Alabama Office of Emergency Medical Services

Continuing Medical Education
Course Approval Process

BREMSS

1114 South 16th Street
Birmingham, Alabama 35205
(205) 934-2595

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Alabama Department of Public Health • Office of Emergency Medical Services
Continuing Medical Education Course Approval Process

OVERVIEW

The Alabama Department of Public Health (ADPH) Office of Emergency Medical Services (OEMS) recognizes [approves] continuing medical courses when the education provided is relevant to the rendering of emergency medical care and meets the requirements as set forth in this application. A course coordinator must be sure to complete all forms and include every attachment requested. An incomplete application may provide reason for invalidation by the ADPH Office of Emergency Medical Services, meaning the course is unapproved.

The OEMS believes that continuing medical education is best provided when courses are created using a well-designed teaching plan, adequate presentation and practice materials, appropriate instructors and a program evaluation process. This application is the instrument for documenting these minimum course elements in a standardized format.

A course registration and an application packet are required for each continuing medical education course. Course registration is accomplished through the region EMS office. Completed application packets, including all related materials, must be available for audit for three years following course completion. It is the responsibility of the course coordinator to maintain the application packets. It is acceptable, in cases where an outside course coordinator is used, for a sponsoring agency to maintain course records. All application materials must be presented within three (3) business days should an audit be requested by the ADPH OEMS Regional Office. The application packet must be completed prior to submitting a course registration. The course registration must be approved prior to the course being conducted.

Candidates who successfully complete an approved course may request a completion document or certificate from the course coordinator. Completion documents and certificates must contain the official OEMS approved course number.

COURSE APPROVAL PROCESS

Creating the Course

The sponsoring agency determines the need for CME and assigns a course coordinator to serve as the point of contact for the course approval process. The course coordinator is responsible for completing the course registration and application packet, providing completion certification to students upon request, and maintaining the course application packet (CAP) for a minimum of three years following course completion. The following elements are required elements of the CAP.

1. **Course Outline-** Provides chronological listing of class/lab times (broken down to show each presentation, skill station, demonstration, etc.). If there are multiple instructors, instructor names should be listed next to their assigned presentation(s)/lab station(s). The outline should clearly show the number of in-class hours. Time for breaks and lunch should not be included.

2. **Course Presentation(s)-** A copy of the presentations should be on file. Presentation(s) may be printed hardcopies or files stored on CD/DVD/data stick. If the course is audited, a printed hardcopy will be required for review.

3. **Skills Verification-** A description of how skills will be reviewed and competency verified must be provided. Each skill should have a check-off sheet that clearly identifies the required steps and success criteria. Completed skills sheets will be kept with the CAP.

4. **Post-Course Exam**- The course instructor may require a post-course exam. The exam should verify key topic points and cover course learning objectives. The scoring method should be appropriate with a remediation plan in place. A copy of the exam, answer key, and scoring method should be provided. Specifics concerning the exam, such as minimum score, types of questions, number of questions, etc. will be presented to the participants prior to taking the course. Completed exams will be kept with the CAP.

5. **Materials and Resources Form-** Provides a list of all materials and resources utilized for the course. Commercial products are documented on the form with disclaimers included. Materials created in-house should be documented on the form and a copy maintained as part of the CAP. Proper credit should be given to sources of information provided through in-house created materials. Personal experience is NOT acceptable as the sole reference material for a course.

6. **Completion Document or Certificate-** A sample of the completion document or certificate should be included in the CAP.

Documenting the Instructors

Instructors should have credentials which support the topic being taught. An instructor's credentials must, at minimum, meet the credential level of the material. For example, an EMT may conduct a presentation dealing with topics and skills from the EMT scope of practice. A Paramedic would be required to teach topics and skills from the paramedic scope of practice. Professionals outside of EMS, such as Physicians, Nurses, Attorneys, Pharmacists, Respiratory Therapists, etc. may also be included. An instructor form is required for each instructor along with a signed "disclaimer" form when applicable. The form provides the instructor's name, certifications, and contact information.

Course Registration Form (CRF)

A CRF shall be submitted for approval to respective regional EMS office in which the continuing medical education course shall be offered/conducted two weeks prior to the first day of the course. The CRF is the only form sent to the regional EMS office. The regional EMS office will respond by either approving or not approving the course. If approved, a course number will be provided. If not approved, the teaching agency will receive an explanation. If an agency wishes to appeal the Region's denial of a course approval, that appeal must be in writing and sent to the ADPH OEMS. Incomplete CRFs will be returned to the course coordinator. For faster approval course registration forms should be sent electronically. If an agency prefers to use hard copies it will take longer to get through the process.

