

Guidelines for SC Approved

# **IN-SERVICE TRAINING PROGRAM 2011**

Recertification of  
**EMT, Intermediate-85, and Paramedic**

Published by South Carolina

**D**epartment of **H**ealth and **E**nvironmental **C**ontrol  
Division of Emergency Medical Services and Trauma

Revised May 2011 – Last Update: May 31, 2011

## TABLE OF CONTENTS

Topic	Page Number
Background	3
Definitions	4
Program Overview/Requirements	4
○ Didactic Requirements	5
○ Skill Requirements	10
○ Other Required Credentials	11
○ Criminal Background Check	11
Program Operation	11
Make-up of IST Classes	13
Transfer of IST Credit	13
Program Personnel Qualification	14
Program Application Procedures	15
EMT Recertification Request Procedures	16
Didactic Competency Documentation	17

## **BACKGROUND**

Prior to 1986, EMTs could recertify by any one of the following methods:

- Completing a DHEC-approved refresher course (any level EMT) and successfully passing the state written and practical certification examination.
- Accruing DHEC-approved Continuing Education Units (EMT-Intermediate and EMT-Paramedic) and successfully passing the state written and practical certification examination. In 1992, the CEU option became available for the EMT-Basic.
- For the EMT-Basic: Completing a DHEC-approved EMT-Basic In-Service Training program under the direction of the licensed EMS Agency training officer and successfully passing the state written and practical certification examination.

In 1986, changes in the EMS law provided for an In-Service Training Program (IST) for all levels of EMTs under the direction of the medical control physician of the SC licensed EMS Agency. This program, once approved by DHEC Division of EMS, provided the physician with the option to waive the state written and/or practical certification examination for participants who successfully completed all minimum requirements of the program as specified by DHEC. The medical control physician had the ultimate responsibility for program quality and compliance with guidelines.

In 1996, the In-Service Training program was revised to a more "user-friendly" format and to provide guidance to those EMTs who desire to maintain their National Registration.

In 2003, the In-Service Training program was revised to reflect the current breakdown of the Basic, Intermediate & Paramedic DOT refresher programs and to be more "user-friendly" in assisting EMTs with the National Registry Re-Registration process.

In 2011, the In-Service Training Program was revised to coincide with the current National Registry standards of recertification at the EMT, Advanced EMT and Paramedic levels. Individuals that are currently not certified as National Registry will meet the same standards as those that are.

## **Acknowledgements**

Revision of this document would not have been possible without the hard work and dedication of the Lowcountry Training Consortium [Charles Dixon, Allen Haynes, Todd McGeorge, Charles Reeves] and Morgan Scaggs. We also extend our gratitude to many others across the state that provided comments to further refine this document. Thank you all for your input and a job well done!

## **DEFINITIONS**

For consistency and clarity in understanding all aspects of this document, the following definitions will apply.

DHEC: The South Carolina Department of Health and Environmental Control's Division of Emergency Medical Services and Trauma.

EMT: In the context of this document, the term EMT will be used for all levels of certification (EMT, Intermediate-85, Paramedic) unless otherwise noted.

IST: In-Service Training is a DHEC approved training program for the purpose of Recertification of EMTs in SC.

LICENSED AGENCY: Any agency licensed by DHEC (see above definition) to provide patient care at the level of EMT (Basic) and/or above.

MEDICAL CONTROL PHYSICIAN: The physician associated with a DHEC licensed agency that takes ultimate responsibility for the care and treatment (On-Line or Off-Line) of all patients through the delegated responsibility of the agency's EMTs as a result of the day-to-day activity of that agency.

## **PROGRAM OVERVIEW / REQUIREMENTS**

This program, upon completion of all four (4) requirements, meets the National Registry standards and exceeds the DOT refresher requirements for all levels of EMTs. The state of SC accepts this program in lieu of a formal refresher course.

The principle focus of the IST program is the emphasis on regular training. Since a SC EMT certification is four years in length, the program is designed to complete all necessary requirements in four years.

The IST program must provide training in a classroom setting to maintain educational integrity. EMTs attending IST classes are NOT permitted to be "on-call" or to leave class early for work related duties. There must be other on-duty personnel to cover their work related duties.

Only SC "state-only" EMTs who possess a current SC EMT certification may participate in a SC state-approved IST program for the purpose of obtaining recertification of their "state-only" EMT status.

