

# HIGH SCHOOL EMS EDUCATION PROGRAM MANUAL (REV. 2022)

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**Program  
Overview**

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**Course  
Management**

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**Course  
Requirements**

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*Emergency Medical Services is more than a ride to the hospital. It is a system of coordinated response and out-of-hospital medical care involving multiple people and agencies.*

*Emergency Medical Services is a career filled with excitement, rewards, and public service. Research indicates EMS practitioners enjoy the work they do, are committed to patient care, and value the educational and teamwork aspects of work life.*

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# PROGRAM OVERVIEW

## *Preface*

The increasing emergency medical needs of an aging population and a decrease in an Emergency Medical Services workforce have placed a burden on many communities in meeting demands for emergency care. One of the mechanisms for meeting this demand is to introduce emergency medical programs to students during high school through the Louisiana JumpStart Pathway

Emergency Medical Services, more commonly known as EMS, is a system that provides out-of-hospital medical care. It is activated by a call for help, usually after an incident of serious illness or injury. The focus of EMS is the care of patients outside of the hospital setting. Emergency Medical Services are most easily recognized when emergency vehicles or helicopters are seen responding to emergency incidents, but EMS is much more than a ride to the hospital. It is a system of coordinated response and out-of-hospital medical care, involving multiple people and agencies. A comprehensive EMS system is ready every day for every kind of emergency.

Emergency Medical Services is a public service career field filled with excitement and reward. Research indicates EMS practitioners enjoy the work they do, are committed to patient care, and value the educational and teamwork aspects of work life. Mental stability, physical fitness, and the ability to remain “calm” during the storm of activities one faces as an EMS Practitioner are important attributes. Often used as an entry portal for other health care professions, EMS can be an enjoyable and rewarding life’s work.

Emergency Medical Services personnel are classified by four levels of certification: Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), Advanced – Emergency Medical Technician (A-EMT), and Paramedic. The Louisiana JumpStart Pathway offers certification opportunities for the EMR and EMT levels.

Emergency Medical Responders provide immediate lifesaving care to critical patients who access the emergency medical services system. Emergency Medical Responders have the knowledge and skills necessary to provide immediate lifesaving interventions while awaiting additional EMS resources to arrive. Emergency Medical Responders also assist higher-level personnel at the scene of emergencies and during transport. Emergency Medical Responders are a vital part of the comprehensive EMS response. Under medical oversight, Emergency Medical Responders perform basic interventions with minimal equipment. \*

Emergency Medical Technicians provide out-of-hospital emergency medical care and transportation for critical and emergent patients who access the EMS system. Emergency Medical Technicians have the basic knowledge and skills necessary to stabilize and safely transport patients ranging from non-emergency and routine medical transports to life-threatening emergencies. Emergency Medical Technicians function as part of a comprehensive EMS response system, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found in an ambulance. Emergency Medical Technicians are a critical link between the scene of an emergency and the health care system. \*

*\* As defined by the National Registry of Emergency Medical Technicians (NREMT) and the National EMS Scope of Practice Model*

### *Purpose*

The purpose of this manual is to document guidelines that ensure quality and consistency in EMS programs offered in high schools throughout the state of Louisiana. This document is intended to be distributed to high school administrators that are offering (or that may be interested) out-of-hospital emergency medical training as part of their school's curriculum. School administrators will determine if offering this program will be possible and if the school will be able to give credit to the student for participation. The Bureau of EMS must approve all high school programs before offering any EMS instruction. Any instruction provided by an unapproved program is deemed invalid and may not be used for licensure.

### *Scope*

This manual is to provide the foundation for establishing and conducting an EMS education program within a high school setting according to the policies promulgated by the Louisiana Bureau of EMS and the Louisiana Department of Education. This manual will outline the requirements for course length, instructor criteria, medical direction expectations, student eligibility criteria, student/parent information, clinical requirements, testing requirements, and equipment requirements.

### *Course Length*

The defined course length will allow for enough content exposure to fulfill the didactic, psychomotor, and affective requirements for the level taught. The EMR course length requirement is 2 semesters in a traditional schedule (or the equivalent in a block schedule) for 1 Carnegie unit of credit. The EMT course should be double blocked (consecutive course periods) with a course length requirement of 2 semesters in a traditional schedule (or the equivalent in a block schedule) for 2 Carnegie units of credit.