Post-Course Documentation

Following completion of the CME course, the course coordinator should assemble all the CAP paperwork. The CAP paperwork must be available for audit for three years. The following items should be added to the CAP:

1. **Attendance Roster-** Provides name (printed), EMSP level, Alabama EMSP license number, and signature for each attending candidate. The attendance roster must also include course information (title, sponsoring agency, date) and individual candidate end of course status (pass, fail, completed, etc.). The coordinator's signature is required on the roster. A copy of the roster shall also be provided to the regional EMS office as proof of course completion. The roster should be submitted to the regional office no later than 15 after the class concludes.

2. **Skills Practice/Verification Forms-** Each candidate shall have a completed practice/verification skill form for each skill covered in the lab. The forms must list the important steps for each skill; have an evaluation (pass, fail, successful, etc.) for each important step, and an overall evaluation for the skill station. The form must include the candidate name, skill date, and evaluator name.

3. **Completed Exams-** If an exam is required for the course; the exam answer sheet must include the candidate's name, exam date, exam score and evaluator name.

4. **Completion Document or Certificate-** Copies of completion documents or certificates that were provided to candidates upon their request are to be a part of the CAP. If no completion documents or certificates are requested, the example certificate provided prior to CRF submission is adequate.

Acceptable Course Types

Classroom courses have instructor(s) and materials present in an appropriate facility during the course. Attendees have real-time interaction with the instructor(s). The presentation and exam materials may be provided in the classroom or online. There are no National Registry limitations on the number of ADPH OEMS approved classroom hours.

Distributive education (also called distributive learning or distance learning) is an educational activity in which the learner, the instructor, and the educational materials are not all present at the same time. Attendees do not have real-time interaction with the instructor(s). The presentation and exam materials are provided online. Distributive education requirements follow those of classroom courses for courses created by the coordinator or sponsoring agency. Although distributive hours may be approved by the

ADPH OEMS, the National Registry may also have limitations on the number of distributive hours permitted.

Hybrid courses are a mix of classroom and distributive learning presentations. To receive OEMS approval for the entire course, the CME course outline must clearly list the classroom element(s) separate from the distributive learning element(s). Both the classroom and distributive learning portions must satisfy the OEMS requirements stated above.

The National Registry and the OEMS recognizes CECBEMS accreditation.

The National Registry and the OEMS recognizes national courses such as BLS, ACLS, PALS, ITLS, PHTLS, PEPP, and AMLS. Such courses have their own quality management processes. OEMS does not provide approval for the nationally recognized courses. Any questions concerning recognition of a national course should be directed to the region EMS office.

Acceptable Course Content

The ADPH OEMS approves CME courses that are patient care related and appropriate for the Alabama EMSP. Courses should be properly designed to address topics appropriate for the EMSP level(s) in attendance.

Refresher courses must meet either DOT/NHTSA or National Registry education requirements. The course outline must specifically describe the hours and instructor(s) for each required topic.

Refresher courses designed to meet National Registry NCCP requirements must be clearly marked as such and must meet the National Registry NCCP education requirements. The course outline must specifically describe the hours and instructor(s) for each required topic.

CME course topics must qualify for credit according to the current National Registry continuing education requirements. Topics that are deemed to provide little improvement to the delivery of quality patient care will not be considered acceptable.

Calculating CME Hours

CME time is a measurement of the actual time spent receiving education. Contact time will be rounded up to the nearest ¼ hour. This is in line with the education units approved by National Registry. CME time for classroom and distributive presentation hours is measured from the beginning to the end of the presentation and may include time for relevant questions and answers. CME time for skills practice or verification is the time necessary for one candidate to complete a skill or a set of multiple skills in succession. CME time for skills should not be determined by the total lab time allotted for skills practice or verification for the entire group or class.

COMPLETION DOCUMENT OR CERTIFICATE

The coordinator shall make available a completion document or certificate for any attendee who requests such documentation. It is not required to automatically create individual attendee completion documentation.