### **ELIGIBILITY FOR IST RE-CERTIFICATION OF SC EMT CERTIFICATION**

1. *The SC state-approved IST program is for the re-certification of SC "state-only" EMTs*

2. *This program may also be used to for all SC EMTs to satisfy all National Registry re-registration requirements.*
3. *All SC EMTs that became “initially” SC certified at their current level on or after October 1, 2007 - as well as those SC EMTs whose certifications lapsed and became re-certified after October 1, 2007 - must present a current National Registry Credential for their level of certification each time they apply for re-certification of their SC EMT certification.*

Listed below are the details of the four (4) minimum requirements necessary to complete the IST program:

### **I. DIDACTIC REQUIREMENTS**

Over the four-year period of the EMT’s SC state certification, the IST participant must satisfy specific **didactic** requirements listed below. In order to receive credit, a properly completed and signed class roster for each training session and/or a certificate of completion must accompany documentation of all IST didactic training.

## **EMT (Basic) IST Program – 144 Hrs**

Every 2 years, the EMT must complete 72 Hours of training (24 Hours Refresher Training, 48 Hours Continuing Education).

**This cycle and all components must be completed at least once in each two year period.**

### **1. EMT Refresher Training- 24 Hours:**

EMT refresher training may be completed by taking a formal refresher course or by continuing education. When using continuing education, the following topics and hours must be included:

Topic	Hours
Preparatory	1
Airway	2
OB, Infants, Children	2
Patient Assessment	3
Medical/Behavioral	4
Trauma	4
Elective	8
Total	24**

\*\*A maximum number of 10 hours can be applied from Distributive Education towards the refresher equivalent and must be DHEC or CECBEMS approved.

## 2. EMT Additional EMS Related Continuing Education-48 hours

The following are maximum hours per course that can be applied towards the Additional Continuing Education hours:

- A maximum number of 24 hours can be applied from any one topic area
- Hour for hour credit can be applied from each of the following courses: ABLIS, ACLS, AMLS, BTLS, ITLS, NALS, PALS, PEPP, PHTLS, PPC, EPC, etc.
- A maximum number of 12 hours can be applied from each of the following courses: Teaching CPR - Emergency Driving - Dispatch Training
- A maximum number of 24 hours can be applied from Distributive Education towards this section and must be DHEC or CECBEMS approved.

### *College Courses*

Hour for hour credit can be applied towards additional continuing education hours from the college level courses related to EMS. These courses include but are not limited to: Anatomy/Physiology, Pharmacology, Cellular Biology, Chemistry, Psychology, Microbiology.

***Courses that cannot be applied towards additional continuing education hours:*** Clinical Rotations, CPR, First Responder Course, home study programs, instructor courses, management/leadership courses, performance of duty, preceptor hours, serving as a skill examiner, and volunteer time with agencies.

***Note:*** Sections 1 & 2 may be satisfied every two years by successful completion of the National Registry EMT Basic "Assessment" Exam. Documentation of successful examination must be within 60 days of the end of each two-year cycle.

## **Intermediate-85 IST Program – 144 Hrs**

Every 2 years, the Intermediate-85 must complete 72 Hours of training (36 Hours Refresher Training, 36 Hours Continuing Education).

**This cycle and all components must be completed at least once in each two year period.**

### **1A. Intermediate-85 Refresher Training**

#### **Traditional Refresher Course -36 Hours\*\***

Intermediate-85 refresher training may be completed by taking a formal refresher course or by continuing education. When using continuing education, the following topics and hours must be included:

Topic	Hours
Preparatory	5
Airway Management	5
Trauma	8
Medical	12
Special Considerations	4

Operations	2
Total	36**

\*\*A maximum number of 10 hours can be applied from Distributive Education towards the refresher equivalent and must be DHEC or CECBEMS approved.

**1B. Intermediate-85 Refresher Training**

**Alternate Mandatory/Flexible Content – 36 Hours\*\***

Intermediate-85 refresher training may be completed by taking a formal refresher course or by continuing education. When using continuing education, the following guidelines apply. You must ensure that every topic within the four divisions of the mandatory core content is covered. You must also cover each of the five divisions of the flexible core content; however, you are not required to cover each topic.

