



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-090</b>	Page: <b>1</b>	of: <b>1</b>
Title: <b>Instructors/Adjunct Faculty</b>		
Regulatory Authority: <b>12VAC5-31-1420, 12VAC5-31-1670 and 12VAC5-31-1920</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>July 1, 2012</b>	

- A. **Instructor Selection** - Although EMT Instructors and ALS Coordinators are authorized to instruct any or all portions of the applicable BLS or ALS certification courses at or below their current certification/licensure levels, the Office encourages maximum utilization of physicians, nurses, and other medical specialists to assist with these programs. In non-clinical subjects the Course Coordinator may use qualified experts such as law enforcement and communications personnel. Assisting instructors must be familiar with the lesson plans and objectives for the topic in advance of their instruction.
1. For BLS programs leading to initial Emergency Medical Responder/EMS First Responder or EMT certification, a VEMSES qualified EMT Instructor must be present to insure that proper and complete instruction is provided for each lesson topic.
  2. An EMT instructor is not required to be present for Category 1 BLS Continuing Education classes but they must have an EMT instructor as the course coordinator unless it is an exempted program per **T-005**.
- B. **Psychomotor Instructors** - In addition to the lead instructor for each lesson, arrangements must be made to provide for sufficient instructor aides to assist in all psychomotor skill sessions of each course. If certified EMT Instructors or ALS Coordinators are not available, providers certified at the level of instruction (EMT, EMT-Enhanced, Intermediate, and Paramedic) or related healthcare certification/licensure may be utilized as assistants.
1. Certified EMT-Instructors may be used for instruction of basic skill stations in advanced life support programs. Basic psychomotor skills are those procedures not requiring invasive activities or use of Advanced Life Support equipment. Basic skills include:
    - a. Extremity and spinal Immobilization techniques.
    - b. Soft tissue wound care.
    - c. Use of Automated External Defibrillators (AED).
- C. **PCD Notification** - The PCD must be informed of all assisting instructors to be used for the course and has the authority to approve or disapprove any instructor selected for use.