

City/State/Zip

Voice

Fax

Email

Program Director:

The program shall have a full time program director, whose primary responsibility and full time commitment is to the educational program at all times when a program is functioning. The program director shall have appropriate training and experience to fulfill the role as program director. The program director shall be responsible for the organization, administration., periodic review, development and effectiveness of the educational program.

Name

Title

Address

City/State/Zip

Voice

Fax

Email

Is the Program Director employed full-time by the sponsor? Yes No

Clinical Coordinator (if applicable)

Name

Title

Address

City/State/Zip

Voice

Fax

Email

Is the clinical coordinator employed full-time by the sponsor? Yes No

Medical Director:

The program shall have in appointed medical director who is a licensed physician with experience and current knowledge of emergency care of acutely, ill and traumatized patients. This individual must be familiar with base station operation including communication with, and direction of, pre-hospital emergency units. The medical director must be knowledgeable of the administrative problems effecting education for EMT-Paramedic programs and be knowledgeable of the legislative issues regarding educational programs for the pre-hospital provider. The medical director must review and approve the educational content of the program curriculum. The medical director must review and approve the content and quality of the medical instruction and supervision delivered by the facility The medical director shall assure that each student is appropriately assessed to assure that they are making adequate progress toward the completion for the educational program. The medical director will attest that each student has achieved the desired level of competence prior to graduation.

Name

Title

Address

City/State/Zip

Voice

Fax

Email

Co Medical Director (if applicable)

Name

Title

Address

City/State/Zip

Voice

Fax

Email

4. Clinical Affiliation:

Clinical affiliations shall be established and confirmed in written affiliation agreements with institutions and agencies that provide clinical experience under appropriate medical direction and clinical supervision. Students shall have access to patients who present common problems encountered in the delivery of advanced emergency care in adequate numbers and in distribution by sex and age. Students shall be assigned in clinical settings where experiences are educationally efficient and effective in achieving the program's objectives. These areas shall include, but not be limited to, the operating room, recovery room, delivery room, pediatrics, and emergency department. Supervision in the clinical setting shall be provided by program instructors or hospital personnel, such as nurses or physicians, if they have been approved by the program to function in such roles. The ratio of students to instructors in the clinical facilities shall be adequate to assure effective learning. Identification - Students shall be clearly identified by name plate, uniform, or other apparent means to distinguish them from graduate emergency medical services personnel, other health professionals, workers, and students

List Clinical Affiliates (Contracts will be reviewed at time of site visit)

5. Field Internship

The field internship of the program shall occur within an emergency medical system which demonstrates medical accountability. The student must be under direct supervision of preceptors who are designated by the program and who are physicians, nurses, or paramedics. The program will assure that there is appropriate, objective evaluation of student progress in acquiring the desired competencies developed through this experience. The experience shall occur on an intensive care vehicle within an EMS system that has the capability of voice telecommunications with on line medical direction and is equipped with equipment and drugs necessary for advanced life support. The majority of the field internship experience shall occur following the completion of the didactic and clinical phases of the program. It must be structured to assure that by the completion of this portion of the program, each student will achieve the desired competencies of the curriculum. Adequate manpower must be available within the EMS system to assure that the assigned student is never a substitute for paid personnel or a required team member. Identification - Students shall be clearly identified by name plate, uniform, or other apparent means to distinguish them from graduate emergency medical services personnel, other health professionals, workers, and students

List Field Internship (contracts will be reviewed at time of site visit)

Describe field preceptor training program

6. Financial Support:

Financial resources adequate for the continued operation of the educational program shall be provided for each class of students enrolled. There shall be a distinct budget with an accounting of financial resources required for the program.

Budget will be made available for review during site visit.

7. Program Goals and Objectives:

There shall be a written statement of program goals and program objectives consistent with and responsive to the demonstrated needs and expectations of the various communities it serves. Statements of goals and objectives shall provide the basis for program planning, implementation, and evaluation. Minimum expectations of the goals and objectives is they must include, but need not be limited to providing assurance that graduates demonstrate entry-level competencies, as periodically defined by nationally accepted standards of practitioner roles and functions.