Mandatory Core Content	Flexible Core Content
<p><b>Airway, Breathing and Cardiology - 6 hours</b></p> <ul style="list-style-type: none"> <li>○ Provide ventilatory support for a patient</li> <li>○ Attempt to resuscitate a patient in cardiac arrest</li> <li>○ Provide care to a patient experiencing cardiovascular compromise</li> <li>○ Provide post resuscitation care to a cardiac arrest patient</li> </ul> <p><b>Medical Emergencies - 2 hours</b></p> <ul style="list-style-type: none"> <li>○ Assess and provide care to a patient experiencing an allergic reaction</li> <li>○ Assess a patient with possible overdose</li> <li>○ Assess and provide care to a near-drowning patient</li> </ul> <p><b>Trauma - 4 hours</b></p> <ul style="list-style-type: none"> <li>○ Perform a rapid trauma assessment</li> <li>○ Assess a patient with a head injury</li> <li>○ Assess and provide care to a patient with suspected spinal injury</li> <li>○ Provide care to a patient with a chest injury</li> <li>○ Provide care to a patient with an open abdominal injury</li> <li>○ Provide care to a patient with shock/hypoperfusion</li> </ul> <p><b>Obstetrics and Pediatrics - 6 hours</b></p> <ul style="list-style-type: none"> <li>○ Assess and provide care to an infant or child with cardiac arrest</li> <li>○ Assess and provide care to an infant or child with respiratory distress</li> <li>○ Assess and provide care to an infant or child with shock/hypoperfusion</li> <li>○ Assess and provide care to an infant or child with trauma</li> </ul> <p style="text-align: right;"><b>Total: 18 hours**</b></p>	<p><b>Airway, Breathing and Cardiology- 6 hours</b></p> <ul style="list-style-type: none"> <li>○ Assess and provide care for respiratory distress in an adult patient</li> <li>○ Use oxygen delivery system components</li> <li>○ Perform techniques to assure a patent airway</li> <li>○ Assess and provide care to a patient experiencing non-traumatic chest pain/discomfort</li> </ul> <p><b>Medical Emergencies - 4 hours</b></p> <ul style="list-style-type: none"> <li>○ Assess and provide care to a patient with an altered mental status</li> <li>○ Assess and provide care to a patient with a history of diabetes</li> <li>○ Assess and provide care to a patient experiencing a seizure</li> <li>○ Assess and provide care to a patient exposed to heat or cold</li> <li>○ Assess and provide care to a patient experiencing a behavioral problem</li> <li>○ Assess and provide care to a patient with suspected communicable disease</li> </ul> <p><b>Trauma - 1 hour</b></p> <ul style="list-style-type: none"> <li>○ Provide care to a patient with a painful, swollen, deformed extremity</li> <li>○ Assess and provide care to a patient with burn injury</li> </ul> <p><b>Obstetrics and Pediatrics - 6 hours</b></p> <ul style="list-style-type: none"> <li>○ Assess and provide care to an infant or child with suspected abuse or neglect</li> <li>○ Assess and provide care to an infant or child with a fever</li> <li>○ Assess and provide care for an obstetric patient</li> <li>○ Provide care to a newborn</li> <li>○ Provide care to a mother immediately following delivery of a newborn</li> </ul> <p><b>Operational Tasks - 1 hour</b></p> <ul style="list-style-type: none"> <li>○ Use body mechanics when lifting and moving a patient</li> <li>○ Communicate with a patient while providing care</li> </ul>

	<b>Total: 18 hours**</b>
--	--------------------------

\*\*A maximum number of 10 hours can be applied from Distributive Education towards the refresher equivalent and must be DHEC or CECBEMS approved.

**2. Intermediate – 85 Additional EMS Related Continuing Education-36 hours**

The following are maximum hours per course that can be applied towards the Additional Continuing Education hours:

- A maximum number of 18 hours can be applied from any one topic area
- Hour for hour credit can be applied from each of the following courses: ABLS, ACLS, AMLS, BTLS, ITLS, NALS, PALS, PEPP, PHTLS, PPC, EPC, etc.
- A maximum number of 12 hours can be applied from each of the following courses: Teaching CPR - Emergency Driving - Dispatch Training
- A maximum number of 18 hours can be applied from Distributive Education towards this section and must be state or CECBEMS approved.

