

# SAN FRANCISCO EMERGENCY MEDICAL SERVICES AGENCY

Policy Reference No.: 2060  
Effective Date: December 1, 2004  
Review Date: January 1, 2011  
Supersedes: February 1, 2004

## CONTINUING EDUCATION APPROVAL

### I. PURPOSE

- A. Establish standards for Prehospital Continuing Education (CE) providers located in San Francisco.
- B. Provide a mechanism for course approval and establish the procedural requirements of Prehospital CE providers.
- C. Identify those programs or courses with standing approval from the EMS Agency for the purposes of prehospital continuing education.

### II. AUTHORITY

- A. California Health and Safety Code, Division 2.5, Sections 1797.173 – 1797.175
- B. California Code of Regulations, Title 22, Chapter 12

### III. POLICY

- A. Continuing Education providers shall comply with the requirements of Chapter 11 of Title 22 of the California Code of Regulations.
- B. The San Francisco (SF) Emergency Medical Services (EMS) Agency shall grant or deny approval of CE providers whose training sites are located in the City and County of San Francisco.
- C. The EMS Agency may audit the records of, or visit the site of, any CE Provider program for the purposes of compliance monitoring.
- D. Probation, Revocation, and Denial of CE Provider Authorization
  - 1. The SF EMS Agency may, for cause, disapprove an application for approval, revoke CE provider approval or place the CE provider on probation. Written notice will be issued by the EMS Agency specifying the reasons for disapproval, revocation, or probation. Reasons for negative actions include, but are not limited to:
    - a) Violations of CE guidelines, provisions of this policy, and/or applicable section of Title 22 of the California Code of Regulations.
    - b) Willful misrepresentation of fact by CE provider or applicant.
    - c) Repeated failures to correct identified deficiencies.
  - 2. CE credit issued *after* the date of disapproval or revocation will be revoked.
  - 3. Terms of probation will include a corrective action plan to be determined by the EMS Agency.

4. Renewal during probation is contingent upon successful implementation of the corrective action plan.

#### **IV. PROCEDURE**

##### **A. Approval Process**

1. Interested organizations or individuals shall submit an application to the EMS Agency.
2. The EMS Agency will provide, upon request, an application packet for CE provider approval.
3. The application shall be considered for approval if it is complete, if all supplemental material requested is submitted, and if it meets requirements of Section III of the State of California Guidelines for Prehospital Continuing Education.
4. The EMS Agency will review the materials for compliance with State guidelines and issue a "CE provider number" in accordance with State regulations and guidelines.
5. If the above conditions are met, the EMS Agency will grant approval for a four year period expiring on the last day of the month in which the CE application was approved.

##### **B. CE Provider Responsibilities and Requirements**

1. Approved CE providers are responsible for adherence to all requirements as outlined in the State of California Guidelines for Prehospital Continuing Education, Title 22, and SF EMS Agency policy and procedure.
2. CE provider shall ensure, at a minimum, the following:
  - a) Relevant EMS or prehospital content of all CE.
  - b) Maintenance of records as specified in the State of California Guidelines for Prehospital Continuing Education.
  - c) Notifying the SF EMS Agency of any changes in program name, address, phone, program director, and/or clinical director.
3. All records are made available to the EMS Agency upon request, and classes and courses are open to the SF EMS Agency for scheduled or unscheduled visits.
4. Training program staff meets requirements as specified in the State of California Guidelines for Prehospital Continuing Education.
5. Award of CE hours, record keeping, certificates and documents, advertising and sponsorship are done in accordance with the State of California Guidelines for Prehospital Continuing Education.

##### **C. CE Provider Renewal**

1. The SF EMS Agency shall renew CE provider approval if all provisions of the State of California Guidelines for Prehospital Continuing Education, local policy, and Title 22 are continuously met and an application with required materials has been submitted.

2. Applications for renewal shall be submitted to the SF EMS Agency at least 60 calendar days before the date of program expiration in order to maintain continuous approval.
3. All CE provider requirements must be met and maintained for renewal.

## **V. CONTINUING EDUCATION COURSE APPROVAL**

- A. The following courses have standing approval for an authorized CE Provider to award prehospital CE hours for students completing the course:
  1. Advanced Cardiac Life Support (ACLS)
  2. Advanced Medical Life Support (AMLS)
  3. Pediatric Advanced Life Support (PALS)
  4. Advanced Pediatric Life Support (APLS)
  5. Pediatric Education for Prehospital Professionals (PEPP)
  6. Prehospital Trauma Life Support (PHTLS)
  7. Basic Trauma Life Support (BTLS)
- B. Other topics that provide a course of study that is directly relevant to the delivery of prehospital care and/or EMS may be awarded CE for the actual hours of study without prior approval from the EMS Agency.
- C. Topics with indirect or peripheral application to EMS or prehospital care (i.e. health and safety training, fire science, etc) must be presented to the EMS Agency, prior to offering the class, for approval.
  1. The EMS Agency will determine if the topic has relevance to EMS and, if so, what portion of the total hours may be awarded as prehospital CE.
- D. Authorized providers may only issue a certificate for the actual hours spent on a given topic as allowed in California State law.

