

Florida Certified Emergency Medical Services Instructor

I. Purpose

The purpose of this rule is to define the standards for certification of Emergency Medical Services (EMS) Instructors teaching courses within a Florida certified primary EMS training center.

II. General Provisions

- A. The Florida Bureau of Emergency Medical Services is responsible for the certification of all EMS instructors within Florida's certified primary EMS training centers.
 - 1. Candidates must meet all of the required qualifications listed in this policy.
 - 2. The Bureau of EMS will review and approve all associated credentials, and instructor training prior to issuing certification.

III. EMS Instructor Definitions

A. Definition of Primary (Lead) Instructor

A "primary instructor" is defined by the scope of responsibility rather than being based on years of seniority or amount of time dedicated to direct instruction of students. The primary instructor should be the individual that is responsible for a course and/or program. The primary instructor has experience in teaching in multiple settings and has moved into a role of greater program responsibilities in addition to classroom responsibilities. Some classification strategies for EMS educators call the primary instructor the "lead" instructor. The primary instructor will be able to provide leadership or oversight in the following areas:

- 1. Serving at the program level to assist in coordinating the operations of a training program and/or groups of courses.
- 2. Completing documentation, paperwork and providing timely feedback to the students within a program or the course(s).
- 3. Interfacing with the Medical Director and students on a regular basis.
- 4. Providing guidance regarding program policies and procedures for a course(s) or program.
- 5. Evaluating the students and program.
- 6. Providing corrective action and counseling related to student discipline and feedback.
- 7. In conjunction with the medical director, program administration and faculty, correct inappropriate student affective behaviors.
- 8. Facilitating student remediation by developing workable strategies to assist the student in successfully completing course and/or program competencies.

9. Maintaining EMS curricula, mentoring secondary instructors, and ensuring a high standard of quality in the classroom, laboratory and clinical setting.
10. Performing all of the duties listed as a secondary instructor.

B. Definition of Secondary Instructor

Like the primary instructor, the secondary instructor is defined by the scope of responsibility. The main responsibilities of the secondary instructor are to provide instruction to the student in the classroom, laboratory and clinical setting and to support the primary instructor.

1. Because the primary instructor has the responsibility for the course and/or program, the secondary instructor must be capable of fulfilling the expectations of the primary instructor regarding:
 - (a) Content to be covered.
 - (b) Presentations styles expected for content delivery.
 - (c) Rules and regulations pertinent to the class.
2. The secondary instructor generally possesses entry level competency and is not expected to perform with the same proficiency as the primary instructor.
3. The optimal relationship between the primary instructor and secondary instructor is one where mentoring is provided by the primary instructor and professional growth is taking place for both individuals and their students.

C. Definition of Florida Certified EMS Instructor

Florida certified emergency medical service (EMS) instructor, is an individual who has received training approved by the Florida Department of Health and the Florida Bureau of Emergency Medical Services to provide instruction in the classroom, laboratory and/or clinical setting of an EMS training program. EMS instructor will be certified according to the level of instruction completed, and the other general required qualifications. Four classifications of certification will be provided.

1. **Level A: Secondary Laboratory/Clinical/Lecture/Didactic Instructor**

The Level A instructor is an individual who possesses the appropriate academic and/or allied health credentials and has an understanding in education principles and theories but may have limited teaching experience.

 - a. Laboratory Instructor:** This member of the EMS education team has the primary responsibility to assist students in mastering psychomotor skills. This individual must possess a high level of proficiency in the performance of EMS related skills. The laboratory instructor often works closely with students in a simulated patient care environment and/or with actual patients.

b. Clinical Instructor: This member of the EMS education team is employed by the primary training center. The Level A Clinical Instructor will focus on instruction and supervision of the EMS student in the clinical setting. This individual must possess a high level of proficiency in the performance of EMS clinical skills.

c. Secondary Lecture/Didactic Instructor

The Level A Secondary Lecture/Didactic instructor is an individual who possesses the appropriate academic and/or allied health credentials and demonstrates an understanding of education principles and theories and may have limited teaching experience. The Level A Secondary Lecture/Didactic instructor defines a person certified pursuant to these regulations to assist the primary instructor in teaching the didactic material and cognitive objectives to students enrolled in courses leading to a certification as an Emergency Medical Technician or Paramedic.