***College Courses***

Hour for hour credit can be applied for college courses that relate to your role as an EMS professional (for example, but not limited to: anatomy, physiology, biology, chemistry, microbiology, pharmacology, psychology, sociology, statistics, etc.)

***Courses that cannot be applied towards additional continuing education hours:*** Clinical Rotations, CPR, First Responder Course, home study programs, instructor courses, management/leadership courses, performance of duty, preceptor hours, serving as a skill examiner, and volunteer time with agencies.

**Note:** Sections 1A/B & 2 may be satisfied every two years by successful completion of the National Registry EMT Intermediate-85 "Assessment" Exam. Documentation of successful examination must be within 60 days of the end of each two-year cycle

**Paramedic IST Program – 144 Hours**

Every 2 years, the Paramedic must complete 72 Hours of training (48 Hours Refresher Training, 24 Hours Continuing Education).

**This cycle and all components must be completed at least once in each two year period.**

**1A. Paramedic Refresher Training**

**Traditional Refresher Course - 48 Hours\*\***

Paramedic refresher training may be completed by taking a formal refresher course or by continuing education. When using continuing education, the following topics and hours must be included:

Topic	Hours
Preparatory	6
Airway Management	6
Trauma	10
Medical	18
Special Considerations	6
Operations	2
Total	48**

\*\*A maximum number of 10 hours can be applied from Distributive Education towards the refresher equivalent and must be DHEC or CECBEMS approved.

### 1B. Paramedic Refresher Training

#### Alternate Mandatory/Flexible Content – 48 Hours\*\*

Paramedic refresher training may be completed by taking a formal refresher course or by continuing education. When using continuing education, the following guidelines apply. You must ensure that every topic within the four divisions of the mandatory core content is covered. You must also cover each of the five divisions of the flexible core content; however, you are not required to cover each topic.

Mandatory Core Content	Flexible Core Content
<p><b>Airway, Breathing and Cardiology - 8 hours</b></p> <ul style="list-style-type: none"> <li>○ Provide ventilatory support for a patient</li> <li>○ Attempt to resuscitate a patient in cardiac arrest</li> <li>○ Provide care to a patient experiencing cardiovascular compromise</li> <li>○ Provide post resuscitation care to a cardiac arrest patient</li> </ul> <p><b>Medical Emergencies - 3 hours</b></p> <ul style="list-style-type: none"> <li>○ Assess and provide care to a patient experiencing an allergic reaction</li> <li>○ Assess a patient with possible overdose</li> <li>○ Assess and provide care to a near-drowning patient</li> </ul> <p><b>Trauma - 5 hours</b></p> <ul style="list-style-type: none"> <li>○ Perform a rapid trauma assessment</li> <li>○ Assess a patient with a head injury</li> <li>○ Assess and provide care to a patient with suspected spinal injury</li> <li>○ Provide care to a patient with a chest injury</li> <li>○ Provide care to a patient with an open abdominal injury</li> <li>○ Provide care to a patient with shock/hypoperfusion</li> </ul> <p><b>Obstetrics and Pediatrics - 8 hours</b></p> <ul style="list-style-type: none"> <li>○ Assess and provide care to an infant or child with cardiac arrest</li> <li>○ Assess and provide care to an infant or child with respiratory distress</li> </ul>	<p><b>Airway, Breathing and Cardiology - 8 hours</b></p> <ul style="list-style-type: none"> <li>○ Assess and provide care for respiratory distress in an adult patient</li> <li>○ Use oxygen delivery system components</li> <li>○ Perform techniques to assure a patent airway</li> <li>○ Assess and provide care to a patient experiencing non-traumatic chest pain/discomfort</li> </ul> <p><b>Medical Emergencies - 5 hours</b></p> <ul style="list-style-type: none"> <li>○ Assess and provide care to a patient with an altered mental status</li> <li>○ Assess and provide care to a patient with a history of diabetes</li> <li>○ Assess and provide care to a patient experiencing a seizure</li> <li>○ Assess and provide care to a patient exposed to heat or cold</li> <li>○ Assess and provide care to a patient experiencing a behavioral problem</li> <li>○ Assess and provide care to a patient with suspected communicable disease</li> </ul> <p><b>Trauma - 1 hour</b></p> <ul style="list-style-type: none"> <li>○ Provide care to a patient with a painful, swollen, deformed extremity</li> <li>○ Assess and provide care to a patient with burn injury</li> </ul> <p><b>Obstetrics and Pediatrics - 8 hours</b></p> <ul style="list-style-type: none"> <li>○ Assess and provide care to an infant or child with suspected abuse or neglect</li> <li>○ Assess and provide care to an infant or child</li> </ul>

