

Scope of Practice Transition Course Guide

**** Ensure you have Read and Understand the Regulation(s)****

Preparation	Planning Timeline	Completed
<p>Obtain Curricula from: http://www.acrobat.com. Select Acrobat.com from drop down menu. Must have login ad password to access.</p> <p>All content is required.</p> <p>Review curricula and update or customize to your service, leaving the basic module information intact. Check KSBEMS regulations for compliance: http://www.ksbems.org/ems/?page_id=6</p> <ul style="list-style-type: none"> • EMR transition: 109-5-7a – • EMT transition: 109-5 -7b - • AEMT transition: 109-5-7c - 	45-60 days before class	
<p>Develop a course schedule</p> <ul style="list-style-type: none"> • Select dates and times for course • Select and contact instructors /subject matter experts to teach course • Obtain credentials from instructors • Distribute curricula to instructors 	45-60 days before class 45-60 days before class	
<p>Complete transition course application for single program provider to send to KSBEMS for approval http://ksbems.org/ems/forms/Single%20Program%20Provider%20Form.pdf</p> <ul style="list-style-type: none"> • Must be received in Board office 30 days prior to 1st class date • Must list dates, times, and name of course or module • Must list the instructor for each session(s) in the application • Must contain the Medical Director’s signature • Must contain the signature of the IC or TO that is qualified to coordinate the transition course 	30-45 days before class	
<p>Equipment list for each module</p> <ul style="list-style-type: none"> • Purchase needed supplies • Acquire / borrow equipment 	30 -45 days (or more) before class	
<p>Assemble paperwork for class:</p> <ul style="list-style-type: none"> • Create rosters • Student manuals / check off skills sheets • Pre/post tests • Certificates MUST contain the following information per regulation: <ul style="list-style-type: none"> ○ The sponsoring organization’s name ○ A statement that the transition course has been approved by KSBEMS ○ Title of transition course module or entire transition course ○ The date, time and location of the course module or session ○ The total CE hours for that transition module or course ○ The board assigned course ID number ○ The printed name and signature of the person responsible for the coordination of the transition course ○ The names of those instructors/assistants for that transition course or module • Course evaluations to distribute to each student 	15-30 days before class	

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Course Administration		
<ul style="list-style-type: none"> • Course must be completed with date range submitted • Utilize approved curricula • Ensure documentation of skills competencies (1st and 2nd skills check offs) of all participants • Administer the <u>POST TEST</u> for each module to all participants 	During class	
Post Course Administration		
<ul style="list-style-type: none"> • Collect all student skills check off sheets and post tests for storage – physical paper or electronic storage (5 years) • Provide copies of all transition course rosters to the board office • Maintain the following records for 5 years: <ul style="list-style-type: none"> ○ All documents submitted with single program provider application ○ A list of all persons and their credentials used in teaching assisting with the course(s) ○ Student Rosters ○ Completed copies of student evaluations ○ <u>INSERT COPY OF STUDENT MANUAL USED</u> • Offer student assistance with application process for new certification as needed <ul style="list-style-type: none"> ○ Need copies of certificate(s) of completion ○ List total hours for each module 		

*******DISCLAIMER*******

This guide was developed as a tool to assist program coordinators with transition course processes. It is not a substitute for statutory and regulatory knowledge. Use of this form **does not** ensure statutory or regulatory compliance.