The completion documentation or certificate must display the following information:

- Title of Course
- Number of CME Hours
- Attendee's name
- Attendee's Alabama EMSP level or "Pending"
- Attendee's Alabama EMSP license number or "Pending"
- Location of activity
- Date of course completion
- Name and signature of the CME course coordinator
- OEMS Official approval number

APPLICATION AUDIT

The ADPH OEMS Regional Office may initiate an application audit randomly or because of an inquiry by the ADPH OEMS or by National Registry.

The purpose of an application audit-
- Verify the CME course approval application was completed appropriately
- Verify the information provided in the CME course approval application was accurate
- Verify the CME course was provided as described in the CME course approval application

Outcomes for an application audit-
- Verified CME course approval application is approved
- Suspend CME course approval application pending review of additional documentation
- Deem the CME course approval application invalid and the CME course unapproved

The ADPH OEMS also reserves the right to review and investigate any complaint or credible evidence of any alleged violation of the application. When a violation has been found to have occurred, the ADPH OEMS reserves the right to deny, suspend, or remove approval for the CME course. The ADPH OEMS will utilize the following procedure when determining whether any such disciplinary action is appropriate.

Each course coordinator must comply with a written request for information from the ADPH OEMS and agree to participate in a review of any complaint or alleged violation of application procedure. In the absence of any response from the course coordinator within 30 days of the written request, the ADPH OEMS will assume such complaint or alleged violation has merit and will initiate an investigation and review process noted below. Failure to respond adequately to any review or request for information must be considered as additional evidence in support of the complaint or alleged violation.

The ADPH OEMS shall utilize its professional judgment in determining whether denial, suspension, or removal of course approval shall occur. Reasons for such action shall include, but not be limited to, the following:

- Any material misrepresentation, whether intentional or unintentional, in the application.
- Fraud in information provided in the application such as falsifying instructor credentials.
- Intentional or unintentional failure to comply with the Attesting Statement, as specified in the signed application.
- Failure to submit timely to an audit.
- Refusal to participate in a review to determine whether the activity sponsor is complying with the elements of the application
- Refusal to submit a plan of correction when requested by the ADPH OEMS during an audit or complaint review process.

The ADPH OEMS will determine audit outcomes. The outcome will be delivered in writing to the course coordinator. If the National Registry, or other complainant, initiated the inquiry, a written response will be provided following the audit outcome.

ADPH OEMS CME APPROVAL PROCESS AND CHECK LIST

CREATE COURSE
- ☐ Course Outline
- ☐ Course Presentation(s)
- ☐ Skills Verification
- ☐ Post-Course Exam
- ☐ Instructor Form(s)
- ☐ Materials and Resources Form
- ☐ Completion Document or Certificate

SUBMIT REGISTRATION
- ☐ Course Coordinator
- ☐ Course Registration Form
- ☐ Regional EMS Office

REGIONAL EMS OFFICE
- ☐ Reviews Registration Form
- ☐ Approves course, issues course number
- ☐ Does not approve course, contacts course coordinator with feedback

COMPLETE COURSE
- ☐ Follow course application
- ☐ Use skill verification sheets
- ☐ Provide post-course exam
- ☐ Complete attendance roster

COMPLETE DOCUMENTATION
- ☐ Send copy of roster to regional EMS office
- ☐ Gather all materials for CAP
- ☐ Store records for three years
- ☐ Always be prepared for course audit

ADPH OEMS
Alabama Continuing Medical Education Course Approval Application
Course Registration   **Form CME1**

SEND ORIGINAL FORM TO REGIONAL EMS OFFICE
PLEASE KEEP A COPY OF THIS FORM WITH THE COURSE APPROVAL PACKET

EMS Region: _____   County: _____   Application Date: _____

Sponsoring Agency: _____

Agency Address: _____

_____

_____

Course Coordinator: _____

Coordinator Mobile: _____   Coordinator Office: _____

Coordinator Email: _____

Course Title: _____

_____

Course Dates: _____

Course Type: ☐ Classroom   ☐ Skills Lab   ☐ Distributive   ☐ Hybrid

Total CEU Hours: _____

Hours Distribution: Classroom: _____   Distributive: _____   Skills: _____

Distribution of CEU hours for each level	EMR	EMT	Advanced	Intermediate	Paramedic

Attesting Statements
To the best of my ability and knowledge, all the statements contained in this application are true and accurately represent the proposed continuing education activity.

