

Georgia OEMS – EMS Instructor Update

OEMS / June 25th, 2021



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Housekeeping items



Please mute your lines



Please enter your full name and **provider** number into the poll



You will only receive credit if we have your complete information



Type questions into the chat box-we will address them at the end if they are not covered in the presentation

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Agenda

- EMT Psychomotor Exam Policy
- EMT Psychomotor Exam Manual
- Continuing Education Policy
- How to sign up for newsletter
- Attendee import submission
- Train Course Provider

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EMT Psychomotor Exam Policy

Richard Rhodes



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EMS Psychomotor Exam Policy Location

The screenshot shows the website's navigation menu on the left, with 'EMS Policies, Rules and Regulations' highlighted in red. The main content area on the right displays the 'EMS Policies' section, which includes a red circle around the 'OEMS-INS-2021-004 - Requirements for Conducting Department-Approved EMT Psychomotor Exams' policy.

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EMT Psychomotor Exam Policy

The document is titled 'REQUIREMENTS FOR CONDUCTING DEPARTMENT APPROVED EMT PSYCHOMOTOR EXAMS'. It includes an approval table with signatures and dates, and several sections detailing the purpose, authority, definitions, scope, and policy of the exam.

Approval	<i>Richard Rhodes</i>	07/01/2021
	Richard Rhodes, State EMS Training Coordinator, Office of EMS and Trauma	Date
	<i>David Newton</i>	07/01/2021
	David Newton, Director, Office of EMS and Trauma	Date

1.0 PURPOSE
The intent of this policy is to create a defined process for requesting and conducting a Department-approved EMT psychomotor exam.

2.0 AUTHORITY
The Georgia Department of Public Health, Office of EMS and Trauma, OEMS-INS-2021-004, Process for Conducting Department Approved EMT Psychomotor Exams is published under the authority of the Department and in compliance with the following:

2.1 Official Code of Georgia Annotated (O.C.G.A.):
 2.1.1 O.C.G.A. § 31-29-6,
 2.1.2 O.C.G.A. § 31-11-5,
 2.1.3 O.C.G.A. § 31-11-51,
 2.1.4 O.C.G.A. § 31-11-52,
 2.1.5 O.C.G.A. § 31-11-58, and
 2.1.6 O.C.G.A. § 31-11-58.1.

2.2 EMS Rules and Regulations 511-9-2:
 2.2.1 511-9-2-12,
 2.2.2 511-9-2-16, and
 2.2.3 511-9-2-19.

3.0 DEFINITIONS

4.0 SCOPE
This policy applies to all EMS education programs, EMS instructors, EMS Instructor/Coordinators and individuals testing for initial NREMT certification and Georgia EMS licensure.

5.0 POLICY
5.1 Exam Site, Coordinators, Evaluators
 5.1.1 Department-approved EMT psychomotor exams must be conducted by an EMS initial education program director, their designee, and/or by Department regional staff.
 5.1.2 An EMT psychomotor exam shall occur at the end of a course, after all other course requirements (didactic, skills, clinicals, and field internship) have been met and shall serve as a comprehensive summative evaluation of the student's skills performance.
 5.1.3 Each exam location must have the minimum amount of equipment, supplies, staff, and evaluators as specified in the Department's EMT psychomotor exam coordinators manual.
 5.1.4 The Regional Training Coordinator must be present for a new exam coordinator first one (1) psychomotor exam.
 5.1.5 All exam coordinators and evaluators must adhere to the Department's EMT psychomotor exam coordinators manual.

5.2 Exam Request and Data Reporting
 5.2.1 A program must complete an EMT Psychomotor exam course request using the Department's License Management System (LMS).
 5.2.2 Once approval is issued by the Department, the exam coordinator must submit the attendee roster through the Department's License Management System before the start of the exam.
 5.2.3 Upon completion of the exam, the exam coordinator must submit the following through LMS within three (3) calendar days after the exam has been conducted:
 5.2.3.1. Attendee roster status (Pass/Fail).
 5.2.3.2. Staff/Evaluator roster indicating name, license level, license number, and stations tested.
 5.2.3.3. For each attendee:
 5.2.3.3.1. Department-approved psychomotor report form.
 5.2.3.3.2. Individual skill sheets.

