



Georgia Office of EMS and Trauma

EMS Instructor/Coordinator Internship

Competency Verification Sheet

This form must be completed and uploaded to verify the Instructor/Coordinator Candidate has met all of the internship objectives as outlined for the license level being sought. This form should be completed after all of the internship hours have been completed.

INSTRUCTOR/COORDINATOR CANDIDATE INFORMATION				
Candidate Full Name	I/C Level Applying For	Date of Evaluation	Start Time	End Time
	<input type="checkbox"/> I/C (EMT) <input type="checkbox"/> I/C (AEMT) <input type="checkbox"/> I/C (Paramedic)			
EMS Initial Education Program Name (Where Final Evaluation was done)	Course Level	OEMS Course Approval Number		
	<input type="checkbox"/> EMT <input type="checkbox"/> AEMT <input type="checkbox"/> Paramedic			

EVALUATION INSTRUCTIONS

Each criterion must be rated by the Instructor/Coordinator Candidate FIRST and rated by the preceptor SECOND. Mark candidate ratings in the column marked "C" and preceptors in column "P." Candidates Comment on any discrepancies below. Preceptors complete shaded sections. **RATING SCALE: NA** = Not applicable- not needed or expected. **0** = Unsuccessful - required excessive or critical prompting; includes "Not attempted" when candidate was expected to try. **1** = Marginal - inconsistent, not yet competent. **2** = Successful/competent - no prompting

Criteria (* indicates MANDATORY)	Rating		Comments
	C	P	
Program Administration			
Did the candidate participate in the timely submission of student roster and attendee statuses in the State LMS system? *			
Did the candidate maintain accurate attendance and student records? *			
Does the candidate understand the rules and regulations of the Georgia Office of EMS and Trauma as well as administrative policies and procedures for requesting and coordinating EMS initial education course? *			
Did the candidate participate in the submission of course paperwork (beginning and ending rosters, OEMS student file review forms for all levels, NREMT practical skills check off for EMT courses)? *			
Does the candidate understand the administration of EMR and EMT Psychomotor examination and coordination of AEMT and Paramedic, NREMT Psychomotor examination? *			
Course Coordination			
Does the candidate understand procedures for course approval to include medical director, sponsor, and clinical site agreements? *			
Does the candidate know what resources are available to answer questions regarding administrative procedures? *			

Criteria (* indicates MANDATORY)	Rating		Comments
	C	P	
Course Coordination (Continued)			
Does the candidate understand the dynamics of course management? *			
Does the candidate understand how to evaluate applicants and the purpose for doing so? *			
Did the candidate successfully schedule course classroom and lab sessions? *			
Did the candidate successfully schedule instructional personnel? *			
Did the candidate provide supervision of instructional personnel? *			
Instruction			
Does the candidate understand the cognitive, psychomotor, and affective domains as applies to student learning? *			
Did the candidate successfully utilize the National EMS Educational Standards? *			
Did the candidate successfully use lesson plans? *			
Did the candidate successfully develop lesson plans?			
Did the candidate successfully develop and use written or electronic cognitive testing instruments to evaluate students?			
Did the candidate successfully perform cognitive testing item analysis? *			
Did the candidate successfully observe students and provide positive corrective feedback? *			
Did the candidate successfully provide individual counseling? *			
Did the candidate successfully assign assignments/ remedial sessions?			
Did the candidate successfully adapt teaching techniques and practice to meet individual student's needs? *			
Did the candidate successfully analyze cognitive and skill performance, detect and correct student difficulties? *			
Did the candidate successfully deliver effective didactic presentations?			
Did the candidate successfully conduct logical and accurate demonstrations of psychomotor skills and demonstrate an understanding of the principles of those skills? *			
Did the candidate manage lab instructional time to minimize "lecture" time and maximize "practice" time			

Criteria (* indicates MANDATORY)	Rating		Comments
	C	P	
Clinical Coordination/Evaluation			
Did the candidate participate in Clinical/Field scheduling?			
Did the candidate participate in Clinical/Field Site visits? *			
Did the candidate participate in Clinical/Field Evaluations? *			
Did the candidate participate in Preceptor selection, training, use and evaluation? *			
Medical Director			
Does the candidate understand the Roles and Responsibilities of the EMS Education Medical Director? *			
Advisory Committee			
Does the candidate understand the Roles, Responsibilities, and makeup of the EMS Initial Education Advisory Committee? *			
Did the candidate participate in managing an EMS Initial Education Advisory Committee?			
Did the candidate attend an EMS Initial Education Advisory Committee Meeting?			
CoAEMSP Accreditation Requirements (For I/C Paramedic only)			
Does the candidate understand the purpose of CoAEMSP accreditation? *			
Does the candidate understand the roles and responsibilities of the Program Director as it relates to CoAEMSP?*			
Does the candidate understand the roles and responsibilities of the Lead Instructor as it relates to CoAEMSP?*			
Did the candidate participate in any part of a CoAEMSP accreditation site visit?			
Did the candidate participate in the submission of any part of the annual report?			