8. Curriculum:

The curriculum shall follow planned outlines and appropriately integrate lecture, laboratory, clinical, and field experience sequenced to assure efficient learning and opportunity for every student. Content and support courses shall include basic theoretical and scientific knowledge reflective of state of the art patient

care. The curriculum shall meet or exceed the educational objectives and competencies as adopted in the United States Department of Transportation. EMT-Paramedic National Standard Curriculum

Curriculum will be reviewed at time of site visit

9. Advisory Committee:

An advisory commission shall be designated and charged with assisting program and sponsoring institutional personnel in formulating appropriate goals and standards, monitoring needs and expectations, and ensuring program responsiveness to change

Evidence of Advisory committee members and minutes of meetings of committee will be reviewed during site visit.

10. Faculty

The faculty shall be qualified through academic preparation, training, and experience to teach the courses or topics to which they are assigned in the curriculum. Individual proficiency and qualifications for faculty members shall be demonstrated in a personal curriculum vitae, on file with the Program Director. The number of faculty instructors shall be sufficient to provide instruction and supervision for each period of the program or field experience.

List Faculty to be utilized in course (please make resumes available on each instructor of review during site visit)

11. Instructional Resources *Classrooms, Laboratories, Offices.*

Classrooms, laboratories and administrative offices shall be provided with sufficient space to accommodate the number of students matriculating in the program and the supporting faculty. Library resources, related to the curriculum, shall be readily accessible to students and shall include current EMS and medical periodicals, scientific books, audiovisual and self-instructional resources, and other references.

Please describe the instructional Resources available to include teaching and laboratory facilities.

12. Student Resources:

Counseling: Academic - Counseling services shall be accessible to all students for student academic counseling and learning assistance.

Placement - Guidance and placement services shall be available to all new graduates of the program.

Disclosure - Accurate information regarding program requirements, tuition and fees, prerequisites, institutional and programmatic policies, procedures, and supportive services shall be available to all prospective students and provided to all enrolled students.

13. Student Admission:

Admission, readmission, or transfer of students shall be made in accordance with clearly defined and published practices of the institution which shall be non-discriminatory with respect to race, color, creed, sex, age, handicaps, or national origin. Specific academic, health related and/or technical requirements for admission shall also be clearly defined and published. Student Admission Policies shall reflect the requirements found in Rule 1200-12-1-.13 3.(v).

Admission policy for program. (Please provide a copy of admission policy for program.)

14. Student Records

An accurate, comprehensive records system shall be maintained for all phases of the program and shall be available for review and inspections by an authorized representative of the EMS Division. Evidence of student competency in achieving the performance of the educational objectives of the program shall be kept on file.

Student evaluation tools utilized during the course will be reviewed at time of the site visit.

15. Program Evaluation

Procedures for evaluation of teaching effectiveness and instruction shall be established

Tools utilized to evaluation faculty and program will be reviewed at the time of the site visit.

16. Equipment:

Ensure the equipment,; as identified in the Board approved curriculum in order to provide for student learning experiences that will provide for a sound educational program

Equipment shall be made available for inspection at time of site visit.

17. Student Enrollment:

Projected date to begin first course

Projected date of end of first course.