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EMT Psychomotor Exam Policy Key Points

- Exam Coordinator: From the policy; "Department-approved EMT psychomotor exams must be conducted by an EMS initial education program director, their designee, and/or by Department regional staff."
- Exams must occur at the end of a course. As a summative evaluation
- The psychomotor policy and manual will serve as the guide for conducting exams

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EMT Psychomotor Exam Manual

Richard Rhodes



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EMT Psychomotor Exam Manual

Emergency Medical Services for Children (EMSC)

EMS Policies, Rules and Regulations

REPLICA

BinaxNOW EMS

Contact Us

Frequently Asked Questions (FAQs)

Georgia Coordinating Center

Georgia OEMS COVID-19 Guidance

Georgia OEMS COVID-19 Workforce Options

minimum standards and guidelines for educational activities that may be used by EMS personnel (Medics, Instructors and Instructor Coordinators) to earn continuing education (CE) contact hours toward relicensure in accordance with DPH Rules. The EMS continuing education should consist of educational activities designed to promote and enrich knowledge, improve skills, and develop attitudes for the enhancement of professional practice, thus improving the quality of emergency medical services provided to the public.

- Attendee Import File - see below

Attendee Import File for classes with more than 25 participants

EMT Psychomotor Exam Users Guide

- [Complete EMT Psychomotor Users Guide with all attachments.](#)
- [Psychomotor Examination Users Guide \(no attachments\)](#)

EMT Psychomotor Exam Manual

EMS Licensure & Verification (Agency, Personnel, Instructor)

EMS Initial/Continuing Education

Protocols and Scope of Practice

EMS Data (GEMIS Elite, Bioportal)

Forms and Related Documents

State EMS Office Directory

Regional EMS Systems

Specialty Care Centers (Cardiac, Trauma, Stroke)

Office of Cardiac Care

Emergency Medical Services for Children (EMSC)

EMS Policies, Rules and Regulations

REPLICA

BinaxNOW EMS

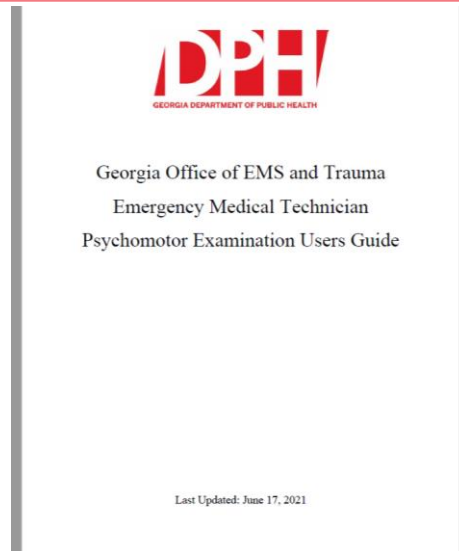
EMT Psychomotor Exam Users Guide

- [Complete EMT Psychomotor Users Guide with all attachments.](#)
- [Psychomotor Examination Users Guide \(no attachments\)](#)

Attachments:

- [A. Skill Examiner Orientation to the Psychomotor Examination](#)
- [B. Candidate Orientation to the Psychomotor Examination](#)
- [C. Quality Assurance Committee Procedure](#)
- [D. EMT Psychomotor Exam - Complaint Form](#)
- [E. EMT Psychomotor Exam - QA Committee Report Form](#)
- [F. EMT Psychomotor Exam - QA Committee Review Form](#)
- [G. Patient Assessment/Management - Trauma Essay to Skill Examiners](#)
- [H. Patient Assessment/Management - Medical Essay to Skill Examiners](#)
- [I. Bag-Valve-Mask Ventilation of an Apneic Adult Patient And Oxygen Administration by Non-rebreather Mask Essays to Skill Examiners](#)
- [J. Cardiac Arrest Management/AED Essay to Skill Examiners](#)
- [K. Spinal Immobilization \(Supine Patient\) and Random EMT Skills Essay to Skill Examiners](#)
- [L. Equipment List for All Stations](#)
- [M. Candidate Statement](#)
- [N. Pass-Fail Criteria](#)
- [O. Same Day Re-Test Form](#)
- [P. Door Signs for Skills Stations](#)
- [Q. Staff/Evaluator Roster](#)
- [R. Reservation List](#)
- [S. EMT Psychomotor Exam Report Form](#)

