NEW MEXICO Continuing Education Categories

CE’s come in one of eight categories:

- Emergency Medical Dispatch
- Preparatory
- Patient Assessment
- Airway Management
- Medical Issues
- Trauma Issues
- Special Considerations
- Operations

These categories follow the EMS continuing education blueprint published by the National Highway Traffic & Safety Administration. Individuals and services can apply for approval of single as well as multiple training sessions that are spread out over a two year period. When applying for CE approval, it will be necessary for both the requester and the EMS Bureau to categorize the CE content prior to approval being given. With this in mind, it is necessary that the program coordinator understand the level of CE being requested for approval. **It is expected that the refresher and CE content be tailored to the audience's level of licensure.** The eight categories are defined on the following pages:

**EMERGENCY MEDICAL DISPATCH CE**

**Definition:** Those topics that primarily address the area of dispatch operations. Examples of topics covered under the Emergency Medical Dispatch CE category:

- Dispatch Policy, Procedure, and Protocols
- Roles & Responsibilities
- Ethics, Values, and Professionalism
- Media Relations
- Confidentiality
- Telephone Technology
- Cellular Phones and PCSs
- 911 Technology
- TDD/TTY Technology
- Manual Dispatching
- Computer Aided Dispatch
- Radio Communication
- Active and Passive Listening
- Cultural Diversity and Communication
- Call Receiving
- Types of Callers
- High Risk and Challenging Callers
- Types of Calls
- Protocol and Call Classification
- In Progress, Just Occurred, Past Event calls
- Law Enforcement Calls for Service
- Fire Calls for Service
- Medical Calls for Service
- Radio Frequency and Channel Usage
- Broadcast Rules and Procedures
- FCC Rules
- Legal Liability
- Risk Management
- Stress Management
- Critical Incident Stress
- Verbal and Nonverbal Communication
- Solving Communication/Language Problems
- Interview Techniques and Call Control.

**Preparatory CE**

**Definition:** Those topics that are primarily taught to introduce essential concepts, information and skills. Please refer to an EMS textbook for a more detailed list of topics covered under this category. Examples of topics covered under the Preparatory CE category:

- Emergency Medical Services Systems
- Roles and Responsibilities
- The Well Being of the EMT
- Quality Improvement
- Scene Safety
- General Principles of Pharmacology
- Medical/Legal and Ethical Issues
- Anatomy and Physiology
- Lifting and Moving Patients
- Injury Prevention
- Personal Protective Equipment
Airway and Ventilation

**Definition:** Those topics that are primarily taught to introduce essential concepts, information and skills concerning airway and breathing management. Please refer to an EMS textbook for a more detailed list of topics covered under this category. Examples of topics covered under the Airway and Ventilation CE category:

- Respiratory Physiology
- Respiratory Pathophysiology
- Foreign Body Airway Obstruction
- Supplemental Oxygen Therapy
- Ventilation
- Suction
- Mechanical Adjuncts
- Advanced Airway Procedures
- Translaryngeal Cannula Ventilation
- Cricothyotomy

Patient Assessment

**Definition:** Those topics that are primarily teach the steps of assessment and their application to different types of trauma and medical patients, plus the skills of communication and documentation. Please refer to an EMS textbook for a more detailed list of topics covered under this category. Examples of topics covered under the Patient Assessment CE category:

- Scene Size-Up
- The Initial Assessment
- The Focus History and Physical Exam
- Therapeutic Communications
- Documentation
- The Detailed Physical Exam
- The Ongoing Assessment
- Communications
- Clinical Decision Making

Medical Emergencies CE

**Definition:** Those topics that primarily teach the pathophysiology and management of illness. Please refer to an EMS textbook for a more detailed list of topics covered under this category. Examples of topics covered under the Medical Emergencies CE category:

- Cardiology
- Pulmonology
- Neurology
- Endocrinology
- Allergies and Anaphylaxis
- Gastroenterology
- Gynecology
- Urology
- Toxicology
- Hematology
- Environmental Conditions
- Infectious and Communicable Diseases
- Behavioral and Psychiatric Disorders
- Obstetrics

Trauma Emergencies CE

**Definition:** Those topics that primarily teach the kinematics, pathophysiology and management of trauma. Please refer to an EMS textbook for a more detailed list of topics covered under this category. Examples of topics covered under the Trauma Emergencies CE category:

