



NH EMS Instructor/Coordinator Resource Refresher Training Program (RTP) Authorization Approval Process

Course Paperwork (prior to start date of a training program)

- *Authority to Establish Course Form* (Form C1) must be submitted at least 30 calendar days prior to the start of the training program.
- Original documentation is required for processing. Electronic signature accepted by filling out Email Registration (Form A9) or having it on file at NH Bureau of EMS.
- A course outline must be submitted with the course authorization which includes the following required information:
 - ▶ Class and skill assessment dates / times
 - ▶ Topics
 - ▶ Skills to be evaluated
 - ▶ All program instructors
 - ▶ Course / Student Guidelines, at minimum;
 - ~ Attendance requirements
 - ~ Course completion requirements
 - ~ Code of Conduct
 - ~ Disciplinary Procedures
- Documentation submitted from the course Medical Director who will oversee the medical content of the program.*
- A concurrent transition *Authority to Establish Course* (Form C1) must also be submitted for the division developed transition courses unless successful completion of the transition program can be verified for all students who will be attending the RTP.

***If not already on file with NH BEMS**

First Responder RTP

- *Authority to Establish Course* (Form C1)
- Course Outline
- Course / Student Guidelines
- Course Medical Director Approval *
- Skills Assessment Plan

Emergency Medical Technician RTP

- *Authority to Establish Course* (Form C1)
- *Authority to Establish Course* (Form C1)
 - EMT-Basic Transition Program (if needed)
- Course Outline
- Course / Student Guidelines
- Course Medical Director Approval *
- Skills Assessment Plan

EMT-Intermediate RTP

NH does not recognize a formal EMT-I RTP

- EMT-Basic Refresher +
- 12 additional hours of ALS level continuing education

Paramedic RTP

- *Authority to Establish Course* (Form C1)
- *Authority to Establish Course* (Form C1)
 - EMT-Paramedic Transition Program (if needed)
- Course Outline
- Course / Student Guidelines
- Course Medical Director Approval *

Course Site Visit (to be done prior to course approval)

- A site visit will be scheduled at the location of the proposed training program, if not done already, to determine if the physical environment is adequate. Once approved the Division will notify the Instructor/ Coordinator within 10 business days.

Course Approval

- The Instructor/Coordinator will be notified in writing by the Division of the approval or denial of the course within 10 business days of course paperwork receipt.

Practical Skills Evaluation (Implementation Report dated July 21, 2011)

Options for evaluating practical skills in the RTP would include:

1. A formal skills lab as a component of the refresher training program or skills evaluation opportunities interspersed throughout the course.
2. A skills “boot camp” serving students from multiple refresher courses.
3. Evaluation of practical skills at the EMS agency level.
4. A structured QI review at the EMS Unit level in lieu of the skills evaluation.
5. A scenario-based simulation program.

Course Completion Paperwork

- A *Final Course Completion Roster* (Form C3) must be submitted within 10 business days of the course completion.
- Any changes to the roster other than the student's status (P/F/I) will not be accepted after three (3) business days of receipt of the roster to the NHBEMS per NHBEMS Policy.
- If a student is listed as “incomplete”, a *Course Completion Roster Addendum* (Form C4) must be completed and submitted with the “Final Course Completion Roster”.
- If a student is listed on a “Final Course Completion Roster” and is not currently Nationally Registered, the I/C should indicate why the student completed the RTP. Examples of students without a current National Registry number are:
 - ▶ Out-of-State Certification
 - ▶ Remedial Training
 - ▶ Medical Professional Challenge

Medical Professional Challenge

- The following Medical Professionals may take the Challenge Process:
 - ▶ A Registered Nurse (RN)
 - ▶ A Physician’s Assistant (PA)
 - ▶ A Medical Doctor (MD)
 - ▶ A Doctor of Osteopathy (DO)
- Credentials / “Challenge” should be listed on the course completion roster
- Medical Professional should contact NH BEMS for further assistance.

Audits

- Audits may be performed by NH EMS staff members or representatives.
- Advance notification of an audit is not required.