2. Level B: Program Coordinator/ Primary (Lead) Instructor

a. The Level B Program Coordinator is the individual responsible for coordinating and conducting the EMT-Basic or Paramedic program. The program coordinator has the overall responsibility for the direction and coordination of the planning, organization, administration and measuring the effectiveness of an EMS course(s) under the direction of the Program Director. This individual possesses the appropriate academic and/or allied health credentials, demonstrates an understanding of education principles and theories, and possesses the required teaching experience to provide quality instruction to a cohort of EMS students. The Program Coordinator acts as the liaison between the students, the sponsoring agency, the local medical community and the state-level certifying or licensing agency and is responsible for assuring that the course goals and objectives (and those set forth by any licensing, registering or certifying agency as applicable) are met. The Program Coordinator may also serve as the Primary (Lead) Instructor.

b. The Level B Primary (Lead) Instructor is the individual responsible for the teaching of a specific lesson(s) of the EMT-Basic or Paramedic course. This individual shall be knowledgeable in all aspects of prehospital emergency care, in the techniques and methods of adult education, and managing resources and personnel. This individual shall be present at most, if not all, class sessions to assure program continuity and to be able to identify that the students have the cognitive, affective, and psychomotor skills necessary to function as an Emergency Medical Technician-Basic or Paramedic.

3. Level C: Program Director

The Level C Instructor serves as a Program Director. The Program Director has the overall responsibility for the direction and coordination of the course planning, organization, operation, administration, periodic review, program evaluation, continued development, effectiveness and approval of the programs offered at their training facility. In addition, this individual will communicate and coordinate with the Florida Bureau of EMS on all legal and administrative issues related to all EMS programs. The Program Director while the program is in progress, primary responsibility is to the educational program. The program Director shall contribute an adequate amount of time to assure the success of the program. The program director shall actively solicit and require the cooperative involvement of the medical director of the program. The program director shall have appropriate training and experience to fulfill the role. They shall have at least equivalent academic training and preparation and hold all credentials for which the students are being prepared. The program director shall have training and education in education and evaluation and be knowledgeable in administration of education and related legislative issues for paramedic education. The program director shall assume ultimate responsibility for the administration of the didactic, laboratory, clinical, and field internship phases of the program. It is the program directors responsibility to monitor all phases of the program and assure that they are appropriate and successful. The Program Director will work with all instructors to maintain program effectiveness and to ensure that students successfully completing the program exit the program with the required competencies to be successful on the state certification examination.

D. Definition of Subject Matter Experts

The subject matter expert is an individual who possesses the appropriate academic and/or allied health credentials and has an understanding in a particular area or field that may have limited teaching experience but whose knowledge and experience will have a positive effect of the learning environment. Subject matter experts may assist the primary instructor in teaching didactic material and psychomotor objectives to students enrolled in courses leading to a certification as an Emergency Medical Technician or Paramedic. This individual does not provide instruction greater than five percent (5%) of the total program contact hours.

IV. EMS Instructor Certification Requirements.

A. Qualifications for Certification.

The Florida Bureau of EMS will issue an EMS instructor certification to an individual who meets all of the following requirements based on the requested level of certification:

(1) Level A Instructor:

- (a) Has completed an application for certification as an EMS instructor on a form prescribed by the Florida Bureau of EMS.
- (b) Has successfully completed the level A instructor course approved by the Florida Bureau of EMS in accordance with the current National Guidelines for Educating EMS Instructors, or has qualified for the exemption related to the level A course.
- (c) Possesses a current Florida certification as an Emergency Medical Technician-Basic (First Responder and EMT classes only), Paramedic or Registered Nurse with at least 3 years experience in the pre-hospital environment preferably with an ALS provider.
- (d) A Secondary Lecture/Didactic Instructor must possess an Associate's degree.

(2) Level B Instructor:

- (a) Has completed an application for certification as an EMS instructor on a form prescribed by the Florida Bureau of EMS.
- (b) Has successfully completed the level A and B instructor courses approved by the Florida Bureau of EMS according to the current National Guidelines for Educating EMS Instructors, or has qualified for the exemptions related to the level A and B courses.
- (c) Possesses a current Florida certification as a Paramedic with at least 4 years experience in the pre-hospital environment preferably with an ALS provider.
- (d) Possesses an Associate's degree.
- (e) Has demonstrated competency in teaching the didactic and practical skills associated with the current National EMS curriculum.
- (f) Possesses at least 2 years experience in EMS education.

(3) Level C Instructor:

- (a) Has completed an application for certification as an EMS instructor on a form prescribed by the Bureau of EMS.
- (b) Has successfully completed levels A, B, and C instructor courses approved by the Florida Bureau of EMS according to the current National Guidelines for Educating EMS Instructors, or has qualified for the exemptions related to the level A, B, and C courses.
- (c) Possesses a Bachelor's degree.
- (d) Has demonstrated competency in teaching the didactic and practical skills associated with the current National EMS curriculum.

