

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	Types of Calls
Roles & Responsibilities	Protocol and Call Classification
Ethics, Values, and Professionalism	In-Progress, Just-Occurred, Past Event calls
Media Relations	Law Enforcement Calls for Service
Confidentiality	Fire Calls for Service
Telephone Technology	Medical Calls for Service
Cellular Phones and PCSs	Radio Frequency and Channel Usage
9-1-1 Technology	Broadcast Rules and Procedures
TDD/TTY Technology	FCC Rules
Manual Dispatching	Legal Liability
Computer-Aided Dispatch	Risk Management
Radio Communication	Stress Management
Active and Passive Listening	Critical Incident Stress
Cultural Diversity and Communication	Verbal and Nonverbal Communication
Call Receiving	Solving Communication/Language Problems
Types of Callers	Interview Techniques and Call Control
High-Risk and Challenging Callers	

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

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

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 Detailed Physical Exam
The Initial Assessment	The Ongoing Assessment
The Focus History and Physical Exam	Communications
Therapeutic Communications	Clinical Decision Making
Documentation	Patient Radio Reports

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	Urology
Pulmonology	Toxicology
Neurology	Hematology
Endocrinology	Environmental Conditions
Allergies and Anaphylaxis	infectious and Communicable Diseases
Gastroenterology	Behavioral and Psychiatric Disorders
Gynecology	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	Burns
Mechanism of Injury	Head and Facial Trauma
Hemorrhage and Shock	Spinal Trauma
Soft Tissue Trauma	Thoracic Trauma
Abdominal Trauma	Musculoskeletal Trauma

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	Abuse and Neglect
Pediatrics	Patients With Special Challenges
Geriatrics	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
Triage

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
Wildland Firefighting

Pump Operations
Ladders
SCBA
Building Construction

- 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 Professional BLS Provider CPR Card*
- Current Advanced Cardiac Life Support Card
- EMT-Paramedic refresher that adheres to the following refresher course blueprint:
 - Preparatory 3 contact hours
 - Airway and Ventilation 4 contact hours
 - Patient Assessment 4 contact hours
 - Medical Emergencies 18 contact hours
 - Trauma Emergencies 10 contact hours
 - Special Considerations 6 contact hours
 - Operations 3 contact hours
- 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.

*The following are approved CPR courses:

- American Heart Association "BLS Healthcare Provider"
- American Red Cross "CPR/AED for the Professional Rescuer"
- Emergency Care and Safety Institute "Professional Rescuer CPR"
- National Safety Council "CPR and AED"
- Medic First Aid "Basic Life Support for Professionals (BLSPRO)"
- American Safety & Health Institute "CPR for the Professional Rescuer"
- Military Training Network "BLS Healthcare Provider"

4. 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 through 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 a 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, formal refresher course *or* as part of your CE equivalent / blueprint (used in lieu of a formal refresher course) can be used to fulfill a renewal requirement (example: provide evidence of current bureau approved CPR certification at the EMT-B level) but cannot be applied toward any of the additional CE hour requirement. Please see the section on "Required Carded Courses" for information on carded courses taken for a second time during the renewal period.

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 re-entry 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.

5. Forms 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 pre-approved 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 pre-approved 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

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.ems-ce.com
Emcert	www.emcert.com
Healthstream	www.healthstream.com/ems
My Web CE	www.mywebce.com
Medic-CE	www.medic-ce.com
Medscape	www.emedicine.com
Centrelearn	www.centrelearn.com
JEMS	www.jems.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.

FOR EMS CE COORDINATORS ONLY

Developing a CE Training Program

Once the decision has been made to develop a CE training program, there are several steps that will need to be accomplished in order to get it started. The first item to be addressed will be the selection of the CE Coordinator. Services can designate a maximum of two (2) CE Coordinators. The CE Coordinators do not need to be instructors in order to hold this position, nor are they required to physically teach the courses. Primarily they are required to provide the organizational skills necessary to establish the service's CE program and to ensure its success. In part they will be accountable for the required record keeping and administration of CE certificates. They will also be responsible for ensuring the quality and integrity of the CE offerings.

Once a CE Coordinator(s) has been designated, the service will need to fill out an application for CE approval. A section of the application will specifically address who has been designated as the Coordinator and this information will then be placed into the Bureau's CE Database. (See Appendix A for the application)

Filling Out the Application

In Appendix A of this manual, you will find the CE application entitled "Notification of Intent to Conduct a Continuing Education Program". The application has been developed to allow for electronic filing on your computer and for transmission via email to the Bureau for approval. The application may also be printed for hardcopy use in cases where e-mail is unavailable. All email requests should be sent to:

lauren.pena@state.nm.us

Basically, the application needs to be attached to every batch of CE class requests that you apply for. The application is not needed for each individual class. In other words, if you file for ten (10) classes in a batch, you only need to attach one (1) application.