- Trauma Systems
- Mechanism of Injury
- Hemorrhage and Shock
- Soft Tissue Trauma
- Abdominal Trauma
- Burns
- Head and Facial Trauma
- Spinal Trauma
- Thoracic Trauma
- Musculoskeletal Trauma

New Mexico CE Requirements

Enchanted Circle EMS Association
**Special Considerations CE**

**Definition:** Those topics that primarily concern patient populations that have special considerations in the areas of assessment, pathophysiology and management. Please refer to an EMS textbook for a more detailed list of topics covered under this category. Examples of topics covered under the Special Considerations CE category:

- Neonatology
- Pediatrics
- Geriatrics
- Abuse and Neglect
- Patients with Special Challenges
- The Home Health Care Patient

**Operations CE**

**Definition:** Those topics that primarily teach non medical operations and special situations related to emergency medical situations. Please refer to an EMS textbook for a more detailed list of topics covered under this category. Examples of topics covered under the Operations CE category:

- Ambulance Operations
- Medical Incident Command
- Rescue Awareness and Operations
- Emergency Vehicle Driving
- Crime Scene Awareness
- Hazardous Materials Incidents
- Bioterrorism and WMD

**Please Note:** Classes that strictly involve firefighting techniques do not qualify for EMS continuing education credits. Examples include:

- Fire Streams
- Hose Maintenance & Care
- Ventilation Techniques
- Drafting
- Pump Operations
- Ladders
- SCBA
- Building Construction

**CE Requirements by EMS Levels**

All levels of EMS providers must complete renewal requirements every two years, although licensure is for a 27-month period. Renewal requirements must be completed by December 31st prior to the expiration date of licensure. CPR and ACLS certifications are exempt from the December 31st deadline and must be current at the time of renewal. The following is a breakdown of licensure requirements by EMS level:

**A. Emergency MedicalDispatcher (EMD)**

- Current professional BLS Provider CPR Card
- 24 hours CE (breakdown of)
  - 12 hours of Dispatch related CE, plus an additional
  - 12 hours of medical subjects/skills
- Completed renewal application and fee(s)

**B. Emergency Medical Dispatcher Instructor**

- Verification of good standing through Bureau approved EMD Training Program
- Current Professional BLS Provider CPR Card
- Current licensure at the EMTB or higher level
- Completion of all EMD continuing education requirements
- Completed renewal application and fee(s)
C. EMS First Responder

- Current Professional BLS Provider CPR Card
- First Responder refresher that adheres to the following refresher course blueprint:
  - Preparatory: 1 contact hour
  - Airway and Ventilation: 2 contact hours
  - Patient Assessment: 2 contact hours
  - Medical Emergencies: 4 contact hours
  - Trauma Emergencies: 4 contact hours
  - Special Considerations: 2 contact hours
  - Operations: 1 contact hour
  - Eight (8) contact hours of additional Bureau approved continuing education activity, of which two (2) contact hours must be of pediatric content.
  - Completed renewal application and fee(s)

D. EMT Basic

- Current Professional BLS Provider CPR Card
- EMT Basic refresher that adheres to the following refresher course blueprint:
  - Preparatory: 1 contact hour
  - Airway and Ventilation: 2 contact hours
  - Patient Assessment: 3 contact hours
  - Medical Emergencies: 6 contact hours
  - Trauma Emergencies: 6 contact hours
  - Special Considerations: 4 contact hours
  - Operations: 2 contact hours
  - Twenty four (24) contact hours of additional Bureau approved continuing education activity, of which four (4) contact hours must be of pediatric content.
  - Completed renewal application and fee(s)

E. EMT Intermediate

- Current Professional BLS Provider CPR Card
- EMT Intermediate refresher that adheres to the following refresher course blueprint:
  - Preparatory: 1 contact hour
  - Airway and Ventilation: 2 contact hours
  - Patient Assessment: 3 contact hours
  - Medical Emergencies: 6 contact hours
  - Trauma Emergencies: 6 contact hours
  - Special Considerations: 4 contact hours
  - Operations: 2 contact hours
  - Thirty (30) contact hours of additional Bureau approved continuing education activity, of which five (5) contact hours must be of pediatric content.
  - Completed renewal application and fee(s)
F. EMT Paramedic