- (e) Possesses a current certification as a Paramedic with at least 4 years experience in the pre-hospital environment with an ALS provider.
- (f) Possess a minimum of 2 years experience as a level B instructor.
- (g) New Program Directors after implementation of this rule must complete the level C training regardless of the exemptions they may be qualified for.

V. EMS Instructor Course Exemptions

Course Exemptions for the following personnel:

Program Directors	Program Coordinators	Primary (Lead) Faculty
Course Coordinators	Laboratory Faculty	Clinical Faculty
Lecture Faculty		

The previously listed personnel will be exempt from the training requirements of levels A – B if the individual has attained any of the following **minimum** criteria **prior to** the implementation of the training rules by the Florida Bureau of EMS. Any EMS instructor currently teaching in a Florida certified EMT or Paramedic program that does not meet one of these exemptions may continue in their role, and will have two years to complete the required coursework according to the level they are employed.

1. Bachelor's degree or higher with 4 years experience in EMS education, and 2 years experience as a Program Coordinator/Director: exempt from levels A and B of coursework.
2. Associate of Science degree with 8 years experience in EMS education and 5 years experience as a Program Coordinator: exempt from levels A and B of coursework.
3. Completion of Fire Service Instructor Course Delivery and Fire Service Instructor Course Design (80 hours) or Florida certification in Fire Instructor II or III with 2 years experience in EMS education: exempt from levels A, and B coursework.
4. Current certification as an Florida Department of Law Enforcement (FDLE) Instructor (80 hour course) with 2 years experience in EMS education: exempt from levels A, and B coursework.
5. Associate in Science Degree with 6 years experience in EMS education: exempt from level A coursework.
6. Associate in Science Degree plus 20 contact hours of educational /instructor courses with 2 years experience in EMS education: exempt from level A coursework.
7. NAEMSE Instructor Course or Florida Bureau of EMS approved equivalent course of 40 hours or obtained National Instructor level I: exempt from level A coursework. National Instructor level II: exempt from Level A and B coursework.
8. Subject matter experts are exempt from all certification levels provided they do not provide instruction greater than five percent (5%) of the total program contact hours.

VI. EMS Instructor Course Curriculum

EMS instructor course curriculum requirements will be consistent with the most current National Guidelines for Educating EMS Instructors, and the Florida Association of EMS Educators.

Level A - Secondary Laboratory/Clinical/Lecture/Didactic Instructor

Course	Hours of Instruction
Introduction/Course Objectives	30 minutes
Module 2: Roles and Responsibilities	2 hours
Module 5: Ethics	1.5 hour
Module 6: The Learning Environment	2 hours
Module 7: Learning Styles	3 hours
Module 8: Domains of Learning	2 hours
Module 9: Goals and Objectives	2 hours
Module 11: Presentation Skills	2 hours
Module 12: Evaluation Techniques	2 hours
Module 15: Motivation	2 hours
Module 17: Teaching Psychomotor Skills	4 hours
Module 18: Affective/Cognitive Domains	3 hours
Module 20: Remediation (Practical exercises)	3 hours
Module 21: Cultural Awareness	2 hours
Module 23: Resolving Conflict in the Classroom*	2 hours
Module 24: Instructor to Instructor Conflicts*	2 hours
Practical Teaching Presentation	5 hours
Total Class Hours	40 Hours

* Modules not found in the most current National Guidelines for Educating EMS Instructors. Portions of this course will be available via Distance Education (Internet).

Level B- Program Coordinator /Primary Lead Instructor

Prerequisites: Completion of: Level A Course – 40 hours

Course	Hours of Instruction
Module 10: Lesson Plans	2 hours
Module 13: Facilitation Techniques	2 hours
Module 14: Communication and Feedback	2 hours
Module 16: Teaching Thinking Skills (Critical)	2 hours
Module 19: Discipline	1 hours
Module 22: Teaching Resources	1 hour
Module 3: Administrative Issues	1 hour
Module 4: Legal Issues In EMS Education	1 hour
Creating Learning Objectives & Lesson Plans	3 hours
Total Class Hours	15 Hours

Portions of this course will be available via Distance Education (Internet).

Level C – Program Director

Prerequisites: Completion of: Level A Course – 40 hours and
Level B Course – 15 hours and

This course will be presented by representatives from the Bureau of EMS, and the Florida Association of EMS Educators at the quarterly EMS Advisory Counsel meetings. Program Directors must attend this course once every year to maintain their State EMS Instructor Certification.

Course	Hours of Instruction
Florida EMS Initiatives and Legislation (Current rules and regulations regarding EMS Training in Florida)	1 - 3 hours
National EMS Initiatives and Legislation	1 hour
Total Class Hours	2 - 4 Hours