18. Contact Person for Application if different from Program Director

Name

Title

Address

City/State/Zip

Voice

Fax

Email

Signature and Title of Individual completing application

Date



STATE OF TENNESSEE
DEPARTMENT OF HEALTH
Division of Emergency Medical Services

**INSTITUTION APPROVAL SURVEY
FOR
PARAMEDIC TRAINING
TRAINING EQUIPMENT INVENTORY**

**BASIC EMERGENCY MEDICAL TECHNICIAN
*(Based On requirement of 12 Students per Lab Session)**

ITEM	NUMBER REQUIRED	NUMBER AVAILABLE	CONDITION
1. Manikin, Adult Intubation	2		
2. Manikin, Adult CPR	2		
3. Manikin, Child CPR	2		
4. Manikin, Infant CPR	2		
5. Airway, Assorted Oropharyngeal	2 sets		
6. Airway, Assorted Nasopharyngeal	2 sets		
7. Airway, Multilumen (double) at least of of each board approved device.	3		
8. Oxygen Non Rebreather Mask Adult	2		
9. Oxygen Non Rebreather Mask Infant	2		
10. Oxygen Non Rebreather Mask Child	2		
11. Nasal cannula	2		
12. Rigid Suction Catheter	2		
13. French Catheter Suction 6,8,10,14,18	1 each		
14. Suction Unit (working)	2		
15. Bag-Valve Masks 1600 liters	2		
16. Bag-Valve Masks 450 liters	2		
17. Adult/ Child/ Infant Masks	2 each		
18. Pocket Masks with O2 Connector	2		
19. Stethoscope, Individual	6		
20. Stethoscope, Teaching	2		
21. Sphygmomanometer	6		
22. Pneumatic Anti-Shock Garment MAST	1		
23. Straps (long board)	6		
24. Long Spine Board	2		
25. Head Immobilizer	2		

26. Cervical Collars (Rigid) Adult sizes (S M L)	2 each		
ITEM	NUMBER REQUIRED	NUMBER AVAILABLE	CONDITION
27. Cervical Collars (Rigid) Child sizes	1 each		
28. Clam Shell Device	2		
29. Oxygen Tank and Regulator	2		
30. Sager Splint	2		
31. Traction splint	2		
32. Padded Board splints 15" 36"54"	2 sets		
33. Alternated Splinting devices	1		
34. Obstetrical Emergency Kit	1		
35. Kerlex	1case		
36. Triangular Bandages	24		
37. 4x4s	1case		
38. ABD Pads	1case		
39. Tape 1" rolls	3		
40. IV Administration Tubing	24		
41. IV Catheters	48		
42. Intravenous Fluids	24		
43. IV Arm	2		
44. Tourniquets	6		
45. Alcohol Wipes	2 Boxes		
46. Epi pen demos	6		
47. Tuberculin Syringes with needles for subq injection	24		
48. Tuberculin Syringes with needles for IM injection	24		
49. Normal Saline Injection Bottles	6		
50. D50W Trainers (expired D50W)	6		
51. Glucometers (workable)	2		
52. Disposal Gloves (S M L)	1 box each		
53. Sharps Container	1		
54. Glucometer and associated supplies	2		
55. Pulse Oximeters	2		
56. Pillows	2		
57. Blankets	2		
58. AED	2		
59. Hand Held Walkie Talkie Radios	4		
60. AV and Educational Classroom adjuncts i.e. VCR, projector, slides or powerpoint capability			

***If you have a class of 24 that meet on the same night for lab than equipment must be doubled.**

**REQUIRED TRAINING EQUIPMENT FOR
EMERGENCY MEDICAL TECHNICIAN- PARAMEDIC
IN ADDITION TO EMT BASIC EQUIPMENT LISTED ABOVE**

***(Based On requirement of 12 Students per Lab Session)**

ITEM	NUMBER REQUIRED	NUMBER AVAILABLE	CONDITION
61. Manikin, Pediatric Intubation	3		
62. Laryngoscope with full sets of blades	3		
63. ALS Manikins	2		
64. Blood draw supplies	6		
65. Cardiac Monitor with Defibrillation, external pacing and 12 lead capabilities	2		
66. Rhythm generator per monitor	2		
67. NG Manikins (if unable to perform procedure on ALS Manikin) with supplies	1		
68. Foley Cath. Manikin(if unable to perform procedure on ALS Manikin) and associated supplies	1		
69. Chest Decompression manikin (if unable to perform procedure on ALS Manikin) and associated supplies	2		
70. Needle Cric Manikin (if unable to perform procedure on ALS Manikin) and associated supplies	1		
71. Intraosseous Infusion manikins(or Pediatric ALS Manikin) and associated supplies	2		
72. Child Birth Manikin	1		
73. External Jugular manikin(if unable to perform procedure on ALS Manikin) and associated supplies	1		
74. Expired Drugs or trainer equipment	assorted		