EMT Psychomotor Exam Manual



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EMT Psychomotor Exam

- In 2011 the NREMT stopped conducting the EMT psychomotor exam and transferred that responsibility to the individual states
- 2016 was the last time that the NREMT updated this psychomotor exam manual
- The NREMT has stated that they will not be updating the manual anymore, possibly will not update any skill sheets, and at some time may stop keeping any EMT psychomotor related items on the NREMT website.

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EMT Psychomotor Exam

- The OEMS has taken the existing document and updated it to reflect the current practices for conducting a Georgia OEMS approved EMT psychomotor exam
- This document will be useful for new Program Directors that are conducting the exams, as well as to answer any questions that may arise
- This manual, and the policy, will serve as the guidelines for conducting an EMT psychomotor exam

EMT Psychomotor Timeline

21-28 Days	<input type="checkbox"/> Secure commitment from an Exam Coordinator to administer the psychomotor examination. <input type="checkbox"/> Secure facilities to host psychomotor examination
7 days	<input type="checkbox"/> Submit EMT Psychomotor Exam Request in the LMS <input type="checkbox"/> Secure commitments from all Skill Examiners, EMT Assistants, and Simulated Patients. Be sure to plan on 1 or 2 extra Skill Examiners just in case of unexpected emergencies on examination day. <input type="checkbox"/> Gather all equipment and supplies. <input type="checkbox"/> Re-confirm facilities will be available for the psychomotor examination as previously planned. <input type="checkbox"/> Send a reminder (letter or email) to all Skill Examiners, EMT Assistants, and Simulated Patients
1 day	<input type="checkbox"/> Set-up all skills if possible

EMT Psychomotor Mandatory Skills

- Patient Assessment/Management- Trauma
- Patient Assessment/Management- Medical
- BVM Ventilation of an Apneic Adult Patient
- Oxygen Administration by Non-Rebreather Mask
- Cardiac Arrest Management/AED
- Spinal Immobilization (supine patient)

EMT Psychomotor Exam Random Skills

- Spinal Immobilization (Seated Patient)
- Bleeding Control/Shock Management
- Long Bone Immobilization
- Joint Immobilization

EMT Psychomotor Exam Key Points

- Attachment B-2 of the manual has links to videos which will be helpful for student and examiner orientation
- [Candidate Video Orientation Link](#)
- [Skill Examiner Video Orientation Link](#)

Continuing Education Policy

Richard Rhodes

Continuing Education Policy Location

Directory

- > Regional EMS Systems
- > Specialty Care Centers (Cardiac, Trauma, Stroke)
- Office of Cardiac Care
- > Emergency Medical Services for Children (EMSC)
- EMS Policies, Rules and Regulations**
- REPLICA
- BinaxNOW EMS
- Contact Us

Conducting Department Approved EMT Psychomotor Exams

- The intent of this policy is to create a defined process for requesting and conducting a Department-approved EMT psychomotor exam.
- **2021 OEMS-CE-2021-001 - EMS Continuing Education**
- The purpose of this policy is to establish minimum standards and guidelines for educational activities that may be used by EMS personnel (Medics, Instructors and Instructor Coordinators) to earn continuing education (CE) contact hours toward relicensure in accordance with DPH Rules. The EMS continuing education should consist of educational activities designed to promote and enrich knowledge, improve skills, and develop attitudes for the enhancement of professional practice, thus improving the quality of emergency medical services provided to the public.
- Attendee Import File - see below

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Poll Time!

