



## **EDUCATIONAL INSTITUTE ADMINISTRATION AND OVERSIGHT**

DATE EFFECTIVE: 05/07/2018

DATE REVISED: xx/xx/xxxx

### **Emergency Medical Services Institute Oversight:**

In accordance with the West Virginia Office of EMS (WVOEMS) Educational Institution Endorsement Manual, the Shepherdstown Fire Department has established this Operational Guideline, and shall continue to meet and exceed the documented standards of the institutional ranking of which the department is granted.

### **Institution Oversight and Administration:**

In accordance with the WVOEMS Educational Institution Endorsement Manual, the Institution shall recognize the following Administrative personnel. Qualifications for the below personnel will be managed in accordance with OG#2705.

#### *Institution Administrator*

This position will normally be held by the highest ranking EMS Officer of the department, unless otherwise appointed by that same officer. The Administrator will be responsible for the organization and supervision of the Education Program. He/she will provide oversight of institutional continuous quality review and improvement of the educational programs. The Administrator will process WVOEMS applications and provide oversight of the course selection process, as applicable. The Administrator will provide course scheduling and assist in assignment of instructors. He/she will submit course and student records in a manner specified by WVOEMS, and will request written and practical examinations, as applicable. In consultation with the department treasurer, the Administrator will manage the program budget. The Administrator will be responsible for all WVOEMS integration, record keeping, and certification issuance. The Administrator may delegate responsibilities to other faculty as appropriate; provided that written policies and procedures are in place to assure responsibility for delegated task completion.

#### *Medical Director*

The Medical Director will be the currently presiding agency medical director, unless otherwise agreed upon by WVOEMS and SFD EMS leadership. The Medical Director will provide medical and clinical oversight for students enrolled in the education program, and will assist with practical skills development and testing, as well as assist with selection and orientation of faculty and clinical preceptors. The Medical Director will provide medical advice and assistance to the education program faculty and students as needed.

#### *Education Director/Agency Training Coordinator(s)*

The Education Director shall meet the requirements of WVOEMS Policy 5.03.11, and will be appointed by the Institution Administrator as an executive level position. The Education Director shall act in the absence of the Administrator, and will make administrative decisions as necessary in the Administrators absence. Agency Training Coordinator(s), as appointed, will assist the Education Director in the completion of his/her duties. The Education Director will ensure Lead Instructors are in compliance with SFD and WVOEMS policy, and will review all requests for the development of courses for Continuing



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Education. The Education Director will be the second link in the Educational Institution Chain of Command.

### *Instructors*

The Master or Lead Instructor shall meet the requirements of WVOEMS Policy 5.03.11, and will be selected to oversee the instructor and evaluation of a specific class, at the direction of the Institution Administrator and the Education Director, and in accordance with OG#2705. Visiting instructors, or subject matter experts meeting requirements of WVOEMS policy 5.03.11, may be utilized as appropriate within an individual course as the Course Instructor.

### *Clinical Preceptors*

The Institution Administrator and the Education Director will select trained clinical preceptors who shall be utilized to assist students during clinical rotations, as applicable, and in accordance with WVOEMS policy.

### *Support Staff*

Shall be appointed as needed for a specific task, as required.

### **Education Institution Finances:**

The Shepherdstown Fire Department will maintain a written budget, approved by the membership, which documents the department's ability to financially support itself as an education institution. The Shepherdstown Fire Department shall maintain proof of professional liability and errors and omissions insurance no less than one million dollars (\$1,000,000).

The Institution Administrator will maintain and publish a tuition rate schedule. In addition to the rate schedule, the Institution Administrator will maintain an annual operating budget, in accordance with the approval of the SFD Membership and Treasurer.

### **Agreements and Memorandums of Understanding**

The Educational Institution of the Shepherdstown Fire Department will utilize written agreements or memoranda of understandings with all institutions or agencies that will be providing clinical experience for program students. If is the intent of the Shepherdstown Fire Department to provide all necessary clinical settings internally, however, in the event an outside organization is utilized, there shall be written agreements or memoranda of understandings in place.

### **Patient Encounters and Course Documentation**

The Shepherdstown Fire Department will utilize the standardized patient contact form, found within the Student Handbook, to document and track a student's patient encounters. Any and all documentation pertaining to the completion of a course of study, including certificates, will be maintained in student records for seven (7) years to ensure timely and accurate delivery of course completion proof, as needed.



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### **Student Health and Fitness**

In the event an instructor of the Shepherdstown Fire Department Educational Institution feels as though a student is not physically or mentally prepared and capable of safely and satisfactorily completing a course of study, that instructor will notify the Institution Administrator or Education Director and the student will either be removed from the course, or alternative arrangements will be made. Students and instructors will be provided with a means of appealing decisions made by the institute regarding dismissal or other disciplinary actions to the President of the Department.

### **Academic Calendar**

At the beginning of each calendar year a training calendar will be posted. Quarterly, the training calendar will be reviewed to ensure compliance with needed courses, and those issues identified within the QA/QI program are being adequately addressed.

### **Student Withdrawal**

In accordance with SFD OG on Training Allocations, the department retains the right to bill for services to any SFD Member who withdrawal after the beginning of the course. For those students not affiliated with the SFD, payment made up front will be reimbursed at a pro-rated rate at the discretion of the Institution Administrator.

### **Dress Code**

Students and Instructors shall maintain a clean and professional appearance. All involved with the program shall be conscious of their appearance and the impression it makes on others.

- No cutoffs, skirts, and bathing suits of any style shall be worn
- Wear clean, closed-toe shoes or boots with socks. Sandals, flip-flops, or any open-toe shoes shall NOT be worn.
- Wear clean, professional clothing. Clothing bearing vulgar or degrading language shall NOT be worn.
- Wear bunker/protective gear including pants, coat, helmet, glasses/goggles, and fire gloves whenever possible when conditions necessitate wearing such protective clothing (i.e.; fire scenes, automobile accidents, hazardous materials incidents, etc.)

Please be aware that serious injury and/or illness may result from non-compliance with the above policies.

### **Safety Guidelines**

- When training, all appropriate personal protection will be used.
- Whenever the instruction includes patient contacts, and/or bodily fluids may be present safety goggles, gloves, and medical masks will be worn.
- Medical safety gowns, shoe covers, and hairnets will be worn as necessary.
- Students will follow Universal Precautions, and nationally excepted BSI protocols at all times.
- The infection control plan (OG# 1130) will be followed at all times.



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### **Restocking and Cleaning**

Immediately following the course of instruction, the entire class will assist, as needed, in the restock of all medical supplies. All medical equipment used will be cleaned and disinfected immediately upon completion of the course.

### **Educational Institution Quality Assurance**

Being dedicated to continuous improvements, and ensuring a high level of instruction, the Shepherdstown Fire Department Educational Institution, under the direction of the Institution Administrator, shall provide to each student a continuing system review survey to ensure the course of instruction met and exceeded the student's expectations. At a minimum annually, the leadership team will review the surveys and provide a plan for improvement as necessary.

Within the same objective, the Shepherdstown Fire Department will gather, maintain and document information on students continued performance once they have finished the program and are working in the field.

### **Student Handbook**

The Shepherdstown Fire Department Educational Institution will maintain a Student Handbook, and website that outlines to program guidelines.

### **Certificate Issuance**

Upon completion of an approved course through the Educational Institution, each successful student may receive a Certificate of Completion. When presented, the Certificate will include the students' name, the course of which s/he successfully completed, the hours of duration of the course, and the signatures of the Administrative Director and the Educational Director. Continue Education (CE) courses may not result in a printed certificate. An Example:

