

# KITTITAS COUNTY EMS DIVISION

## 2012 INTRODUCTION AND UPDATE KITTITAS COUNTY BLS ONGOING TRAINING and EVALUATION PROGRAM (OTEP)

### 2012 OTEP UPDATE (PLEASE READ!)

I have outlined some of the 2011 WAC revisions that will affect you directly as BLS EMS Providers:

- New EMS Education standards and instructional guidelines.
  - Patient Assessment (change to Primary and Secondary)
  - Tourniquet use (introduced in 2011 M18)
  - More depth to content
  - New Cardiac, Stroke, and Trauma Guidelines (introduced in 2011)
- Levels of certification for EMS Personnel
  - Emergency Medical Responder (EMR) = First Responder
  - Emergency Medical Technician (EMT) = EMT-Basic
  - Advanced EMT = Intermediate Technician
  - Paramedic = Paramedic
- OTEP must be conducted/attended at least quarterly to be considered “ongoing”.

County Specific Guidelines:

- Special Skills currently recognized in Kittitas County:
  - IV Monitor/Maintenance
  - IV Therapy Technician
- OTEP Make-up Guidelines
  - There will a maximum of 20 spots per makeup session.
  - All spots in the makeup sessions must be reserved 2 weeks prior to class.
  - Each provider is eligible for **ONE FREE MAKEUP MODULE**.
  - All additional **MAKEUP** modules will cost \$25 per module.
  - Extenuating circumstances will be reviewed on a case by case basis and will require your EMS agency approval.

## **OTEP INTRODUCTION / REFRESHER**

### **For new EMS providers and not so new EMS providers**

#### **Purpose of the Program**

Kittitas County's Ongoing Training and Evaluation Program (OTEP) is designed for the recertification of EMS Providers per WAC and demonstrate ongoing didactic and practical skill competency outlined in WAC 246-976-161, 162, & 163 and Kittitas County Operational Policy #1 – CME/OTEP & Skill Maintenance Requirements.

<http://www.kittitascountyems.org/meddirector.htm>

#### **Responsibilities of the EMS Provider/Student**

Once an EMS provider is certified, regardless of what level, it is their responsibility to obtain continuing medical education (CME) through an ongoing training and evaluation program (OTEP)/criteria based training (CBT), or other continuing education program. In Kittitas County, this training is provided to EMS providers through OTEP. Washington State requires that EMS providers participating in OTEP have knowledge and skill assessments in eight various topics. The first three shall be completed annually per WAC.

1. Cardiovascular Education & Training (annually)
2. Spinal Immobilization (annually)
3. Patient Assessment (annually)
4. Infectious Disease
5. Trauma (to maintain trauma verified training requirements)
6. Pharmacology
7. Other Pediatric topics

The Kittitas County EMS Division coordinates a program that meets these requirements with eighteen modules over a three year training cycle approved by the Medical Program Director, the KC EMS and Trauma Care Council and the WA State Community Health Systems Office, Department of Health.

We are starting a new three year cycle (2012-2014). BLS responders are required to attend six modules annually over a three-year certification period (a minimum of eighteen modules). Certification periods may last a minimum of three (3) years and no more than four (4) years. The provider is responsible for the prorated requirements no matter how long their certification cycle.

EMT-IV (special skill) providers are required to complete the IV OTEP modules. *Shock* module annually and the *Advanced Patient Assessment* and *Special Considerations for Geriatric/Pediatric Patients* IV OTEP modules are required once per certification cycle in addition to skill maintenance requirements. See KC Operational Policy #1 for more details. Programs are subject to change.

Should the EMS provider **not** complete the OTEP program, the process to recertify would include: \*\*

- Making up any missed required subject material and hours (before completing the practical and written exams) per WAC 246-976-162
- Practical - Successfully complete all practical skill evaluations per the *WA State-DOH EMT Practical Skill Sheets* (DOH 530-093 9/2008) within twelve months of taking the written examination
- Written - Pass the National Registry examination for your certification level. As of 1/1/2010, the state has transitioned to the National Registry exam to serve as the State written exam for all certification levels. There is a fee per examination and the provider must travel outside the county for a NREMT testing sites. Go to [http://www.nremt.org/Content/NREMT\\_Home.nremt](http://www.nremt.org/Content/NREMT_Home.nremt) for more information or contact the EMS Office.