- Please answer the poll

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Purpose

- Establish minimum standards and guidelines for educational activities that may be used by EMS personnel (Medics/Instructors) for renewal
- The EMS continuing education should consist of educational activities designed to promote and enrich knowledge, improve skills, and develop attitudes for the enhancement of professional practice, thus improving the quality of emergency medical services provided to the public.

Purpose (Continued)

- Nothing in this policy is intended to restrict the authority of EMS agencies, initial education programs or medical directors to establish higher standards and requirements for continuing education activities that must be completed to acquire or maintain authorization to practice within an EMS agency or authorization to teach in an EMS initial education program.

Key Definitions

- “Dual Credit Course” means a course that is approved for both providers and instructors.
- This credit may be given to those courses that do not relate directly to any of the education modules of the Guidelines for Educating EMS Instructors.
- The credit from the CE may only be applied for one license level. (e.g., an instructor cannot apply the CE for both instructor and provider credit.)

Physician Involvement

- “It is recommended that any continuing education involving clinical care should have physician oversight/involvement.”
- This can take many forms; some physicians work closely with the TO to design and provide CE. Others do so in the form of protocols and education over those protocols

Wait a minute.....

- Does this mean that I am required to collaborate with a physician to create a course, deliver the course, or evaluate the course?
- No, but....

Types of Acceptable Continuing Education

- Teaching or presenting Approved EMS Provider Educational Activities that have been approved or recognized by the Department.
- Participating in a self-directed study of an EMS related topic (other than EMS instruction) or issue that results in the participant making written findings and conclusions of the study which becomes published in an EMS related textbook, or in a state or national EMS related journal or magazine, or which results in the presentation of the findings and conclusions of the study in a Department approved workshop, seminar, conference or class, and which is directed toward, or is applicable to, the EMS profession.

Activities Unacceptable as Continuing Education

- Any identical continuing education repeated more than once during the renewal period
- For example:
 - This means that if you have taken PHTLS once, you cannot count it again during the same recert cycle.
 - You could take ITLS, which is also trauma life support, but it is not an identical class

Continuing Education Request Timeline

10 Business Days	Submit non-conference CE course requests in LMS
30 Calendar Days	Submit Conference CE course request in LMS

CE Hour Breakdown

Length of Approved Course Session	Hours of CE Awarded	Minimum Attendance Requirement
0 – 12 minutes	No credit	N/A
13 – 24 minutes	0.25 hours	13 minutes
25 – 37 minutes	0.50 hours	25 minutes
38 – 49 minutes	0.75 hours	38 minutes
50 minutes – 1 hour 12 minutes	1.00 hours	50 minutes
1 hour PLUS 13 – 24 minutes	1.25 hours	73 minutes
1 hour PLUS 25 – 37 minutes	1.50 hours	85 minutes
1 hour PLUS 38 – 49 minutes	1.75 hours	98 minutes
1 hour 50 minutes – 2 hours 12 minutes	2.00 hours	110 minutes

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Data Reporting

- All providers of approved EMS continuing education courses shall either:
 - Record the attendance and course completion status in the Department's License Management System; OR
 - Issue a certificate or letter of completion to each student who completes the course.
- Georgia licensed EMS Agency or designated EMS Initial Education Program, shall submit a roster of the students who attended and completed the course using LMS

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Credit Hour Courses

- The course shall be within the framework of a curriculum that leads to a degree in emergency medical services or any credit hour course relevant to emergency health care as determined by the Department.
- CEU contact hours from completed college coursework under this section may be claimed with the "CEU: Provider - OTHER-GENERAL" topic, and given the following guidelines:
 - 1 semester credit hour may be claimed for a maximum of 8 contact hours.
 - 1 quarter credit hour may be claimed for a maximum of 5 contact hours.

Partial Credit for Courses

- Partial credit may be given for courses that are greater than 6 hours in length.
- If a provider is offering partial CE credit, they must give the attendee:
 - a certificate, or letter of completion that includes the topic categories, and the amount of time that each topic was covered.
- The certificate or letter of completion must reference the course number that the topical hours were obtained in.
- The provider **MUST NOT** list the attendee in the LMS roster.

