

VERMONT EMERGENCY MEDICAL SERVICES DISTRICT NO. 3
Policy on Approval of District Sponsored Courses

The intent of the following policy is to improve EMS Education in VTEMSD#3. The scope of these requirements rests on the following beliefs:

- That it is the responsibility of the state, district and local services to assure the public that the greatest efforts are made in the planning and delivering of district approved courses.
- That effective pre-planning is essential for the delivery of any educational experience.
- That these requirements will aid in effective pre-planning of courses thereby avoiding many problems that could detract from the learning process.

It is assumed that each course coordinator will follow all requirements set forth by the Vermont Department of Health, Division of Health Protection, Emergency Medical Services and Injury Prevention when proposing and conducting a State certifying course. Failure to comply with the following shall be grounds for denial of course requests. The following requirements must be adhered to when proposing a district approved certification or recertification course through the Vermont Department of Emergency Medical Services:

1. Any service may sponsor or host a course made up predominantly of members from their respective organization. That service must open the course to participants outside of the sponsoring service. A minimum of 10% of available slots will be held for participants not affiliated with the sponsoring service. These slots will be held up to one month prior to the course's start date, after which time the remaining slots may be filled with the sponsoring service's members. NOTE: A "sponsoring service member" is defined as one who holds an affiliation with the service applying for the course, irregardless of other service affiliations.
2. The course coordinator may or may not be a member of the sponsoring service.
3. One half (50%) of the practical instructors participating in a district approved course shall be from VTEMSD#3 and not hold a current affiliation with the sponsoring service during the course. A list of potential practical instructors shall be maintained by the Chair of the VTEMSD#3 Training Committee. Each VTEMSD#3 service will contribute names to this list. The selected names shall be chosen by their respective service's officers. This list may be drawn upon by the course coordinator to fill the roster of practical instructors. The course coordinator may be considered a practical instructor.
4. The instructor-to-student ratio for practical instruction will be a minimum of one (1) instructor per six (6) students.
5. Course coordinators must agree to administer a course evaluation to each participant of the course provided by VTEMSD#3 at the completion of the course. All evaluations must be returned to the VTEMSD#3 Training Chair prior to the first District Board meeting after the last class.
6. Course proposals brought forward to the district for approval must include in writing, the above requirements including names of practical instructors, copies of budgets, and copies of schedules.

_____/_____/_____
District Chair Date

_____/_____/_____
Medical Direction Date

_____/_____/_____
Medical Direction Date