

District of Columbia Department of Health
Health Emergency Preparedness and Response Administration
Division of Emergency Medical Services

EMS Educational Institution

Certification Renewal Assessment & Site Visit Report



Educational Institution Certification Renewal Assessment & Site Visit Report

Institution Information

Name _____

Address _____

Site Visit Date: _____

- Initial Follow-up
 Scheduled Unscheduled

Level of Certification Requested (check all that apply)

Basic Life Support Programs

- Emergency Medical Responder (EMR)
 Emergency Medical Technician (EMT)

Advanced Life Support Programs

- Advance EMT (AEMT)
 Paramedic

Current Accreditations

- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
 Educational Licensure Commission (ELC)

Site Visit Team

	Name	Signature
1		
2		
3		

Certification

I affirm that no basis for a conflict of interest exist between any site team member identified above and the applicant.

Name of Institution Representative

Position

Signature

Date

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Instructions

1. Blue highlighted rows are section headings.
2. Yellow highlighted rows are application sections
3. For each element of each Standard (DC Municipal Regulations Title 29, Chapter 5 and DC DOH-EMS Policy 2010-0011 “EMS Educational Institution Certification Standards”), based on the findings presented, indicate the degree to which that element meets the standards as:
 - **Met**
There are sufficient findings to demonstrate that the program meets the minimum requirement of that element of the Standard.
 - **Not Met / Partially Met**
The program has either:
 - not demonstrated that it meets that element of the standard and/or
 - there is findings to show that the program is in violation of that element of the Standard OR
 - a portion of the element of the Standard is adequate, but a portion of the element does not meet the Standard.

The team must write a Rationale to document the basis for this finding.
4. Check the findings that were presented. (Not all findings listed for a given Standard is required to consider it “Met”.)
5. Provide a detailed rationale if a *Standard* is marked as Not Met or Partially Met. The team must state the reason(s) as to why that element of the Standard is not in compliance.
6. Examples listed in the findings column are common ways that Standards may be demonstrated as “Met”. Other mechanisms may be acceptable, and if present, describe in the Rationale/Comments column.
7. In the section at the end of this report, respond to the questions/comments contained in the Summary of the site visit report.

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Reviewed	Standard	Not Met	Partially Met	Met	Possible Findings May Include	Rationale for “Not Met” or “Partially Met” OR Comment if Consideration or Clarification is needed
Record Keeping						
	Program maintains accurate and appropriate records of students				<ul style="list-style-type: none"> ___ Reviewed institution’s student records ___ Reviewed a random sample of student records (enrolled, graduated, attrition) for content, organization, completeness ___ Reviewed grade book or other records ___ Interview regarding permanent storage 	
	Student Evaluations					
	Program maintains accurate and appropriate records of faculty				<ul style="list-style-type: none"> ___ Reviewed institution’s faculty records ___ Reviewed a random sample of faculty records for content, organization, completeness ___ Interview regarding permanent storage 	
	Class sessions taught					
	Instructional hours					
	Program maintains and secures accurate and appropriate records of courses				<ul style="list-style-type: none"> ___ Reviewed grade book or other records ___ Interview regarding permanent storage 	
	Attendance					
	Class Schedule					
	Class Grades					

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Reviewed	Standard	Not Met	Partially Met	Met	Possible Findings May Include	Rationale for "Not Met" or "Partially Met" OR Comment if Consideration or Clarification is needed
Internships						
	Students access to internships with appropriate medical oversight and supervision within any District-approved EMS operational program which shall include patient assessments & EMS orientation				<ul style="list-style-type: none"> — Reviewed field internship documentation for verification of student performance 	
	If field internships are located outside the District of Columbia, the education program shall comply with the laws of the state where the field internships are located and notify the appropriate EMS officials in the state where the field internships are located of the presence of program students in those internships				<ul style="list-style-type: none"> — Reviewed field internship documentation — Verified by interview by State EMS Officials where internship is taking place — Not Applicable 	