For the **EMR level, a minimum of 7,965 instructional minutes** (approximately 133 hours) of student/instructor contact in didactic and lab settings must be scheduled. This course should include CPR training/certification, an introduction to anatomy and physiology, and Basic Life Support (BLS) components. For the **EMT level, 15,930 instructional minutes** (approximately 266 hours) of student/instructor contact in didactic and lab settings, and consideration for enough hours to complete the EMT Competency Portfolio are required. **Successful completion of an EMR course and subsequent licensure is a prerequisite for a student enrolling in an EMT course.** To better understand the differences in expectations that exist between an EMR and an EMT, please refer to the National EMS Education Standards found at [www.ems.gov](http://www.ems.gov).

The course length must take into consideration requirements for other school activities (i.e., assemblies, field trips, required testing, etc.), and may require additional course hours to complete. While the didactic components of the course may either occur in a traditional class environment or hybrid/online format, the practical labs and psychomotor skills must be taught in person and the student to instructor ratio during these labs should not exceed 8 students per faculty member. This may also increase the course length to complete the course if sufficient instructors are not available.

At the EMT level, the instructor should plan instructional time to allow students to complete the NREMT certification exam requirements before the end of the school year. If necessary, high school students may test during the summer and earn licensure after having completed the school year. Students have two years; from the date, they have been marked as “Passed” to complete the NREMT certification requirements for state licensure.

A summer school option is available for EMR courses only. The summer EMR course is worth  $\frac{1}{2}$  a Carnegie unit of credit and requires 3,983 instructional minutes scheduled. In addition, the course must satisfy all other instructional and licensing requirements.

For EMT students unable to complete psychomotor skills portfolio requirements or the required clinical rides, a summer “internship” option may be provided by the school district.

It is the responsibility of the instructor and the school administration to ensure that all requirements set forth by the Board of Elementary and Secondary Education (i.e. BESE Bulletin 741) related to course length, attendance, and instructional minutes are satisfied.

A Louisiana Bureau of EMS Credentialed EMS Instructor must teach all high school EMR/EMT courses. All EMS courses must be registered with the Louisiana Bureau of EMS in the bureau’s Information Management System (IMS) by the 30<sup>th</sup> day following the start of the school year. Each class/period must be registered separately. Verification of attendance and the recording of the students’ final disposition must be posted before the course close date.

Should it be deemed necessary due to a declared disaster or emergency, all modifications to course requirements will be handled with guidance from the Louisiana Bureau of EMS, after consultation with the Louisiana Department of Education.

## COURSE MANAGEMENT

### *Instructor Criteria*

A High School EMS Instructor must possess an EMS Instructor Credential issued by the Louisiana Bureau of EMS. This requires:

- Instructor credential for CPR-BLS;
- Current National Registry certification at, or above, the level of the class that is being taught;
- Current Louisiana license at, or above, the level of the class that is being taught;
- Current Louisiana Department of Education teaching certificate; and
- Affiliation with a Bureau of EMS approved high school education program.

Instructors are required to be fully certified by the Louisiana Bureau of EMS before beginning instruction. The course content must be delivered by a Bureau of EMS credentialed EMS Instructor. Guest lecturers and supplemental instructors are welcome on occasions. The Louisiana Bureau of EMS will not accept for licensing purposes, courses that are not taught by credentialed instructors. Courses taught by an uncredentialed instructor will result in denial of credit and students will be unable to receive a license.

Knowledge of current practices and appropriate field experience are fundamental to effective high school instruction. **To ensure that high school EMT instructors are well versed in best practices and field operations, high school EMT instructors are required to complete 10 hours of “precepted” externship every license cycle to maintain their instructor credential. Upon completion, externship documentation should be emailed to [ems.education@la.gov](mailto:ems.education@la.gov).**

### *Medical Direction*

All EMS courses must be conducted under the supervision of a Medical Director. The Medical Director must be licensed as a physician (M.D. or D.O.) by the Louisiana Board of Medical Examiners and should have experience in emergency medicine. Schools and/or districts must maintain agreements with the Medical Director. A copy of the signed agreement should be provided to all EMS instructors and be made available to BEMS upon request. A sample Medical Director job description for a high school EMS program can be found in Appendix D.