<ul style="list-style-type: none"> <li>○ Assess and provide care to an infant or child with shock/hypoperfusion</li> <li>○ Assess and provide care to an infant or child with trauma</li> </ul> <p style="text-align: right;"><b>Total: 24 hours**</b></p>	<ul style="list-style-type: none"> <li>○ with a fever</li> <li>○ Assess and provide care for an obstetric patient</li> <li>○ Provide care to a newborn</li> <li>○ Provide care to a mother immediately following delivery of a newborn</li> </ul> <p><b>Operational Tasks - 2 hours</b></p> <ul style="list-style-type: none"> <li>○ Use body mechanics when lifting and moving a patient</li> <li>○ Communicate with a patient while providing care</li> </ul> <p style="text-align: right;"><b>Total: 24 hours**</b></p>
--	--

\*\*A maximum number of 10 hours can be applied from Distributive Education towards the refresher equivalent and must be DHEC or CECBEMS approved.

## 2. Paramedic Additional EMS Related Continuing Education-24 hours

The following are maximum hours per course that can be applied towards Additional Continuing Education hours:

- A maximum number of 12 hours can be applied from any one topic area
- Hour for hour credit can be applied from each of the following courses: ABLS, ACLS, AMLS, BTLS, ITLS, NALS, PALS, PEPP, PHTLS, PPC, EPC, etc; and teaching EMS courses
- A maximum number of 12 hours can be applied from each of the following courses: Teaching CPR - Emergency Driving - Dispatch Training
- A maximum number of 12 hours can be applied from Distributive Education towards this section and must be DHEC or CECBEMS approved.

### *College Courses*

Hour for hour credit can be applied for college courses that relate to your role as an EMS professional (for example, but not limited to: anatomy, physiology, biology, chemistry, microbiology, pharmacology, psychology, sociology, statistics, etc.)

**Courses that cannot be applied towards additional continuing education hours:** Clinical Rotations, CPR, First Responder Course, home study programs, instructor courses, management/leadership courses, performance of duty, preceptor hours, serving as a skill examiner, and volunteer time with agencies

**Note:** Sections 1A/B & 2 may be satisfied every two years by successful completion of the National Registry EMT Paramedic "Assessment" Exam. Documentation of successful examination must be within 60 days of the end of each two-year cycle

## **II. SKILL REQUIREMENTS**

In addition to the didactic requirements, additional hours of training are required for the practice, evaluation and confirmation of skill competency for each skill pertinent to that level of EMT certification. The medical control director is solely responsible for verifying skill competency. All skills must be verified a minimum of once every 2 years during the EMT's four-year certification period.

Verification of skill competency is to be conducted as a part of classroom training evaluations. Using data from patient care reports and/or transporting patients to a medical facility are not to be used for skill competency verification.

Each participant must perform and demonstrate (in a classroom setting) skill competency for each skill applicable to his/her level of certification. The medical control director should be present to conduct all skill demonstrations. Documentation must be kept on file (and may be kept by using individual skill check sheets if desired). The medical control director is solely responsible for verification of skill competency for each participant. The medical control director may delegate the evaluation of skills to the training officer; however, the verification of skill competency by signature remains the responsibility of the medical control director.

### **III. OTHER REQUIRED CREDENTIALS**

All EMTs (at any level) must maintain a valid BLS credential. A valid BLS credential is one that has an expiration date **greater** than that of the EMT's current SC state EMT certification. Currently, the only BLS credentials acceptable for state certification/re-certification are:

American Heart Association:	BLS for the HealthCare Provider
American Red Cross:	CPR for the Professional Rescuer
American Health & Safety Institute:	CPR Pro

In addition to a valid BLS credential, all SC Paramedics must maintain a valid AHA or AHSI ACLS credential. A valid ACLS credential is one that has an expiration date **greater** than that of the EMT's current SC state EMT certification.