- Current Advanced Cardiac Life Support Card
- EMT Paramedic refresher that adheres to the following refresher course blueprint:

<table>
<thead>
<tr>
<th>Course</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparatory</td>
<td>3</td>
</tr>
<tr>
<td>Airway and Ventilation</td>
<td>4</td>
</tr>
<tr>
<td>Patient Assessment</td>
<td>4</td>
</tr>
<tr>
<td>Medical Emergencies</td>
<td>18</td>
</tr>
<tr>
<td>Trauma Emergencies</td>
<td>10</td>
</tr>
<tr>
<td>Special Considerations</td>
<td>6</td>
</tr>
<tr>
<td>Operations</td>
<td>3</td>
</tr>
</tbody>
</table>

- Twenty four (24) contact hours of additional Bureau approved continuing education activity, of which six (6) contact hours must be of pediatric content.
- Completed renewal application and fee(s)

As you can see from the above breakdown, each group has a specific refresher course blueprint requirement. This has been developed to provide balance in the content of the refresher course. Whether you decide to take a formal refresher course from an approved training institution or opt to provide your own refresher course content through the CE equivalent program, all refresher courses must follow the blueprint for each specific licensure level. We will talk in more detail about refresher courses shortly. The additional CE requirement for each level does not require any specific category but must be EMS related and approved by the Bureau. We must reiterate this point...... individuals must insure that all renewal requirements, except for CPR and ACLS certifications which must be current at the time of renewal, be completed by the December 31st that occurs prior to expiration of licensure.

Refresher Course Options

Before we look at the options for completing a refresher course, it is important to discuss acceptable methods of content delivery. With the proliferation of electronic media, you probably have noticed that many universities and colleges are now offering web based courses in lieu of the traditional classroom. This has been a major convenience for hard working people and their families in obtaining a formal education through distributive or distance education. For our purposes, we will define distributive or distance education as "training and education accomplished outside the classroom though computer based training, self study modules, web casts via the internet and other methods of out-of classroom didactic education that includes an evaluation component."

Thinking about it, you probably see that there would be many advantages to recognizing "distributive or distance learning" content delivery in our EMS refresher courses in New Mexico. But there also are concerns; concerns of the quality of material used in the distributive component of the refresher course and the degree of effort put forth by the individual completing this type of education. Therefore, it has been determined by the EMS Bureau that the following elements must be incorporated in formal refresher courses that use a substantial distributive component:

1. All formal refresher courses must receive approval from the EMS Bureau.
2. All formal refresher courses must be conducted through an approved EMS training institution.
3. All formal refresher courses must include an adequate psychomotor component requiring attendance in a classroom setting.
4. All formal refresher courses must include an examination that evaluates the individual's comprehension of the distributive learning material.
5. Carded courses, such as ACLS, PALS or CPR, received as part of a Bureau approved refresher course can be used to fulfill a renewal requirement (example: provide evidence of current bureau approved CPR certification at the EMTB level) but cannot be applied toward any additional CE hour requirement.
The other refresher course option that a licensed individual may use for renewal purposes is the CE equivalent to a formal refresher course. To utilize this option, an individual must provide documentation of CE classes that fulfill the refresher course blueprint. A word of caution needs to be made here. It may be difficult to find all of the continuing education classes in your region necessary to meet the refresher course blueprint. Don't be caught short at the time of renewal! This may cause you to go through the reentry process to regain your license.

Another important point; only ten (10) hours of distributive or distance education will be accepted for the CE equivalent program.

**Formation of CE**

The following is a brief outline of forms of continuing education that are currently recognized by the Bureau. The Bureau reserves the right to approve additional forms of continuing education as necessary:

A. **Classroom Instruction**: traditional instructor student relationship in the classroom or field setting.

B. **Authorship**: EMS articles written by EMS personnel for newspapers, magazines, and journals can be approved for CE if the article is written during the licensure period. The article must be written and submitted to the State EMS Training Coordinator for approval during the current licensure cycle. Upon review, the State EMS Training Coordinator will determine whether the specific article shall receive CE credit and will notify the author in writing. **Only 12 hours of CE credit for authorship may be used for licensure renewal.**