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Reviewed	Standard	Not Met	Partially Met	Met	Possible Findings May Include	Rationale for “Not Met” or “Partially Met” OR Comment if Consideration or Clarification is needed
Program Evaluation						
	Each education institution shall have a written policy and procedure for evaluation of the education program. The evaluation shall be at least annually and provide written findings that the program is meeting its objectives.				<ul style="list-style-type: none"> ___ Findings of resource assessment analysis and action plans ___ Findings of outcomes analysis and action plans 	
	The evaluation plan shall include analyzing NREMT exam data on the effectiveness of the instruction				<ul style="list-style-type: none"> ___ Reviewed national certification exam result ___ Overall results for past years attached 	
	Submission of an annual report to the DOH identify any major changes in the program during the year, and the results of the annual self evaluation				<ul style="list-style-type: none"> ___ Reviewed annual report 	
Competency Based Evaluations						
	A competency-based evaluation, developed and administered by the Medical Director for the following educational programs				<ul style="list-style-type: none"> ___ Reviewed instructor evaluation documentation for verification of performance 	
	Emergency Medical Responder Instructor					
	Emergency Medical Technician Instructor					
	Advanced EMS Instructor					

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Educational Institution Equipment and Supply Listing

Present	Item	Rationale OR Comment
	Long Spine Board	
	Short Board, KED or equivalent	
	Sphygmomanometer-Infant	
	Sphygmomanometer-Adult	
	Sphygmomanometer-Large Adult	
	Burn sheet	
	Oropharyngeal Airways	
	Portable Suction	
	Cervical Collar	
	Stethoscope	
	Bag-valve mask-Adult	
	Bag-valve mask-Pediatric	
	Portable Oxygen Cylinder	
	Multi. Trauma Dressing	
	Head Blocks	
	Roller Bandages	
	Nasal Cannulas	
	Pocket Face Mask	

Present	Item	Rationale OR Comment
	Nebulizer	
	Demonstration Epinephrine Auto Injector	
	Heart Manikin (with valves)	
	Glucometer	
	Automated External Defibrillators	
	Obstetrical Kit	
	Splints	
	Traction Splint	
	Sterile gauze Pad 4x4	
	Nonrebreather Masks	
	Sample Meter Dose Inhaler	
	Emergency Response Guidebook	
	Personal Protective Equipment	
	Penlight	
	CPR Manikin-Adult	
	CPR Manikin-Infant	
	Instructional Adult Skeleton	

Additional Comments

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Items Evaluated or Reviewed

Identify the items that were reviewed or evaluated

Resources

- Library resources
- Resource texts
- Classroom, lab, office areas
- Equipment at field internship agencies

Administrative Materials

- Student handbook
- Signed, current affiliation agreements with all clinical and field internship sites
- Attendance records
- Course schedule for each component
- Clinical rotation schedules
- Tracking mechanism for patient contact and skill events

Student Records

- Student academic transcripts (includes record of academic progress) and achievement of terminal competencies
- Student clinical experience documentation
- Grade sheet

Program Assessment

- Documentation of QI process results
- NREMT two year cognitive exam results

Notes

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Summary

Site Visitation Team – Please read the following disclaimer statement at the beginning of the Exit Summation

“The site visit team will create a report identifying what they observed today. The educational institution will be required to respond to the accuracy of the findings of the site visit at a later date. The recommendation to renew the certification an educational institution is based on the results of the Site Visit Report, the Renewal Application, previous documentation submitted to DOH during the past certification cycle and the educational institution’s response to the Findings Letter.”

Strengths & Potential Standards Violations

List all strengths and potential standards violations. Potential standards violations include any areas listed as “Not Met.” All potential standards violations must be identified in the body of the Findings letter.

1. List the strengths of the program

2. List all potential standards violations noted in this report, stating the standard section and a rationale why it is not met

3. List the names and the titles of those present at the summation conference

Additional Comments

Further comments and suggestions not previously stated and referenced to a standard. These are comments made by the Site Team any may not reflect standards violations or recommendations by the Department of Health. Comments must be not reflect personal biases and must be on objective observations of the educational institution visited.