### *Program Oversight*

The Louisiana Bureau of EMS is responsible for quality assurance of all EMS education programs and instructors. The Bureau of EMS is charged with the review and the performance of education programs and instructors and shall conduct quality assurance assessments, including but not limited to site visits, audits, and investigations, to assure quality education and compliance with education standards and curriculum. Failure to meet educational, professional, or ethical standards may result in corrective action for the education program or instructor.

Any variations or exceptions to Bureau of EMS policy require advanced approval in writing from the Bureau of EMS.

The Louisiana Department of Education defers to the Louisiana Bureau of EMS for quality assurance and program compliance. In partnership with the Louisiana Department of Education, the Bureau of EMS may share quality assurance data/findings. In addition, all disciplinary actions taken against a high school EMS program will be disclosed to the Department of Education.

### *Student Selection Criteria*

Due to the nature of emergency medicine and the potential stresses the student will be exposed to, students and parents must be aware of the nature of the course. All students enrolled in an EMS course must be at least 16 years of age by the scheduled end date of the course. All students less than 18 years of age at the start of the course must have a signed parental permission form on file with the program before the start date of the course. Students enrolled in the EMT course will be required to complete clinical training and should expect to be exposed to physical and mental stress (i.e. work in a clinical setting, ride-a-longs, exposure to patient trauma) above that which is normally experienced in the high school setting. These rotations may require after-school, overnight, or weekend hours to complete.

To be eligible to enroll in and pursue licensure in a high school EMS course in Louisiana, the applicant must:

- Be proficient in reading, writing, and speaking the English language.
- Must have a 1.85 cumulative GPA prior to entering the EMR program and maintain a 2.0 course GPA while in the program. Must have a 2.0 cumulative GPA prior to entering the EMT program and maintain a 2.0 course GPA while in the program.
- Have already passed, or concurrently enrolled in, high school Biology I.
- Be a minimum of 16 years of age by the scheduled end date of the EMR course. Be a minimum of 17 years of age at the conclusion date of the EMT course.
- The student must provide the course instructor with a parental permission form, with the signature of a parent or guardian, verifying approval for enrollment in the course.
- Have no physical or mental impairment that would render the student unable to perform all practical skills required for the level of certification including the ability to function and communicate independently and perform appropriate patient care, physical assessments, and treatments without the need of an assistant.
- Currently possess or earn in the EMR course a current AHA BLS CPR (or equivalent) card.
- Currently possess a current state-issued license/ID, valid passport, or federal visa.
- Not have an arrest/conviction record (as an adult) that has not been cleared by the EMS Certification Commission.
- Maintain a professional appearance in line with local EMS expectations and according to the local school district policy.
- Not be under the influence of any drugs or intoxicating substances that impair the ability to provide patient care or operate a motor vehicle while in class or the clinical setting, while on duty, when responding to, or assisting in the care of a patient.

Any waivers to the above prerequisites must be submitted in writing to and approved by the Bureau of EMS before a student enrolls in an EMS course.

The High School JumpStart pathway is intended solely for high school students who are currently enrolled in the high school where the JumpStart program resides. High school-based programs are not permitted to offer instruction to adults (i.e. parents, teachers, community members, unregistered students).

An information packet outlining the course requirements shall be given to each prospective student and parent for review before being enrolled in the course. The information packet must include, at a minimum, the following:

- Costs for the course and testing fees
- Letter from the school administrator
- Letter from the course instructor
- Parent notification form
- Parental approval form
- Job description for the level being taught (recommend that schools use local EMS job descriptions)
- Prerequisites for EMS training
- Student, Parent, School Compact
- Immunization requirements and checklist
- Course syllabus
- Signed understanding of the requirements for certification and/or licensure
- Checklist of required forms needing signatures

### *Physical Requirements & Academic Accommodations*

The Louisiana Bureau of EMS and the Louisiana Department of Education recognize the rights of every student to have access to quality learning opportunities. As possible, qualified students should be allowed to enroll in the EMS pathway. However, it is to be understood that enrollment does not necessarily qualify a student for licensure.

