



CAL FIRE

EMERGENCY MEDICAL SERVICES INSTRUCTOR REQUIREMENTS

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Emergency Medical Services Program
4501 Highway 104
Ione, CA 95640



Table of Contents

Introduction.....	1
Staff Appointment Process.....	1
Lead (Principal) Instructor.....	1
Maintenance of Lead Instructor Status.....	2
Assistant Instructor.....	2
Guest Speaker.....	3
Skills Proctor.....	3
Skills Assistant/Role Players.....	3



Introduction

The Emergency Medical Services (EMS) Instructor Requirements assists California Department of Forestry and Fire Protection (CAL FIRE) personnel and Unit/Training Officers regarding the roles and responsibilities of EMS instructors.

Staff Appointment Process

All instructor and skills proctor candidates use the CAL FIRE Inter-Disciplinary Trainer Application (CFA-4043). The candidate must have the permission of their immediate supervisor through the Unit/Region Chief to apply as a CAL FIRE Instructor. Once completed, the Inter-Disciplinary Trainer Application shall be maintained in the Unit/Program training files. The Inter-Disciplinary Trainer Application is sent to the CAL FIRE EMS Program for review and approval. The CAL FIRE EMS Program maintains the statewide EMS instructor database and has oversight of all EMS instructors.

Lead (Principal) Instructor

The Unit/Program Training Officer reviews lead Instructor qualifications. All Inter-Disciplinary Trainer Applications are retained at the Unit/Program and EMS program level in accordance with the California Code of Regulations (CCR), Title 22. Each Unit/Program may have as many Lead Instructors as deemed necessary.

Lead Instructors shall meet the following requirements:

- Be a CAL FIRE employee, retired CAL FIRE employee, a paid-call/volunteer firefighter or employee working under the direction and supervision of CAL FIRE and be qualified by education and experience in methods, materials, and evaluation of instruction
- Have documentation of a minimum of forty (40) hours of instructional teaching methodology as required by the CCR. Examples include:
 - A State Fire Marshal Instructor series course, or
 - National Fire Academy's Instructional Methodology, or
 - National Association of EMS Educators Course.
- Hold current EMS certification at or above the level of the EMS course s/he is instructing
- Have at least two years of academic or clinical experience in the practice of emergency medicine or pre-hospital care in the last five years



- Be approved by the Unit/Program Training Officer in coordination with the EMS Program and deemed qualified to teach the topics assigned

The duties of the Lead Instructor include but are not limited to:

- Documentation of Assistant Instructors, Skills Proctors, and Guest Speakers
- Ensuring minimum qualifications for all instructors, proctors and speakers
- Planning, organization and coordination and delivery of the EMS courses
- Ensuring all objectives of the course curriculum are met
- Completing daily attendance reports
- Verifying student eligibility for certification
- Overseeing all testing and skills exams
- Coordinating with the Unit/Program Training Officer to maintain all class records, for a minimum of four years

Maintenance of Lead Instructor Status

Lead Instructor applications are valid for three years. Unit/Program Training Officers may request one three-year extension for active instructors. Lead Instructors must teach a minimum of three courses each three years to keep their instructor status. Lead Instructors are assigned to the Unit/Program. If the Lead Instructor transfers to a new assignment, the new Unit/Program Training Officer must notify the CAL FIRE EMS program of the change of location of the Lead Instructor.

Assistant Instructor

Assistant Instructor qualifications are reviewed and approved by the Lead Instructor or Unit/Program Training Officer. All Inter-Disciplinary Trainer Applications are retained in the Unit/Program and EMS Program training files. Assistant Instructors must hold current California EMS certification at or above the level of the EMS course they are instructing, in accordance with the CCR, Title 22. They must be qualified by training and experience to teach topics as assigned by the Lead Instructor.

Assistant Instructors assist the Lead Instructor in class logistics and instruction. The Assistant Instructor is supervised by a Lead Instructor or the Unit/Program Training Officer, and may teach no more than 50 percent of the course.



Guest Speaker

Guest Speaker qualifications are reviewed and approved by the Lead Instructor or Unit/Program Training Officer, with a copy of all guest speaker qualification documentation retained in the course records.

Examples of qualification documentation include:

- A resume/statement of professional qualifications and teaching experience
- Course certificates
- Letters of recommendation

Guest Speakers may teach only those topics for which they are qualified through education and experience. Combined utilization of all Guest Speakers can account for no more than 20 percent of an EMS course. The Lead or an Assistant Instructor must be present during all guest lectures.

Skills Proctor

All Skills Proctor Inter-Disciplinary Trainer Applications are retained at the Unit/Program training offices after approval. Skills Proctors must be currently certified or licensed to perform the skill they will be assisting. They are qualified by training and experience to proctor skills.

All Skills Proctors review the skills exam for familiarity and receive a briefing from the Lead Instructor prior to instruction or testing. Skills Proctors are consistent and professional while participating in skills scenarios. All skills testing are documented at the time of the skill on the Public Safety First Aid (PSFA)/Emergency Medical Responder (EMR) Skills Exam/Competency Verification (EMS-704) for PSFA/EMRs only and the EMSA SCV (08/10) Skills Competency Verification Form for EMTs and Paramedics.

Skills Assistant/Role Players

All Skills Assistants and Role Players (simulated patients) are documented in course records and maintained at the Unit/Program level.

Skills Assistants and Role Players must hold current a current California certification or license to perform the skill they will be assisting. They may be a student that has already completed the skill station.



Emergency Medical Services Instructor Requirements

Skills Assistants and Role Players review the skills exam for familiarity and receive a briefing from the Lead Instructor. Assistants and Role Players are consistent and professional while participating in skills scenarios.