



ALS First Class Paperwork

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First Class Paperwork

Background

First & Last Class Paperwork has been a staple of initial certification programs in Virginia for several decades. This guidance document and the accompanying official Office of EMS forms serve two distinct purposes:

1. For educators, it provides you a means of ensuring that all your students have been adequately introduced to EMS education practices, policies and requirements in Virginia;
2. For students, this packet ensures that they are educated on state policies and procedures as **well** as your individual requirements for the course.

Based on feedback and recurring questions from students over the years, we have designed the first and last class paperwork. You will now find that we have two distinct paperwork packets:

1. First Class Paperwork – This packet contains many of the forms and documents to which you have become accustomed.
2. Last Class Paperwork – This packet is designed to be handed out and discussed with students on the last day of class and it specifically covers the testing processes required by the National Registry and Pearson VUE.

Each packet is designed to provide you with guidance as to what state documents and forms to incorporate in your course syllabus along with suggestions as what items—unique to your individual program should also be included. This packet is not designed to simply be printed off and handed out to your students.

This guidance document is designed to provide you with the skeletal structure to design a course syllabus and your own First Class Paperwork packet which is unique to your program and its requirements. The state forms and paperwork included in the appendices are MANDATORY and must be included, reviewed verbatim and maintained on file for each student in your program.

First and Last class paperwork has been carefully designed to assist you as an educator to ensure that you are meeting all of your regulatory requirements for initial certifications programs in the Commonwealth.

We hope these documents assist you in the administration of your programs.

Introduction

Make sure you introduce yourself and provide the following information to all students:

1. Your name
2. Your training credentials and affiliation
3. Your contact phone number(s), e-mail address etc.
4. A brief description of the type and level of program being taught

Introduce the program's EMS Physician. Note: If at all possible your EMS Physician should be present to introduce him or herself and make any appropriate comments concerning the program.

Distribute and cover orally your course syllabus and the state forms required in order to remain in compliance with Virginia EMS Regulations.

At the conclusion of the “first class”, the course coordinator should collect state forms TR-35 and TR-10 with the student’s original signature for inclusion in the student’s file which can be either paper-based or electronic in nature.

Any and all electronically maintained records shall be backed up to at least one off-site cloud drive to ensure that all course records are maintained, secure and safe from destruction.

Program Prerequisites

- 1) Read aloud each section of state form TR-35— Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct—stopping between each item to explain the statement and asking if there are any questions about its meaning. (This information is provided by the Office

per 12VAC5-31-910 through 12VAC5-31-940 and 12 VAC 5-31-1450 of state EMS regulations.)

- 2) Read aloud each section of any additional local or regional prerequisites that are in addition to those described in TR-35. Provide this information to the student.
- 3) Explain any medical requirement (vaccinations, etc.) for entry into the program or for class completion. A copy of these requirements and other pertinent information should be included provided to the student. (Note: The physician course director may want to cover these.)
- 4) Information should include:
 - a) The specific requirements.
 - b) Where to go and who to see about satisfying these requirements.
 - c) When evidence of satisfying the requirements must be produced for the Course Coordinator.
- 5) When this section is completed, read aloud have each student sign appropriately.
 - a) Provide each student two copies of state form TR-35—Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct.
 - b) Each student should sign one copy and return it to you and keep one copy for themselves.

Course Syllabus

A course syllabus is academic document which serves as a **written contract between you and your students that provides an outline or a summary of the main points of a text, lecture or course of study**. The purpose of a syllabus is to provide information on the course and define the scope of the content.

A course description provides a basic overview of what a class offers. A course description includes a course prefix, course number, course title, lecture and lab

contact hours, semester credit hours, description of the class and prerequisites, etc.

A syllabus often contains timelines, calendars, outlines, bullet points and tables or infographics that quickly and concisely relay important information. Educators might include some commentary, such as the purpose or focus of the course, but most of the content is detail-specific.