An EMS license permits licensees to perform emergency medical services. Thus, it is imperative, that licensees are capable practitioners. No accommodations will be accepted that are not reasonably available in a prehospital environment. Students may use performance aids (e.g. hearing aid) that could be readily available and easily accessible to them in the prehospital setting.

To ensure that students will be able to operate in this capacity with reasonable and appropriate accommodations, only non-scholastic accommodations (e.g. preferential seating, printed notes) are permitted. Any form of a scholastic accommodation (e.g. extended time, tests read aloud, modified tests) forfeits the student's eligibility to license.

In addition, it is to be understood that all students must be able to complete all of the requisite skills necessary for licensing. A license will not be granted to individuals incapable of successfully completing the skills exam.



Students not eligible for licensure may still be eligible for the awarding of a Carnegie unit. The discretion for enrollment in the course and awarding of Carnegie units lies with the school and/or district.

### *EMS Certification Tracking*

Individuals applying for EMS certification must meet the following:

1. Successful completion of a state-approved EMS course that meets or exceeds the National Emergency Medical Services Education Standards. Candidates must have completed the course within the past two years and the course Program Director must verify successful course completion.
2. Have completed a current CPR-BLS course or a bureau-approved equivalent credential.
3. Completion of a psychomotor exam. For an EMT student, the Bureau of EMS must administer the psychomotor exam.
4. Successful completion of a cognitive exam. For an EMT student, Pearson Vue on behalf of NREMT administers the cognitive exam.

Helpful Notes:

- All students must be placed on the course roster within 30 days after the start of the EMS education program.
- Student licensure accounts in the IMS belong to the student. Instructors, school employees, or district personnel are not allowed to access a student's account. License verification is possible through the IMS login page without logging in.
- Student attendance must be verified and final dispositions recorded before the course completion date.
- Students are not permitted to use school or district email addresses. They must use personal email addresses, when creating profiles.
- Profiles should be completed within the first week of the start of the EMS education program.
- Upon successful completion of the EMR course, high school students should apply for and receive an EMR license at no cost from the BEMS portal. This should be done prior to the student leaving school for summer or graduation. **Instructors are not permitted to apply for licenses on behalf of a student.**
- Upon successful completion of the high school EMT course, high school students should apply for the NREMT cognitive and psychomotor exams. Upon successfully completing both exams, students may receive NREMT certification and subsequently be eligible for state licensure. There is no waiver of fees by the Bureau of EMS or NREMT at the EMT level.
- Bureau of EMS policy requires all course records to be maintained for no less than two full license cycles. A 5-year record retention cycle will ensure compliance with this policy.
- Louisiana R.S. 1141 requires a background check for all first-time license applications at the EMT level for applicants over the age of 18. Programs must plan accordingly both in terms of time and costs associated with EMT license applications.

## COURSE REQUIREMENTS

### *Curriculum*

The EMS course must be aligned with the National Emergency Medical Services Education Standards, the National EMS Scope of Practice, and Louisiana Bureau of EMS requirements.

A current course syllabus must be uploaded to the “documents” section of the Louisiana Bureau of EMS web portal at the beginning of each course. It must include learning goals, course objectives, and competencies required for successful completion of the course. It may also include other common items such as the course description, days/times of class meetings, required textbooks and other reference materials, attendance requirements, evaluation methods, grading policy, and a content outline.

Upon successful completion of the course, the student must apply for an EMR license. Instructors are responsible for guiding EMS students through the licensure process. Please note the Louisiana Bureau of EMS waives the EMR license fee for high school students. There are no waivers in place for the EMT level.

### *Clinical Requirements*

The Educational Standards for the EMT program provide for the completion of a psychomotor skills portfolio that meets or exceeds the minimum standards put forth by the Bureau of EMS. The Bureau of EMS developed this portfolio of vital skills in which each EMT student must demonstrate competency to qualify for the Bureau's EMT Certification examination. Each student's portfolio is tracked by the program throughout the formative and summative phases of education in the laboratory and internship settings. The complete portfolio becomes a part of the student's permanent education file and is a prerequisite to seeking NREMT EMT certification and a Louisiana license.