C. **Preapproved Courses**: The EMS Bureau continually updates and publishes the New Mexico "CE Coordinator's Guide to Standardized EMS Continuing Education" (Appendix D) throughout the year. This list of national and statewide recognized courses are preapproved for CE credit. There is no need to apply to the EMS Bureau for approval of these courses. Individuals completing any of these courses need only to submit their course completion certificate when they renew their license. Courses that are approved by CECBEMS are preapproved for credit in New Mexico. Additional courses may be reviewed and approved by the Bureau. Contact the Bureau for an up to date listing of courses that have been granted standing approval. **Carded courses, such as ACLS, PALS or CPR, received as part of a Bureau approved refresher course can be used to fulfill a renewal requirement** (example: provide evidence of current bureau approved CPR certification at the EMTB level) **but cannot be applied toward the additional CE hour requirement.**

D. **Required Carded Courses**:

1. Bureau approved CPR certification course: Bureau approved CPR certification is required at all levels of EMS licensure for renewal. Additional CPR courses taken during the renewal period may be applied toward the **additional CE requirement** at all levels but only for a maximum of four (4) hours per renewal period.

2. Bureau approved ACLS certification is required at the EMT Paramedic level. Additional ACLS courses taken during the renewal period may be applied toward the **additional CE requirement** at the EMT P level but only for a maximum of eight (8) hours per renewal period.

E. **Instructors**: Instructors who instruct CPR courses may receive 4 hrs of **additional CE credit** toward relicensure for teaching one (1) CPR course or a total of eight (8) hours per renewal period. ACLS and PALS instructors may receive eight (8) hours of **additional CE credit** toward licensure renewal for teaching one (1) ACLS or PALS course or a total of twelve (12) hours per renewal period. Instructor Coordinators, employed by an approved EMS training institution, may receive hour for hour credit for teaching an approved course (EMS First Responder, EMT Basic, EMT - Intermediate or EMT Paramedic). Documentation of such activity submitted for renewal must be on letterhead from the training institution and signed by the director.

F. **EMS Related College Courses**: Credit may be awarded to individuals who are attending college courses during a licensure cycle that are relevant to EMS. Individuals who are interested in receiving credit must submit a copy of their unofficial student transcripts. A course syllabus may be required for submission.
G. **EMS Video Presentations**: EMS video presentations may be used for continuing education. In order to do so, the "Notification of Intent to Conduct a Continuing Education Program" application form must be submitted, along with a list of the videos intended for presentation with their corresponding copyright dates. No more than one half of the additional CE requirement for any given level may be accomplished by EMS video presentation. Currently, the only pre-approved EMS video presentations are recognized from the following organizations:

- New Mexico Air Medical Transport Advisory Committee Videos
- C.I.S.D/Stress Management Training Videos
- EMS Region III Video Training Library

H. **State Skill Evaluator**: A maximum of twenty (20) hours of additional CE credit can be used for skill evaluation at a State licensing examination site. These credits cannot be applied toward refresher course blueprint requirements.

I. **Field or clinical preceptorship**: A maximum of twenty (20) hours of additional CE may be allowed for EMS preceptor activities. Documentation of preceptor activities must be on letterhead from an approved New Mexico EMS training institution or EMS service director. These credits cannot be applied toward refresher course blueprint requirements.

J. **Distributive learning programs**: Examples of internet CE programs include:

- CE Solutions [www.emsce.com](http://www.emsce.com)
- Emcert [www.emcert.com](http://www.emcert.com)
- Healthstream [www.healthstream.com/ems](http://www.healthstream.com/ems)
- My Web CE [www.mywebce.com](http://www.mywebce.com)

A maximum of ten (10) hours of CE credit from a distributive learning program may be applied toward a refresher course blueprint and a maximum of twelve (12) hours of CE credit applied toward the additional CE requirement. This provision does not apply to refresher courses sponsored by Bureau approved training institutions.

A word for individuals requesting CE approval: Individuals can be granted CE approval for other types of training not listed in this guide, such as EMS related conferences and other training that has not received prior approval. In order for approval to be given, the individual must submit a course completion certificate or other documentation verifying attendance, along with course syllabus and other supporting documentation, as deemed necessary. Notification of approval will be accomplished by letter from the State EMS Training Coordinator. A copy of this letter must be submitted when applying for licensure renewal.