Newsletter Signup

David Newton



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Log into Public Portal

The screenshot shows the 'My Account' page of the Georgia Department of Public Health portal. The left sidebar contains a 'My Account' menu with 'Profile' circled in red. The main content area displays the following information:

- My Account**: For more detail about any item, click the links on this page or in the left menu.
- User Profile**: Richard Rhodes, Paramedic, Number: PD10239, Issued: 02/07/2020, Expiration: 03/31/2022.
- Applications**: No forms pending, 8 Applications to be reviewed.
- Training**: 0 New training added, 0 Upcoming training this week, 0 Upcoming test this week.
- Search**: I am looking for: Personnel. Search criteria include Application Level, Address City, and Address County.
- Footer**: Login to ESite for OEMS Test Agency, The Medical Center Of Central Georgia, Inc. Emergency Medical Services, WILCOX COUNTY EMS.

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Select Options

The screenshot shows a user profile page for 'Rhodes, Richard T (P010339)'. The page has a sidebar on the left with navigation options: Profile, Issued Application, Documents, Applications, Training, Agencies, and Lookup. The main content area is titled 'My Profile' and includes tabs for 'Demographics', 'Contact Profiles', and 'Licenses'. The 'Demographics' tab is highlighted with a red circle. Below the tabs, there are sections for 'Account Demographics' (Social Security Number), 'Contact Information' (Email, Emergency Contact), and 'Immunizations'. At the bottom, there is a 'Newsletters' section with two columns: 'Newsletters' and 'Selected'. The 'Newsletters' column contains a list of newsletters: 'Trauma Program Newsletter', 'Cardiac Program Newsletter', 'EMS Data Managers Newsletter', and 'EMS Initial Education Newsletter'. The 'Selected' column contains 'Office of EMS and Trauma Newsletter'. A red circle highlights the list of newsletters in the 'Newsletters' column. A red asterisk with the text '* required' is located at the bottom right of the page.

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Attendee Import

David Newton



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Attendee Import

- Imports will be accepted for classes with *more* than 25 participants
 - Must use the attendee import form
- One course approval number per import
- Send the course import forms to Brandin Gillman-Clark at brandin.gillman@dph.ga.gov

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Attendee Import Form

Attendee Import File for classes with more than 25 participants

- Imports will be accepted for classes with more than 25 participants
- Only one course approval number per import
- Template File - click [HERE](#)**
- Columns to complete:**
 - Training_Number (MANDATORY) - this is the OEMS Approval Number that has been assigned
 - Provider_License_Number (MANDATORY) - this is the primary license number listed on the attendee's profile on LMS
 - Registered_Date (not required but recommended)
 - Completed_Date (MANDATORY)
 - Attendee_Status (MANDATORY) - options to use (do not use quotation marks):
 - "CE: Complete"** - to be selected when the respective student completed all the course objectives, exams and skills checkoffs (if appropriate), and met the minimum attendance requirement specified in this policy.
 - "CE: Did not attend"** - to be selected when the respective student did not show up for the course at all, did not complete the course objectives, or did not meet the minimum attendance requirements specified in this policy.
- Send the completed spreadsheet to Brandin Gillman-Clark at brandin.gillman@dph.ga.gov

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Attendee Import Form

1	Training_Number	Provider_License_Nu	Registered_Date	Completed_Date	Attendee_Status	Pass_Fail
2	GA-2020-PROV-01439	P010339		6/23/2021	CE:Complete	
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26						

Train Course Providers

Crispin Kingrey



Course Provider Training

- Are you a new course provider or interested in becoming a course provider on TRAIN? Sign up now for a [Course Provider Basics Demonstration](#).
- <https://www.train.org/main/course/1098420>
- The first demo will take place on Wednesday, June 30 at 2 PM EST.
- Topics covered in this one-hour webinar will include: becoming a course provider in TRAIN, accessing the Course Wizard, and posting a course to TRAIN.

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Questions

Contact Information:

Georgia Office of EMS and Trauma

770-996-3133

dph-phemsinfo@dph.ga.gov

www.ems.ga.gov

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