The Education Program shall arrange for a minimum of 16 hours of supervised field training of students with an ambulance service provider that is licensed at or above the level of education provided to the students. The arrangement shall be in a written agreement between the education program and the ambulance service provider. Students may only utilize ambulance ride time to satisfy this requirement. Student experiences riding on sprint trucks or fire apparatus do not satisfy the clinical ride requirement.

An Education Program must ensure that any student who enters supervised field training has been awarded a valid “Initial EMS Student” license issued by the Bureau of EMS.

Students enrolled in an EMR program are encouraged to experience exposure to clinical environments as part of the course curriculum.

### *Testing Requirements*

Testing requirements for the completion of the course of study to receive school credit are established by the Bureau of EMS. A comprehensive written and psychomotor exam must be administered at the end of each module and/or at the end of the program. Within two weeks of the completion of all required coursework and no later than April 30, all licensing requirements should be inputted and submitted to the Bureau of EMS. Please note that students should not apply for a license in the Bureau of EMS system until they have completed the course and exams.

EMR tests are to be taken at the school site. EMT students that expect to receive a Louisiana license must successfully complete the National Registry computer-adaptive cognitive exam and the Louisiana psychomotor exam.

### *Domains*

To prepare competent entry-level EMS personnel for the workforce, EMS programs must adequately assess student competence in all three domains: cognitive (knowledge), psychomotor (skills), and affective (behavior). All EMS education programs are expected to assess students by criterion-referenced, summative, and comprehensive final evaluation in all learning domains. Records of student evaluation must be maintained in sufficient detail to document learning progress and achievements.

### *Credentialing/Licensing*

Successful completion of a state-approved EMR course occurs once an instructor has verified the attendance and marked the final disposition of the students as passed as in the IMS. Once the student is marked as having passed the course, the student may “Revise” their student license and request an “Emergency Medical Responder” license. Only the student may submit the license application. It is an act of fraud for an instructor to access any student’s online account and apply for a license on their behalf.

Successful completion of a state-approved EMT course occurs once an instructor has verified the attendance and marked the final disposition of the students as passed as in the IMS. Once a student is marked as having passed the course in both the IMS and NREMT, the student will be eligible to sit for the NREMT cognitive and psychomotor exams. After passing both exams and earning NREMT certification, the student will be eligible to apply for state licensure.

Applicants 18 and older completing a LA Bureau of EMS initial license application at the EMT level or applicants of any age answering affirmatively to any of the questions in the questionnaire on a license application at any level will be required to provide supporting documentation and a valid background check as determined by the Bureau of EMS.

License applications are not reviewed by the Bureau of EMS until they have been fully submitted, which includes payment of fees.

### *Equipment Requirements*

The Bureau of EMS does not endorse or recommend any specific publisher or equipment provider. EMS instructors are expected to maintain the necessary equipment required to adequately educate students and allow for appropriate skills training. As a result, the Bureau of EMS does not publish a required minimum equipment list. A common equipment list can be found in Appendix C.

### *General Recommendations*

It is strongly recommended that each program director hold a conference with each prospective student and his or her parents/guardian before enrollment in the course. During the conference, it is a good opportunity for the instructor to ensure that the student and parent/guardian understand the costs, course requirements, and physical and mental requirements for the EMR and EMT program.

### *Contacting the Bureau of EMS*

The Louisiana State Bureau of EMS is committed to providing appropriate assistance to high schools and districts offering the EMR and EMT JumpStart pathways. As a matter of both best practice and remaining compliant with HIPAA and FERPA guidelines, the Bureau of EMS personnel will only communicate with instructors and appropriate school/district personnel. All communications to the BEMS office from parents or students will be referred back to the school or district level.

