THE CHARLOTTE HUNGERFORD HOSPITAL
EMERGENCY MEDICAL SERVICES
POLICY MANUAL

DEPARTMENT OF EMERGENCY MEDICAL SERVICES	POLICY NO. 600.A01 DATE OF ORIGIN: 05/14/2014 DATE REVISED: DATE REVIEWED:
SUBJECT: **AEMT** Training Oversight	PAGE 1 of 3

Statement of Applicable Law: The Charlotte Hungerford Hospital (the "Hospital") is the "Sponsor Hospital" for certain emergency medical providers and mobile intensive care personnel. As a Sponsor Hospital, Connecticut law requires the Hospital to provide medical control and medical direction to the emergency medical providers and mobile intensive care personnel it sponsors. The medical control and medical direction the Hospital is required to provide includes: (i) actively surveying mobile intensive care to assess overall practice levels; and (ii) providing medical advice, consultation, instruction and authorization to emergency medical providers and mobile intensive care personnel.

Purpose: The purpose of this A-EMT Training Program Oversight Policy is to establish the rights and obligations of the Hospital with respect to ensuring that the training of A-EMTs subject to its medical control and medical direction satisfies the Hospital's standards and expectations, applicable law and current professional standards of care. The purpose of this policy is also to ensure that the Hospital fulfills its legal obligation to advise, consult and instruct emergency medical providers and mobile intensive care personal for which it provides medical control and medical direction.

Policy: It is the policy of the Hospital that all A-EMTs operating under its medical control and medical direction receive appropriate training and education on a periodic basis that is consistent with the Hospital's standards and expectations, applicable law and current professional standards of care.

Scope: This policy applies only with respect to the Hospital's medical control and medical direction obligations for A-EMTs.

Procedure:

1. **Required Training.** All A-EMTs subject to the medical control and direction of the Hospital shall periodically receive and complete a training program acceptable to the Hospital in accordance with this policy. The training program may be provided by an emergency medical service organization, a management service company or other similar entity.

2. **Training Program Elements.** At a minimum, the entity or organization conducting the training program shall:

   a. keep and maintain attendance records;

   b. identify those individuals who successfully complete the training program; and

   c. periodically review and, to the extent necessary, revise the training program materials to ensure that such materials are current with respect to applicable law, professional standards of care and the Hospital's standards and expectations.

3. **Qualifications of Instructors.** All training provided to A-EMTs shall be conducted by individuals with appropriate qualifications, education and professional experience.

4. **Hospital Review and Approval**

   a. The Hospital shall request for its review Training Materials for all first-time A-EMT training courses. The Hospital may request Training Materials for subsequent or continuing A-EMT training courses. For purposes of this policy, "Training Materials" means:

   (i) content of any training program, including the training materials, testing exams, syllabus, documentation and other information;

   (ii) qualifications, education and professional experience of the training instructors;

   (iii) training schedule and location;

   (iv) attendance records of such training; and/or

   (v) any other materials or documentation relevant to the provision or content of the training.

b. The Hospital may either (i) accept any Training Material it considers sufficient to comply with the Hospital's standards and expectations, applicable law and current professional standards of care, or (ii) provide comments or recommendations to the training organization or entity regarding the Training Materials. The Hospital shall provide notice of acceptance or comments/recommendations in writing and within ten (10) business days of its receipt of the Training Materials.

c. Upon receipt of a notice of comments/recommendations to the Training Materials, the entity or organization performing the training shall modify the Training Materials to address the Hospital's concerns within a reasonable period of time. Such modifications shall be consistent with any comments of the Hospital. Modified Training Materials shall be provided to the Hospital for its further review.

d. Upon receipt of revised materials the Hospital may accept or may suggest further refinement. Hospital shall provide notice of acceptance or comments/recommendations in writing and within ten (10) business days of its receipt of the Training Materials.

Legal References: Please see: (i) Regulations of Connecticut Stage Agencies Sec. 19a-179-1(o), (p) and (cc); and (ii) Regulations of Connecticut Stage Agencies Sec. 19a-179-12(a)(3).

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