### **IV. CRIMINAL BACKGROUND CHECK**

All EMTs (at any level) must undergo a Federal (FBI) and State (SLED) criminal background check\*\*, supported by fingerprints, prior to being issued a certification/recertification.

\*\*Note: Criminal background checks are only valid for 30 days. The current vendor used by the Department for this purpose is Integrated Biometric Technology (IBT) an L-1 Identity Solutions Company. Go to [www.ibtfingerprint.com](http://www.ibtfingerprint.com) or call 1-866-254-2366. SC DHEC EMT certification/re-certification **ORI# SC920111Z**

## **PROGRAM OPERATION:**

*Each agency may impose additional and/or more stringent requirements (attendance, subject matter, skills, etc.) than those outlined in this document.*

ALL EMTs PARTICIPATING IN AN IST PROGRAM MUST HAVE A CURRENT COPY OF THESE GUIDELINES. It is the responsibility of the approved IST provider to ensure that each

EMT has a copy of these guidelines. Keep documentation on file which for each EMT that will attest to the receipt of these guidelines.

Only currently certified EMTs may participate in an IST program. An individual will not receive IST credit or be permitted to receive recertification under the IST program if their certification has expired.

Classes should be conducted as scheduled. It is possible that a class date, time, or topic may have to change. When this change is necessary, pencil the change on your copy of your agencies IST schedule. **IT IS IMPORTANT THAT THE CHANGE BE SO NOTED SO THAT IT IS CLEAR TO DHEC WHEN THE PROGRAM IS AUDITED. PROGRAM ALTERATIONS WILL BE THE EXCEPTION AND NOT THE RULE.**

All students must print their name AND sign their own signature on the Class Attendance Roster. Participants must remain for the entire class to receive credit. **AFTER THE CLASS BEGINS, THE PROCTOR/INSTRUCTOR MUST SIGN THE CLASS ATTENDANCE ROSTER AND (IN INK) CROSS OUT ALL UNSIGNED SPACES TO PREVENT LATER ADDITIONS.** All class data listed on the *Class Attendance Roster* must be complete and agree with the agencies IST schedule.

Individual training records must be documented within thirty (30) days of training. Computerized forms/records may be reproduced/re-created for any form(s)/packet(s) provided by DHEC for use with these guidelines so long as the same information is present and in a similar format. Please keep re-creations of these forms/packets as close to the original as possible for consistency and ease in auditing and recertification eligibility evaluations. These forms must be approved for use in advance by DHEC. Hard copies must be produced for audits and for recertification requests.

Program participants may occasionally attend another DHEC approved IST Program to receive credit toward the “Refresher” or “Continuing Education” portions of the didactic requirements. Approval for obtaining credit by attending another DHEC-approved IST program must be obtained in writing, in advance, by the individual’s primary Training Officer as well as the Training Officer who will be conducting the training session (Secondary Training Officer). The Secondary Training Officer will provide documentation of the training in writing to the primary training officer within 30 days of the training session. Any fee incurred within this process will be the responsibility of the individual receiving the training.

All records applicable to the agency's IST program must be available for audit and/or inspection. If the primary agency has other agencies participating in their IST program, all IST records must be maintained by the primary agency and the primary agency’s training officer must handle all IST recertification requests. If a program is to be audited, the agency will be given no more than 48 hours notice to produce hard copies of all the agencies IST records prior to the arrival of a DHEC representative.

## **MAKE-UP OF IST CLASSES**

Any IST class may be made-up by any of the following three (3) methods:

1. Didactic classes may be video taped for viewing by participants who were absent for the initial class. *The make-up class must be presented in an educational setting with a facilitator present.* Watching the tapes at home or while subject to calls at a duty station is **not** permitted for make-up credit.
2. The EMS provider may hold special repeat classes at any time for each IST session.
3. The Training Officer may decide to allow other methods to make-up the content at his/her discretion (i.e.: writing a report, using online CECBEMS courses, attending another DHEC approved IST Program, etc.)