Louisiana Bureau of EMS  
7273 Florida Boulevard  
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Phone: (225) 925-7229  
Fax: (225) 925-7244  
Email: [ems.education@la.gov](mailto:ems.education@la.gov)

## Appendix A - Parent/Student Information Packet

### Sample General Information Letter

*(To be placed on school letterhead)*

Dear Parent of Students Enrolled in the EMS Course:

Your son/daughter (insert student's name here) is interested in enrolling in the EMR/EMT course at (insert school name here). As with many courses dealing with emergency medical services, there are certain risks associated with participation in this course. Enclosed you will find information concerning the curriculum and numerous documents that require your signature. Please review the materials with your child and sign your name, where appropriate. Please be aware that students enrolled in the EMR/EMT course will be required to show proof of current immunizations. Any and all costs incurred for the immunizations are the sole responsibility of the student or their parents.

The EMR/EMT course is challenging both physically and mentally. Regular attendance is required for your student to succeed. Equally important is that your student comes to class prepared. Please discuss these issues with your child to ensure they are prepared to undertake the responsibility of fulfilling the requirements necessary for successful course completion.

All students must have a signed parental permission form on file with the program director before the start date of the course. Students enrolled in this course will be required to complete clinical training and will be exposed to physical and mental stress above that which is normally experienced in the school setting. These rotations may require after-school and/or weekend hours to complete.

Should you need assistance or have questions, place contact (insert point of contact here).

Sincerely,

(Your signature block here)

**NOTE:**

- *Consider including costs and any other course information that is appropriate to properly inform the student and the parents*
- *To be eligible for licensure, students will be required to disclose Personal and Private Information (PPI), such as date of birth, address, and social security number.*
- *The actual form should be reviewed by the school's legal counsel*

*Parental Notification Form*

*(To be placed on school letterhead)*

Dear Parent/Legal Guardian,

Your student has enrolled in the EMR/EMT program at (insert school name here). (Insert your instructor name here) will serve as the coordinator of the course. If you have any problems or concerns about the program at any time, I would encourage you to contact (insert your instructor name here).

You should be aware that emergency response work is an inherently dangerous activity. Although the individual safety of response personnel is paramount and occupies a considerable portion of our training effort, there are risks, specifically: accidents, traumatic injury, exposure to communicable disease, and emotional stress. It is strongly encouraged to pay close attention to your student's behavior during the semester and to note any negative indications of stress to the instructional staff.

If we can provide further information, answer any questions, or be of any benefit to you or your student, please do not hesitate to contact me.

Sincerely,

(Your signature block here)

Please sign this document and have your student return it to (insert your Instructor name here). I acknowledge that I have received this document with my child.

\_\_\_\_\_  
Signature of Student/Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian/Date

**NOTE:**

- *Consider including costs and any other course information that is appropriate to properly inform the student and the parents*
- *To be eligible for licensure, students will be required to disclose Personal and Private Information (PPI), such as date of birth, address, and social security number.*
- *The actual form should be reviewed by the school's legal counsel*

*Parental Approval for Students to Enroll in EMR/EMT Course*

My child, (insert student name here) has my permission to enroll in the EMR/EMT course. I have read information from (insert name of school here) about the program and fully understand the scope and intent of the program. These forms have been signed and returned to the appropriate personnel.

I further understand that I will not hold the school personnel, the school administration, or (insert school name here) liable for any accidents and/or injury to either person or property incurred during participation in the program.

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Signature of Parent/Legal Guardian/Date

**NOTE:**

- *Consider including costs and any other information that is appropriate to properly inform the student and the parents*
- *The actual form should be reviewed by the school's legal counsel*

## Appendix B - References

### Helpful Links

Louisiana Bureau of EMS - <http://ems.ldh.la.gov>

National Association of Emergency Medical Technicians (NAEMT) - <http://www.naemt.org>

Board of Elementary and Secondary Education (BESE) - <http://www.bese.louisiana.gov/>

Louisiana Department of Education's Jump Start Initiative - <https://www.louisianabelieves.com/courses/all-things-jump-start>

National Registry of Emergency Medical Technicians - <https://www.nremt.org>

National Emergency Medical Services Education Standards - [https://www.ems.gov/pdf/education/EMS-Education-for-the-Future-A-Systems-Approach/National EMS Education Standards.pdf](https://www.ems.gov/pdf/education/EMS-Education-for-the-Future-A-Systems-Approach/National_EMS_Education_Standards.pdf)

