

109-10-2 Long-term accreditation of training programs conducting initial courses of

instruction. (a) Long-term training program accreditation may be approved by the administrator or the administrator's designee for EMS initial courses of instruction to be conducted only by providers of training as defined at K.S.A. 65-6112 and amendments thereto.

(b) The initial approval of long-term training program accreditation for EMS initial courses of instruction shall be for 24 months and may be renewed for a period of 60 months for each complete renewal application. The accreditation shall expire on the last day of the applicable month.

(c) Training program accreditation may be withdrawn, suspended, or modified by the administrator subject to review by the board if the training program coordinator submits a written request for board review within 10 calendar days after receipt of a letter advising the training program that withdrawal, suspension, or modification action has been taken.

(d) Each organization desiring long-term training program accreditation for EMS initial courses of instruction shall meet the following requirements:

(1) Make application for approval to the administrator for long-term training program accreditation. This application shall be complete and shall be received in the board's office at least 90 calendar days before the commencement of an initial course of instruction. A complete application shall include the following:

(A) A completed application form provided by the administrator;

(B) a training program management plan describing how the applicant will meet the requirements of this subsection;

(C) a list of EMS training equipment that will be used in each course; and

(D) a statement of assurances and certifications signed by the training program coordinator and the training program medical advisor that is on a form provided by the administrator;

(2) appoint a training program coordinator who will serve as the liaison to the board concerning program issues. The training program coordinator for permitted ambulance services, fire departments, other officially organized public safety agencies, and corporations shall be a certified

I-C. The training program coordinator for postsecondary educational institutions and hospitals shall verify, within the application, that the coordinator has training and experience in coordinating educational offerings. The training program coordinator shall sign and date the application for long-term training program accreditation, each notice of intent to conduct training, and each assurances and certifications form;

(3) appoint a physician who will serve as the medical advisor for the training program. The training program medical advisor shall sign and date each application for long-term training program accreditation and each assurances and certifications form;

(4) appoint a primary instructor for each course that, at a minimum, meets the requirements of the course approval regulations applicable to the level of course to be conducted. The primary instructor of each course shall sign and date the notice of intent to conduct training on a form provided by the administrator;

- (5) provide a sufficient number of lab assistants to maintain a student-to-instructor ratio not to exceed six students for each instructor during laboratory training sessions;
- (6) enter into written agreements with a hospital to provide clinical training and with a Kansas-permitted ambulance service to provide field internship training, if applicable, at the level of EMS initial courses of instruction to be conducted;
- (7) provide clinical preceptors for courses requiring clinical training;
- (8) provide field internship preceptors for courses requiring field internship training;
- (9) provide a sufficient quantity of EMS training equipment to maintain a student-to-equipment ratio of 6:1 during laboratory training sessions;
- (10) establish an infection-control policy;
- (11) establish equipment maintenance and cleaning policy;
- (12) conduct analyses of outcome assessments utilized in the training program that, at a minimum, address the following outcome assessments:
 - (A) Each student's ability to perform competencies in a field-contextual situation;
 - (B) each student's ability to integrate cognitive and motor skills to appropriately care for sick and injured patients;
 - (C) each student's competency in all motor skills included in the curriculum;
 - (D) the manner in which test items measure attainment of educational objectives;
 - (E) the manner in which the training program is evaluated by the organization and the students and communities of interest, and the manner in which this information is utilized to modify the program, if necessary;
 - (F) laboratory training sessions that include distributed practice;
 - (G) the degree to which students gain knowledge during the course;
 - (H) each student's receipt of sufficient laboratory, clinical, and field experience to become competent clinicians;
 - (I) evidence that cognitive material is periodically reviewed and tested at higher levels of taxonomy and that labs include distributed practice and learning to autonomic level and simulation mastery;
 - (J) the qualifications, commitment, and support of the lead faculty conducting the course;
 - (K) The validity and reliability of instruments being used to establish the competence of graduates;
 - (L) clinical and field training that includes sufficient documented patient contact with a variety of medical and trauma patients in order to establish, in the preceptor's and medical advisor's professional judgment, that the student has attained competence; and