Course Coordinator Signature: _____

☐ **THIS COURSE IS OPEN TO THE PUBLIC. PLEASE POST.**   ☐ **THIS IS A CLOSED COURSE.**

FOR ADPH OEMS USE ONLY

Date Received: _____   By: _____   Approval Number: _____

Audit Outcome: ☐ Approved
                         ☐ Unapproved

Audit Notification Date: _____   Audit Date: _____

Comment: _____

ADPH OEMS

Alabama Continuing Medical Education Course Approval Application
Course Outline   **Form CME2**

Course Title: _____

Sponsoring Agency: _____

Course Date(s): _____

Date	Start	Stop	Topic	Instructor	Total Time

Signature of course coordinator: _____   **Page _____ of _____**

PLEASE KEEP THIS FORM WITH THE COURSE APPROVAL PACKET

Alabama Department of Public Health • Office of Emergency Medical Services
Alabama Continuing Medical Education Course Approval Application
INSTRUCTOR INFORMATION   **Form CME3**

Last Name: _____ First Name: _____ MI: _____

Home Address _____

City: _____ State: _____ ZIP: _____

Home Phone Number: _____ Cell Phone Number: _____

Email Address: _____

☐ **Primary Instructor**   ☐ **Secondary Instructor**   ☐ **CPR Instructor**   ☐ **Skills Assistant**   ☐ **Presenter or Speaker**

Alabama Healthcare Certification Level (Must provide a copy of the certificate):
☐ Paramedic ☐ Intermediate EMT ☐ Advanced EMT ☐ EMT ☐ EMR ☐ RN   License No._____
☐ MD   ☐ PharmD ☐ Other_____

Primary and Secondary Instructor Certification (Must provide copies of certificates):
☐ DOD   ☐ DOT   ☐ Alabama Fire College   ☐ NAEMSE   ☐ Other: _____

Education Certifications (Must provide copies of certificates):
☐ACLS   ☐ ITLS   ☐ PALS   ☐ PHTLS   ☐AMLS ☐ OTHERS: _____

Other Education _____

_____

_____

_____

_____

Professional Experience _____

_____

_____

_____

Employer:
_____

Employer Address: _____

City: _____ State: _____ ZIP: _____

Work Phone: _____ Email: _____

Training Program Affiliation: _____

EACH PARTICIPATING INSTRUCTOR, SKILLS ASSISTANT, AND PRESENTER MUST SUBMIT A SEPARATE FORM CME3

PLEASE KEEP THIS FORM WITH THE COURSE APPROVAL PACKET

Alabama Department of Public Health • Office of Emergency Medical Services
Alabama Continuing Medical Education Course Approval Application
CME COURSE ROSTER   **Form CME4**

Course Title: _____

Sponsoring Agency: _____

Course Date(s): _____

Name (Print)	Signature	AL EMSP Number	EMSP Level	C/I

Signature of course coordinator: _____   **Page _____ of _____**

PLEASE KEEP THIS FORM WITH THE COURSE APPROVAL PACKET

Alabama Office of Emergency Medical Services

Continuing Medical Education
Course Approval Process

Region EMS Office Roles and Responsibilities

JANUARY 1, 2016

Continuing Medical Education Course Approval Process
Region EMS Office Roles and Responsibilities

The region EMS offices shall serve as points-of-contact for the course approval process.

The region EMS offices shall-
- Serve as points-of-contact for EMS agencies wanting to submit course approval applications
- Provide information, guidance, and application materials to potential applicants
- Receive and review course registration forms
- Either approve or not approve courses
- Assign a course number for approved courses
- Assist agency with correctly resubmitting registration forms
- Conduct random audits of approved courses
- Conduct audits as directed by the ADPH OEMS
- Report audit results to ADPH OEMS for action
- Maintain records of all registration forms, audits, and reports

An approved registration form shall have all of the following:
- All information requested on form must be provided
- All information must be legible
- All information must appear to be appropriate for providing CME to Alabama EMSP

A registration form may be deemed unapproved if it does not meet the approved requirements. If a registration form is unapproved, the region EMS office shall contact the course coordinator and assist with making corrections so the form may be resubmitted. The course coordinator may resubmit the form at any time however the form may not be approved until it is again submitted to the region EMS office for review.

Course numbers should follow the format: Course year-Region Number-Course Number. For example, the fifth course number assigned in Region One in August 2015 would be 15-R1-0005. ADPH OEMS courses will have preset numbers assigned.