Emergency Medical Responder Instructional Guidelines - [https://www.ems.gov/pdf/education/National-EMS-Education-Standards-and-Instructional-Guidelines/EMR Instructional Guidelines.pdf](https://www.ems.gov/pdf/education/National-EMS-Education-Standards-and-Instructional-Guidelines/EMR_Instructional_Guidelines.pdf)

Emergency Medical Technician Instructional Guidelines - [https://www.ems.gov/pdf/education/National-EMS-Education-Standards-and-Instructional-Guidelines/EMT Instructional Guidelines.pdf](https://www.ems.gov/pdf/education/National-EMS-Education-Standards-and-Instructional-Guidelines/EMT_Instructional_Guidelines.pdf)

The National EMS Scope of Practice Model - [https://www.ems.gov/pdf/education/EMS-Education-for-the-Future-A-Systems-Approach/National EMS Scope Practice Model.pdf](https://www.ems.gov/pdf/education/EMS-Education-for-the-Future-A-Systems-Approach/National_EMS_Scope_Practice_Model.pdf)



## Appendix C - Equipment

### Common Equipment for EMR and EMT

The following equipment list is the recommended minimum for an EMS class size of 12 or fewer students based on simulation labs. For a class size of 13-24, two sets of equipment are the recommended minimum. The equipment does not need to be owned by the school or instructor but should be available for student use.

#### Patient Assessment/Management – Trauma

- Examination gloves
- Moulage kit or similar substitute
- Outer garments to be cut away
- Penlight
- Blood pressure cuff
- Stethoscope
- Scissors
- Blanket
- Tape (for outer garments)

#### Patient Assessment/Management – Medical

- Examination gloves
- Moulage kit or similar substitute
- Outer garments to be cut away
- Watch with second hand
- Penlight
- Blood pressure cuff
- Stethoscope
- Scissors
- Blanket
- Tape (for outer garments)

#### Bag-Valve-Mask Ventilation of an Apneic Adult Patient and Oxygen Administration by Non-rebreather Mask

- Examination gloves (may also add masks, gowns, and eyewear)
- Intubation manikin (adult)
- Bag-valve-mask device with reservoir (adult)
- Oxygen cylinder with regulator
- One oxygen cylinder must be fully pressurized with air or oxygen in order to test oxygen administration by a non-rebreather mask. A second empty oxygen cylinder may be used to test the BVM ventilation of an apneic adult patient.
- Oxygen connecting tubing
- Selection of oropharyngeal airways (adult)

- Selection of nasopharyngeal airways (adult)
- Suction device (electric or manual) with rigid catheter and appropriate suction tubing
- Various supplemental oxygen delivery devices (nasal cannula, non-rebreather mask with reservoir, etc. for an adult)
- Stethoscope
- Tongue blade

### Cardiac Arrest Management/AED

- Examination gloves
- Mouth-to-barrier device (disposable)
- Automated External Defibrillator (trainer model programmed with current AHA Guidelines) with freshly charged batteries and spares
- CPR manikin that can be defibrillated with an AED Trainer
- Appropriate disinfecting agent and related supplies

### Spinal Immobilization (Supine Patient)

- Examination gloves
- Long spine immobilization device (longboard, etc.)
- Head immobilizer (commercial or improvised)
- Cervical collar (appropriate size)
- Patient securing straps (6-8 with compatible buckles/fasteners)
- Blankets
- Padding (towels, cloths, etc.)
- Tape

### Spinal Immobilization (Seated Patient)

- Examination gloves
- Half-spine immobilization device\* (wooden or plastic)
- Vest-type immobilization device\*
- Padding material (pads or towels)
- Armless chair
- Cervical collars (correct sizes)
- Cravats (6)
- Kling®, Kerlix®, etc.
- Long immobilization straps (6 of any type)
- Tape (2" or 3" adhesive)
- Blankets (2)

### Bleeding Control/Shock Management

- Examination gloves
- Field dressings (various sizes)
- Bandages (various sizes)

- Tourniquet (commercial or improvised)
- Oxygen cylinder with delivery system (tank may be empty)
- Oxygen delivery devices (nasal cannula, simple face mask, non-rebreather mask)
- Blanket
- Gauze pads (2x2, 4x4, etc.)
- Kling®, Kerlix®, etc.