In addition to course objectives, required texts, assignments and grading criteria, a syllabus might also state the instructor's policies on late work, incomplete assignments, missed classes and make-up work or tests.

Expectations for Successful Completion

Read aloud state form TR-16—Course Expectations for Successful Completion—stopping between each to ask if there are any questions or clarification needed. Provide further explanation if needed.

A copy should be provided to your students. Information should contain State requirements at a minimum.

Also include any expectations that you require.

Upon completion, read aloud have the student sign appropriately.

Course Fees

Explain any course fees and their purpose.

It is recommended that a copy of the fee structure be included in your course syllabus and each item reviewed and students allowed to have their questions answered.

Upon completion, read aloud the statement on the agreement page of the Student Information Package and have the student sign appropriately.

Functional Position Description

Read aloud and verbatim the Functional Position Description for the appropriate level of EMS certification program you are conducting.

- A copy of the appropriate Functional Position Description must be provided to the student.
- It is critical that all portions of the description be read and explained clearly to every student in the same manner.
- After reviewing the appropriate Functional Position Description, advise the class if anyone feels they may not be able to perform all the tasks and expectations just described, they should see you after class.
- For students requesting an accommodation in an ALS program, the student is be provided the NREMT Accommodation Request—TR-14A— for purposes of their cognitive certification examination.
- Upon completion, read aloud the statement have the student sign appropriately.

Americans with Disabilities Act

All ADA Requests are handled by the National Registry. The National Registry complies with the Americans with Disabilities Act (ADA) in regard to requests for examination accommodations consistent with its mission and public protection.

ACCOMMODATIONS POLICY OVERVIEW

The National Registry of Emergency Medical Technicians administers its certification examinations in a manner that does not discriminate against an otherwise qualified applicant. The National Registry offers reasonable and appropriate accommodations for the written and practical components of the registration examination for those persons with documented disabilities, as required by the ADA.

The National Registry urges candidates requesting any accommodation to submit such requests as early as possible to provide adequate time to resolve

any documentation issues that may arise. At a minimum, all requests for accommodations must be received by the National Registry no less than thirty (30) days before scheduling the examination.

- <https://www.nremt.org/Policies/Examination-Policies/ADA-Accommodations>

Appendix A



ALS Student Signatures

Enclosed are documents containing information about the EMS program you are about to attend. You will be asked to verify that you have reviewed the information with the Course Coordinator, have had your questions answered and understand the information contained herein by signing this cover form **and individual documents enclosed.**

My signature below indicates that the specific section listed below for the Advanced Emergency Medical Technician or Paramedic program has been read to me. Further, my signature indicates that I read the contents of the specific section for the Advanced Emergency Medical Technician or Paramedic program and understand the information contained in that section.

Student Name
(printed)

Part I Introduction

Part II Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct

Signature

Date Signed

Date of Birth – Minimum 16 YO

Signature for this item indicates that I was also provided a duplicate copy of this form.

Part III Class Rules

Signature

Date Signed

Part IV Expectations for Successful Completion of the Program

Signature

Date Signed

Part V Course Fees

Signature

Date Signed

Part VII Americans with Disabilities Act

Signature

Date Signed

Part VIII Course Schedule

Signature

Date Signed

Virginia Office of Emergency Medical Services

1041 Technology Park Drive

Glen Allen, VA 23059

804-888-9120

<http://www.vdh.virginia.gov/emergency-medical-services/>

EMS.TR.10

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Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct

Initial Basic Life Support Certification Programs

To enroll in a BLS certification program you must comply with the following:

- A. Be clean and neat in appearance. Be a minimum of 16 years of age at the beginning date of this certification program. If less than 18 years of age, you must provide the course coordinator with a completed parental permission form with the signature of a parent or guardian verifying approval for enrollment in the course. If you are less than 18 years of age and are affiliated with an EMS or other public safety agency you must also provide the Course Coordinator with documentation from an Officer of the agency stating that you will be covered by agency insurance while attending the course. **(Students less than 18 years of age must obtain and complete a copy of the Student Permission Form from the course coordinator of the training program.)**
- B. Be proficient in reading, writing and speaking the English language in order to clearly communicate with a patient, family or bystander to determine a chief complaint, nature of illness, mechanism of injury or to assess signs and symptoms. (12VAC5-31-1503)
- C. Have no physical or mental impairment that would render him unable to perform all practical skills required for that level of certification including the ability to function and communicate independently and perform appropriate patient care, physical assessments and treatments without the need for an assistant. (12VAC5-31-1503)
- D. Hold current certification in an Office of EMS approved course in cardio-pulmonary resuscitation (CPR) by the end date of the certification program. This certification must also be current at the time of state testing.
- E. If you are a foreign national, you must have secured a U.S. Government Student Visa.
 1. If you have not been issued a US Social Security Administration number (SSN), you must submit copies of your U.S. Government Student Visa together with a photocopy of your passport to Debbie Akers via e-mail (deborah.t.akers@vdh.virginia.gov) as soon as possible.
- F. Not have been convicted or found guilty of any crime, offense or regulatory violation, or participated in any other prohibited conduct identified in state EMS regulations as follows: (12VAC5-31-910)
 1. Any crime involving sexual misconduct.
 2. A crime involving the sexual or physical abuse of children, the elderly or the infirm, such as sexual misconduct with a child, making or distributing child pornography or using a child in a sexual display, incest involving a child, assault on an elderly or infirm person.
 3. Any crime (including abuse, neglect, theft from, or financial exploitation) of a person entrusted to his care or protection in which the victim is a patient or is a resident of a health care facility.
 4. Any crime involving the use, possession, or distribution of illegal drugs.
 5. Are not currently under any disciplinary or enforcement action from another state EMS office or other recognized state or national healthcare provider licensing or certifying body. Personnel subject to these disciplinary or enforcement actions may be eligible for certification provided there have been no further disciplinary or enforcement actions for five years prior to application for certification in Virginia.
 6. Have never been subject to a permanent revocation of license or certification by another state EMS office or other recognized state or national healthcare provider licensing or certifying body.
- G. All references to criminal acts or convictions under this section refer to substantially similar laws or regulations of any other state or the United States. Convictions include prior adult convictions, juvenile convictions and



Prerequisites for EMS Training Programs, Criminal History and Standards of Conduct

adjudications of delinquency based on an offense that would have been, at the time of conviction, a felony conviction if committed by an adult within or outside Virginia.

- H. May not be under the influence of any drugs or intoxicating substances that impairs your ability to provide patient care or operate a motor vehicle while in class, or clinical, while on duty or when responding or assisting in the care of a patient. (12VAC5-31-940)

Initial Advanced Life Support Certification Programs

To enroll in an ALS certification program you must comply with the following:

- A. Be a minimum of 18 years of age at the beginning date of the certification program. (12VAC5-31-1521)
- B. Hold current certification as an EMT or higher EMS certification level. (12VAC5-31-1521)
- C. Hold, at a minimum, a high school or general equivalency diploma. (12VAC5-31-1521)

Acknowledgement - I have not been convicted or found guilty of any crime(s), offense(s) or regulatory violation(s); nor participated in any other conduct which prohibits EMS course enrollment or certification. My signature below acknowledges that I have read and understand the prerequisites for course enrollment, and criminal conviction(s) and/or misconduct that preclude individuals from EMS Certification in Virginia and verify that I am eligible for certification based upon the "Standards of Conduct" required by the Office of EMS.