(M) field training in which providers are utilizing quality assurance systems and sound medical control, and are providing students with medical feedback on patients they have seen;

(13) provide each student with a course syllabus for each course that describes, at a minimum, the following information:

- (A) A summary of the course goals and objectives;
 - (B) student prerequisites, if any, for admission into the course;
 - (C) instructional and other materials required to be purchased by the student;
 - (D) student fees;
 - (E) student attendance policies;
 - (F) student evaluation policies;
 - (G) student requirements for successful course completion;
 - (H) a description of the clinical and field training requirements, if applicable;
 - (I) student and participant safety policies;
 - (J) Kansas requirements for certification;
 - (K) student dress and hygiene requirements, if applicable;
 - (L) student progress conferences;
 - (M) student discipline policies; and
 - (N) student policies concerning equipment use;
- (14) provide each student with a course schedule;

(15) maintain training program records and course records for a minimum of three years. The records that shall be maintained are as follows:

- (A) A copy of all documents required to be submitted with the application for long-term training program accreditation;
- (B) a copy of all documents required to be submitted with the notice of intent to conduct training;
- (C) student attendance;
- (D) student grades;
- (E) student conferences;
- (F) course curricula;

(G) lesson plans for all lessons delivered;

(H) clinical training objectives, if applicable;

(I) field training objectives, if applicable;

(J) completed clinical and field internship preceptors' evaluations of each student;

(K) master copies and completed copies of the outcome assessment and outcome analyses tools used;

(L) completed copies of the students' evaluations of each course and all instructors; and

(M) a copy of each course syllabus;

(16) establish a budget dedicated to the support of the training program;

(17) establish position descriptions for the program coordinator, the program medical advisor, the primary instructor, and lab assistants;

(18) establish a committee that will serve in an advisory capacity to the training program concerning issues of program planning, implementation, evaluation, and continuing quality improvement. The purpose of the committee shall be clearly stated in the training program's management plan. Committee membership shall, at a minimum, be representative of the training program's communities of interest, former graduates of the training program, program faculty, the training program medical advisor, and general public; and

(19) when applicable, submit a sufficient notice of intent to conduct training on a form provided by the administrator for each course conducted. Each notice of intent to conduct training shall meet the following requirements:

(A) Be received in the board office at least 15 calendar days before the date of the first class session;

(B) meet the requirements of the Kansas administrative regulations applicable to each level of course that the training program will conduct; and

(C) include a course schedule that includes the following information:

(i) The date and time each class session is to meet;

(ii) the title of each lesson that corresponds to the title of the lesson as stated in the applicable United States department of transportation national standard curriculum being taught;

(iii) the instructor of each lesson and the instructor's qualifications; and

(iv) the lesson number of each lesson that corresponds to the lesson number of the applicable United States department of transportation national standard curriculum being taught; and

(D) include a list of all faculty to be used in the delivery of the course. The list shall include the name and credentials of the primary instructor, lab assistants, and guest faculty.

(e) Upon request by the administrator, each long-term accredited training program shall provide the administrator with copies of all training program and course records.

(f) Effective January 1, 2001, training programs approved to conduct MICT initial courses of instruction shall meet the following requirements:

(1) Require that, on or before completion of the program, all students be conferred, at a minimum, an associate degree in applied science by the college;

(2) verify, with the submission of notice of intent to conduct training for the first course to begin on or after January 1, 2001, that the training program coordinator has applied for accreditation to the committee on accreditation of allied health education programs joint review committee for emergency medical technician-paramedic; and

(3) provide proof of accreditation from the committee on accreditation of allied health education programs joint review committee for emergency medical technician-paramedic. This proof shall be submitted to the board before the commencement of the third course that begins after January 1, 2001.

(g) Effective January 1, 2001, long-term accredited MICT training programs applying for renewal of board accreditation that have current accreditation by the committee on allied health education programs joint review committee for emergency medical technician-paramedic shall be considered as having submitted sufficient application by submitting a completed application form provided by the administrator and written verification of current joint review committee accreditation. (Authorized by and implementing K.S.A. 1998 Supp. 65-6110 and 65-6111; effective Aug. 30, 1993; amended Nov. 12, 1999.)