### Long Bone Immobilization

- Examination gloves
- Rigid splint materials (various sizes)
- Roller gauze
- Cravats (6)
- Tape

### Joint Immobilization

- Examination gloves
- Cravats (6) to be used as a sling and swathe

## Appendix D – Medical Director

### Sample Job Description

#### INTRODUCTION

As in any field of endeavor, the education process is essential to the success of the provision of Emergency Medical Services (EMS). Given that prehospital care is provided under the auspices and licenses of physicians, physicians must be actively involved in the education process for all levels of EMS providers.

#### ROLE OF THE MEDICAL DIRECTOR

The physician medical director should have authority over the medical content related to patient care for all courses in the EMS education program. Local needs, the level of instruction, and the course requirements should dictate the job description and memorandum of understanding.

#### QUALIFICATIONS

1. Licensed to practice medicine (M.D. or D.O.) by the Louisiana Board of Medical Examiners is required.
2. Should possess familiarity with the design and operation of EMS systems.
3. Should possess some education or experience in EMS education and methodology.
4. Should possess some knowledge of EMS laws and regulations.
5. Preferable to have education or experience in out-of-hospital emergency care.
6. Preferable to have education or experience in trauma, mass casualty, or disaster medicine.
7. Preferable to have active participation in the emergency management of acutely ill and injured patients.
8. Preferable to have Board certification in emergency medicine.

#### RESPONSIBILITIES

To optimize physician medical direction of EMS education programs, physicians serving as medical directors should, at a minimum, do the following.

1. Serve as patient advocates by demanding the highest quality education for students.
2. Assure the appropriateness of initial qualifications of applicants for positions in the EMS education programs.
3. Assure the appropriateness and qualifications of faculty delivering medical instruction.
4. Review and approve all patient care practices being taught to students.
5. Review and attest to the quality of medical instruction, student evaluation methods, and supervision delivered by the faculty.
6. Serve as a resource and liaison for instructors related to the medical field, best practices, and professional standards.
7. Promote the growth of the EMS profession by encouraging student and program participation.
8. Maintain liaisons with the medical community, especially with facilities and agencies providing clinical instruction for students.
9. Maintain communication with physician medical directors of local EMS agencies.
10. Maintain clinical, administrative, and education knowledge appropriate for an EMS education program.

11. When appropriate, seek feedback from program graduates and their employers.
12. Address courses regarding the function of a Medical Director and the importance of quality EMS programs.

### AUTHORITY

A written MOU, agreement, or contract defining the job description and authority of the physician medical director should be established. Unless otherwise defined or limited by state or local requirements, the physician medical director for EMS education programs should have full authority over all clinical and patient care aspects of the program including, but not limited to the following.

1. Determine the appropriate medical care content of courses provided and assure that the content meets or exceeds any national standard curricula.
2. Set or approve minimum education and ethical standards for potential students.
3. Assure the competency of personnel who provide instruction in patient care.
4. Assure the adequacy of cognitive knowledge evaluations.
5. Assure the adequacy of clinical and field internship experiences and evaluations.
6. Have access to all relevant records necessary to evaluate student competency and fitness for patient care activities.
7. Maintain the authority to remove a student from a course for appropriate cause, related to adequate knowledge, clinical ability, or suitability using an appropriate review and appeals mechanisms.
8. Recommend certification and recertification of students to the appropriate certifying agencies.

### PROGRAM OBLIGATIONS

The EMS education program has the obligation to provide the physician medical director with the resources and authority commensurate with the responsibilities outlined above.

*NOTE: This job description is not fully inclusive of the needs of a high school based EMS program and may be modified to better serve the local needs of the school and community.*

*NOTES:*

*NOTES:*

*The Louisiana Bureau of EMS is  
proud to collaborate with the  
Louisiana Department of Education  
to provide EMS career opportunities  
to aspiring high school students through the  
Louisiana JumpStart Pathways Initiative.*