## **TRANSFER OF IST CREDIT**

IST credit may be transferred from any SC licensed EMS agency to another as participants change employment. **EMPLOYEES HAVE A RIGHT TO THEIR IST TRAINING RECORDS. THE EMS AGENCY MUST PROVIDE AN ORIGINAL, SIGNED COPY OF THESE RECORDS, PLUS ALL CERTIFICATES OF ACCUMULATED CEUs TO THE EMT WITHIN THIRTY DAYS OF A WRITTEN REQUEST.**

1. When leaving one agency, the participant (EMT) should obtain the original copy of his/her Individual Training Record (Didactic & Skills) with all signatures – Records to include all certificates of accumulated CEUs. In addition, all blank topics / subtopics / skills should have been crossed out in ink to prevent later additions. *The date the EMT left the agency's IST program should be placed at the top of the EMT's IST Training Record.* The EMS Agency must retain a “copy” of the training record for verification and audit purposes.
2. When the participant obtains employment (volunteer or paid) with another SC licensed EMS agency that has a DHEC-approved IST program, the individual training record is turned over to the current training officer. The current training officer must confirm the participant's training record, by phone or letter, with the training officer of the other agency prior to accepting that record.

A TRAINING OFFICER MAY NOT ACCEPT ANY OTHER AGENCY'S IST RECORD IF IT IS NOT COMPLETE (CONTAINING ALL NECESSARY SIGNATURES AND BLANK SUBTOPICS CROSSED OUT).

3. A new Individual Training Record must be started on the participant and the old transferred record attached as verification of previous training. *The date the EMT begins the new provider's IST program should be placed at the top of the EMT's IST Training Record.*

# **PROGRAM PERSONNEL QUALIFICATIONS**

## ***Training Officer***

Each SC licensed EMS agency must designate one person as the Training Officer. This person is responsible for assuring compliance with all program requirements and submission of all paperwork to DHEC. DHEC must be notified in writing, within 30 days, of any change concerning the Training Officer.

Minimum Requirements:

1. Be listed as the Training Officer (volunteer or paid) on the provider's roster in CIS.
2. Be certified at or above the level of IST provided (EMT, Intermediate-85, Paramedic).
3. Complete a SC DHEC approved IST Training Officer policy orientation.

## ***Primary Instructor***

The Training Officer may also be the "Primary" instructor of the IST program, however; this is not a requirement.

**All instructors** used in the program (*excluding the Medical Control Physician and Guest Instructors*) must meet the following requirements:

1. Be certified at or above the level of candidates he/she will instruct;  
OR  
Be "uniquely" qualified to serve as an instructor. (Such qualifications may be additional provider/instructor certifications such as BLS/ACLS instructor, ITLS, PALS, etc., or be a specialist in the area of instruction provided.)
2. Have documentation of completion of one of the following programs:
  - a. National EMS Instructor Training Program. (These programs are available by contacting your regional EMS office.)
  - b. The National or State Fire Academy Instructor Training Program
  - c. Current certification as a SC EMT-Instructor

Documentation of instructor credentials shall be kept on file by the EMS agency and must be provided to DHEC upon request.

## ***Guest Instructors***

Guest instructors (not employees of the SC licensed EMS agency) may be used during the program as long as it does not involve more than 50% of the program for each year.

## ***EMS Director Responsibilities***

It is important that the EMS director or another "designated" person of each SC licensed EMS agency be so familiar with the IST program and its policies that the program will continue as scheduled if a vacancy in the position of Training Officer occurs. Any extended break in the program will cause the program to become "unapproved" and may jeopardize the recertification eligibility of all EMTs in the program.

### ***Medical Control Physician Responsibilities***

The medical control physician (Primary and/or Assistant) is responsible for the verification of competency for each EMT. The Medical Control Physician is encouraged to take an active part in the teaching and evaluation process of the IST program.

### **DHEC MUST BE NOTIFIED WITHIN 5 BUSINESS DAYS OF A CHANGE IN MEDICAL CONTROL PHYSICIAN (PRIMARY OR ASSISTANT).**

Minimum requirements for the Medical Control Physician (Primary/Assistant) include:

1. The medical control physician (Primary &/or Assistant) is listed on the EMS Agencies roster in CIS – AND - has attended/completed a SC state approved medical control workshop.
2. The medical control physician (Primary &/or Assistant) for that SC licensed EMS provider has been verified on a properly completed medical control change form located on file in the SC DHEC Office of EMS.
3. The Medical Control Physician must ensure that each EMT is competent and has satisfied ALL four (4) requirements of the IST program (didactic, skills, additional credential(s) and criminal background check requirements).