A CME course audit would include (minimum):
- Verification of required materials in CAP
- Verification that materials are appropriate for providing CME to Alabama EMSP
- Verification that class times are reasonable for delivering declared course content
- Verification that class was held as described in application
- Completing appropriate audit documentation
- Reporting audit to ADPH OEMS

Audits which discover incomplete applications, courses not conducted according to the application, courses which are inappropriate, or other discrepancy shall be documented on the audit form and submitted to the ADPH OEMS for review. Actions by the ADPH include deeming the course approved, deeming the course unapproved, or providing further investigation. The decision by the ADPH OEMS is final.

Continuing Medical Education Course Approval Process
ADPH OEMS CME COURSE AUDIT   **PAGE 1/2**

Agency: _____ Date:_____

Course Coordinator: _____ Auditor: _____

Course Outline
☐ Chronological listing of class/lab times.
☐ Classes broken down to show each presentation, skill station, demonstration and break times.
☐ ALL instructor names listed next to their assigned presentation or skill station.
☐ Outline shows total number of actual lecture hours.

Comments: _____

Course Presentation(s)
☐ Copy of each presentation on file.
☐ Hardcopies   ☐ Data Storage Device (CD/DVD/data stick)   ☐ Hardcopies & data storage device
☐ Printed hardcopy available for review.

Comments: _____

Skills Verification
☐ Each skill has completed check-off sheets
☐ Check off sheets clearly identifies the required steps and success criteria.
☐ Complete set of completed skill sheets for each student.

Comments: _____

Post-Course Exam
☐ Exam should verify key topic points. (Exam is appropriate)
☐ Exam scoring method is appropriate (Copy of scoring method provided)
☐ Remediation plan available.
☐ Post-course exam for each student.
☐ Skill Stations Only- No post-course exam.

Comments: _____

Materials and Resources Form
☐ List of all materials and resources utilized for the course provided.
☐ Proper credit should be given to sources of information provided through in-house created materials.

Comments: _____

Completion Document or Certificate
☐ A sample of the completion document or certificate provided.

Comments: _____

Attendance Roster Elements
☐ Student's names (printed)
☐ EMSP level
☐ Alabama EMSP license number
☐ Signature for each attending candidate.

The attendance roster must also include:
☐ Course title
☐ Sponsoring agency
☐ Date(s)
☐ End of course status (pass, fail, completed, etc.) for each student
☐ Course coordinator's signature
☐ Copy of the roster provided to the regional EMS office

Comments: _____

Course Considerations
☐ Course was relevant to providing EMS care in accordance with Alabama patient care protocols.
☐ Course was of appropriate length to adequately cover material.
☐ Course materials were appropriate and of acceptable quality to adequately present subject.
☐ Instructor(s) were appropriate for level of material.
☐ Course appears to have been conducted and followed the course application.

Comments: _____

General Observations/Comments

Recommendation: _____

Recommendation: _____

Problem: _____

Problem: _____

Audit Outcome
☐ Course is approved. No corrective actions required.
☐ Course is not approved. No corrective actions permitted.
☐ Course is not approved. Corrective actions required for course approval.

Corrective Actions Required: _____

_____

_____

_____

Auditor Signature: _____

To Have Audit Reviewed, Contact OEMS
1-334-206-5383

ADPH OEMS PROPRIETARY INTEREST RELEASE AGREEMENT

Disclosure

Existing proprietary interests of providers will be disclosed during contractual arrangements. Providers' existing proprietary interests must be listed in the contract prior to contract execution. If proprietary content of the provider is used to produce contracted deliverables for OEMS, OEMS will make no claim to this content if disclosed as provider proprietary interests in the contract.

Examples of appropriate disclosures are the following:

"The Instructor holds patent rights to this instrument".

"The Instructor has a financial interest in this instrument".

"The Instructor is a consultant to the (name of company)".

"The Instructor owns more than 10% of stock in (name of company)".

A disclaimer of proprietary interest may be appropriate, especially if such interests are unclear. An example of an appropriate disclaimer follows:

"The Instructor has no proprietary interest in the development or marketing of this instrument, and no financial interest in the (name of company)".

Representation

Provider proprietary interests will be appropriately referenced in instructional materials published by OEMS. OEMS retains the right to review and approve the branding of any proprietary interests included in the contracted deliverables. Provider branding is limited.

Providers will not promote the exclusive use of any commercial product in published instructional materials or during instruction. Provider discussion of their proprietary interests during instruction is limited to relevant contexts and includes consideration of alternative products or companies that are comparable to the provider's.

_____

Instructor's Printed Name

_____   _____

Instructor's Signature   Date