**\*\*Note:** OTEP modules missed during the year **MUST** be made up before the end of that year. If modules are not made up in that year, the individual is not in compliance with OTEP. In which case, the above recertification method (CME) will apply. Extenuating circumstances are considered on a case by case basis and must have the written support of the provider's EMS agency chief or supervisor.

In the first year of certification or recertification, providers are only expected to complete the modules that start after their initial certification or recertification date. The modules missed that year will cycle around before the individual is due to recertify in Kittitas County. **OTEP schedules vary between counties.**

Note: Participating in ongoing training is recommended if there will be a delay in completing the certification process, and may be required for recommendation by MPD. Requirements will depend on time since course completion.

## **Description of OTEP Materials and OTEP Sessions**

Each module is contained in the Student Study Packet which can be downloaded from the Kittitas County EMS Division website Training Page.

<http://www.kittitascountyems.org/training.htm>

Students are expected to review OTEP modules and applicable protocols prior to class. Review of EMR or EMT Course manual is also recommended per student's individual needs. Any EMS Provider publication that meets current National Education Standards, applicable to certification level, should be appropriate.

All current protocols are available online. See State Basic Protocols per certification level and County-DOH Protocol Addendums per certification level at:

<http://www.kittitascountyems.org/meddirector.htm>

At most training sites and for most modules, the student will take a Knowledge Assessment at the beginning of class. If the student's score is 80% or higher, they may be eligible to skip the lecture and proceed to the practical session. Skipping the lecture is always optional (not required) for those who qualify.

The Knowledge Assessment provides documentation that the student demonstrated competency on the knowledge objectives. It is at the discretion of the instructor, how many and which students will be allowed to skip the lecture and proceed to the practical. This is to prevent overwhelming the skill stations at any given time. If a student is late for class, they will not be allowed to start the knowledge assessment if it will delay class. Students will be asked to stand outside the room until the knowledge assessment review is completed. Students will be allowed to take the test after lecture. The instructor will manage the training resources to the benefit of the majority. Occasionally, a module design will not allow students to test until after the lecture or after a brief review of protocols and video aids. **Do not assume you will be able to complete module early.**

The skill objectives shall be demonstrated for and approved by a Washington State EMS Evaluator. The practical skill session contains two parts: the scenario and skill objectives. The scenario will be presented by the evaluator and is not in the Student Study Packet. The skill objectives outline the performance necessary to provide minimum competency specific to each scenario. The team leader is the individual being evaluated and is responsible to see that the skill objectives are completed either by themselves or by directing a team member to perform them. Each provider must be a team leader to be evaluated and have the skills evaluation checked off. When all of the applicable skill objectives have been met, the instructor will sign the evaluation form.

The objectives are checked only if the performance was satisfactory. When a "critical criteria" is missed, the evaluator will document it on the skill evaluation form. Students are allowed to retake the practical skill evaluation two (2) times and may be performed at the same class if time allows. Retests will be at the instructor's discretion and by a different evaluator whenever possible. Fellow student's evaluations will not be delayed for retesting.

All knowledge assessments will be collected by instructor and kept secure. Successfully completed skill assessments should be kept by the student. Unsuccessful skill assessments will be turned in to the EMS Office by instructor.

## **OTEP "Personal Record of Training"**

The instructor or class coordinator will sign the student's "Personal Record of Training" after the knowledge and skill objectives have been successfully completed. At which time, the instructor or class coordinator will document the student's performance on the class roster. It is the student's responsibility to show the instructor their completed assessments before leaving class and assure their performance has been documented on the class roster.

EMS providers (students) are ultimately responsible for maintenance and documentation of their CME, OTEP, and skill maintenance requirements and records. Records should be kept for approximately four (4) years after each certification period.

For more information, see the Kittitas County Operational Policy #1 – CME/OTEP and Skill Maintenance Requirements.

<http://www.kittitascountyems.org/meddirector.htm>

Feel free to submit your feedback at any time on the class evaluation form available at OTEP sessions or directly to the EMS Coordinator or MPD at [kcems@qwestoffice.org](mailto:kcems@qwestoffice.org).

If you have any questions, please contact the Kittitas County EMS Division.

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