Signed: _____ Date: _____

Print Name: _____ Date of Birth: ____/____/____

THE MINIMUM AGE FOR BLS PROGRAMS IS 16 YEARS OF AGE AND THE MINIMUM AGE FOR ALS PROGRAMS IS 18 YEARS OF AGE AT THE START DATE OF COURSE

Course Expectations for Successful Completion

- 1) Comply with all course prerequisites.
- 2) Comply with all class rules.
- 3) Satisfy all minimum requirements as set forth in the minimum training requirements for the corresponding program.
- 4) Satisfy all current course expectations.
- 5) Demonstrate proficiency in the performance of all practical aspects of the program. (Also includes activities reviewed in the "Functional Position Description" for the appropriate level.)
- 6) Hold current CPR credentials from an Office of EMS approved course as evidenced by a current card or copy of the roster submitted by the respective agency.
- 7) If in a bridge certification program, you must be certified at the prerequisite certification level before certification testing at the higher level.
- 8) Successful completion of all of the above is evidenced by receipt of a Test Eligibility Letter in the students EMS Portal.

Functional Position Description for the ALS Provider

Introduction

The following is a position description for the Advanced Life Support Provider within Virginia. This document identifies the minimum qualifications, expectations, competencies and tasks expected of the Advanced Life Support Provider.

Qualifications for State Certification

To qualify for state certification, the applicant must at a minimum:

1. meet minimum state entry requirements.
2. meet course requirements such as attendance and grades.
3. successfully complete all certification/licensure examination(s).

Competencies

The Advanced Life Support Provider must demonstrate competency in handling emergencies utilizing basic and advanced life support equipment and skills in accordance with the objectives in the Virginia EMS Education Standards for the Advanced EMT and the U.S. Department of Transportation National EMS Education Standards for the Paramedic to include having the ability to:

- verbally communicate in person, via telephone and telecommunications using the English language;
- hear spoken information from co-workers, patients, physicians and dispatchers and in sounds common to the emergency scene;
- ability to lift, carry, and balance up to 125 pounds (250 with assistance);
- ability to interpret and respond to written, oral, and diagnostic form instructions;
- ability to use good judgment and remain calm in high-stress situations and take on the role of a leader.
- read road maps; drive vehicle, accurately discern street signs and address numbers;
- read medication/prescription labels and directions for usage in quick, accurate, and expedient manner;
- communicate verbally with patients and significant others in diverse cultural and age groups to interview patient, family members, and bystanders;
- discern deviations/changes in eye/skin coloration due to patient's condition and to the treatment given;
- document, in writing, all relevant information in prescribed format in light of legal ramifications of such;

Functional Position Description for the ALS Provider

- perform with good manual dexterity all tasks related to advanced emergency patient care and documentation;
- bend, stoop, balance, and crawl on uneven terrain;
- withstand varied environmental conditions such as extreme heat, cold, and moisture;
- perform quickly, precise, practical mathematical calculations pertinent to ratio and proportion of medication and supplies used in emergency patient care.

Description of Tasks

The Advanced Life Support Provider must:

- be independent, confident, able to work independently without defined structure, have good stable reasoning ability with ability to draw valid conclusions expediently relevant to patient's condition, often, using limited information;
- have knowledge and skills relevant to position and be able to implement them in stressful situations;
- be cognizant of all legal, ethical, and moral obligations inherent within scope of practice;
- be able to perform mathematical calculations/ratios and apply them in expedient, practical manner;
- have successfully completed an approved curriculum with achievement of passing scores on written and practical certification examinations as defined by programmatic guidelines;
- and at any given time, performs any or all tasks performed by a lower level EMT;
- may supervise activities of students or interns, and/or may engage in writing of journal articles or teach. Meets qualifications within the functional job analysis;
- meet minimum vision requirements to operate a motor vehicle within the state.



NREMT Accommodation Request

NATIONAL REGISTRY OF EMERGENCY MEDICAL TECHNICIANS

<https://www.nremt.org/Policies/Examination-Policies/ADA-Accommodations>

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6610 Busch Blvd.
P.O. Box 29233
Columbus, Ohio 43229
Phone: (614) 888-4484
Fax: (614) 888-8920

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<http://www.vdh.virginia.gov/emergency-medical-services/>

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