## **IST PROGRAM APPLICATION PROCEDURES:**

Only SC DHEC licensed EMS Agencies may apply for an In-Service Training Program. All IST programs will run on an April 1st to March 31<sup>st</sup> cycle.

Applications for ***initial / revised*** programs received January through June will expire on March 31, 4 years from the year received. (*Example: Applications received January to June 2011 will expire March 31, 2015*).

Applications for ***initial / revised*** programs received July through December will expire on March 31, 4 years from the next year. (*Example: Applications received July to December 2011 will expire March 31, 2016*).

Forms must contain “original” signatures of the primary medical control director, agency administrative director and the training officer where applicable. Application packets received incomplete will be returned "UNAPPROVED".

Renewal application packets must be complete and received by DHEC ***prior*** to the established ***March 31<sup>st</sup>*** expiration date.

## **EMT RECERTIFICATION VIA IST PROCEDURES:**

It is preferred that an EMT re-certification packets be received by DHEC no later than 30 days prior to that individual's SC expiration date.

This 30-day DHEC review period is necessary so that the individual's SC state certification does not lapse in case further documentation/verification of records is needed to confirm that individual's satisfaction of all program requirements and recertification eligibility.

An individual may only receive IST credit for classes attended during the four years of that individual's certification period.

Each EMT must complete all four requirements of the IST program as out-lined in these guidelines. Reviews of those requirements are as follows:

1. **DIDACTIC REQUIREMENTS:** Didactic sessions must meet ALL minimum hourly/topic requirements during the 4-year period to include a minimum of 72 hours every 2 years (refresher course equivalent + CEUs).
2. **SKILL REQUIREMENTS:** All skills pertinent to that individual's level of certification must be documented and verified by the medical control director every 2 years.
3. **ADDITIONAL REQUIRED CREDENTIALS:** All EMTs (at any level) must maintain a valid BLS credential. A valid BLS credential is one that has an expiration date **greater** than that of the EMT's current SC state EMT certification. Currently, the only BLS credentials acceptable for state certification/re-certification are:

American Heart Association: BLS for the HealthCare Provider  
American Red Cross: CPR for the Professional Rescuer  
American Health & Safety Institute: CPR Pro

In addition to a valid BLS credential, all SC Paramedics must maintain a valid AHA or AHSI ACLS credential. A valid ACLS credential is one that has an expiration date **greater** than that of the EMT's current SC state EMT certification.

4. **CRIMINAL BACKGROUND CHECK:** All candidates must have completed and passed a criminal background check. SC law requires a federal and state background check for each EMT certification/re-certification cycle. A background check is valid for no more than thirty (30) days.

### **IST RECERTIFICATION PACKETS MUST CONSIST OF THE FOLLOWING DOCUMENTS:**

1. A properly completed AND signed IST Recertification Packet
2. A valid AHA, ARC or AHSI CPR card. (In addition, EMT-Paramedics must also submit

- a valid AHA or AHSI ACLS card).
3. Current criminal background check receipt.

BE SURE TO RETAIN A COPY OF ALL DOCUMENTATION SENT TO DHEC.

## **DIDACTIC COMPETENCY DOCUMENTATION:**

All approved IST providers must maintain documentation of each participant's didactic and skill competency.

### *Required Written Examination Competency*

Each IST program shall provide comprehensive written examinations to each participant at least once every 2 years to document didactic competency. This examination must be a minimum of 100 questions. It is acceptable to administer several smaller examinations throughout the program in lieu of administering a single exam. Using the publisher's test bank for the textbook your program uses, is preferred over that of examination questions written by the instructor.

The IST Training Officer, with guidance from the provider's Medical Control Physician, shall establish a minimum passing score necessary for the individual EMT to be considered for "re-certification" privileges. Under no circumstances shall the minimum passing score be less than 70% (69.5 may be rounded up to 70). Any IST participant maintaining a score less than the established minimum will not be permitted to receive re-certification of their SC state EMT credential under the SC approved IST program until they have demonstrated competency as verified by signature their Medical Control Physician.

SC state EMTs who do not successfully complete a SC state-approved IST program will be required to obtain a valid National Registry credential and successfully pass the required federal and state criminal background check in order to receive a SC EMT certification.