

POLICY 3.2

TITLE: EMD COURSE COORDINATOR, EMD LEAD INSTRUCTOR, AND EMD INSTRUCTOR--DEFINITIONS, QUALIFICATIONS, AND CERTIFICATION

DATE: JANUARY 1999

I. Definitions

- A. Course Coordinator: A person responsible for administrative functions relating to the EMD course.
1. This person does not need to be a certified EMD or EMD instructor. However, they must be versed in the course specifications and procedures as listed in the Training Course Policy Manual.
 2. They may serve as the point of contact at the training facility for persons registering for the course, OETS staff, and instructors involved in the course.
 3. Unless the course coordinator is also certified as an EMD instructor, they may not serve in any instructional capacity (i.e., give lectures or proctor exams).
- B. EMD Lead Instructor: A person performing both administrative and instructional functions in conducting an EMD course.
1. This person must be currently certified as an EMD Instructor in good standing.
 2. If working with a non-EMD certified Course Coordinator, the Lead Instructor must be responsible for oversight of all classroom and testing activities.
- C. EMD Instructor: A person certified by OETS or an approved training vendor through successful completion of an EMD Instructor Course utilizing the National Highway Traffic Safety Administration Emergency Medical Dispatch National Standard Curriculum. The three levels of EMD Instructors are as follows:
1. EMD Instructor Level A: Instructors certified as Level A are able to present any portion of the EMD Curriculum. In order to be certified as a Level A instructor, the candidate must have:
 - a. EMD Instructor Certification which is current and in good standing.
 - b. EMT-D, Paramedic, or higher level critical-care medical training, skills, and experiences with current certification in the profession.
 - c. Thorough knowledge and experience in emergency medical dispatching and public safety communications.
 2. EMD Instructor Level B: Instructors certified as Level B are able to present the medical components of the course and assist a Level A or Level C instructor in presentation of the medical components of the course. In order to be certified as a Level B instructor, the candidate must have:

- a. EMD Instructor Certification which is current and in good standing.
 - b. EMT-D, Paramedic, or higher level critical-care medical training, skills, and experiences with current certification in the profession.
3. EMD Instructor Level C: Instructors certified as Level C are able to present the communications components of the course material and assist a Level A or Level B instructor in presentation of the public safety communications components of the course. In order to be certified as a Level C instructor, the candidate must have:
- a. EMD Instructor Certification which is current and in good standing.
 - b. EMD Certification with training, skills and experience in that field.
 - c. Thorough knowledge and experience in emergency medical dispatching and public safety communications experience in a PSAP or PSDP.
- D. Training Vendor A government, private, or a not-for-profit organization that has met the standards and requirements established by OETS to conduct Instructor and Student certification courses.

II. EMD Instructor Certification

- A. In order to be accepted into an EMD Instructor Certification Course the candidate must meet the qualifications of Level A, Level B, or Level C Instructor with regard to emergency medical and public safety communications experience as listed in the definitions.
- B. In order to be certified as an instructor:
 - 1. The candidate must complete an Emergency Medical Dispatch Course.
 - 2. The candidate must successfully complete an EMD Instructor Certification Course authorized by OETS, achieving a passing score on all written and practical exercises and examinations for the course.
 - 3. In order to attain New Jersey EMD program instructor status the candidate must submit documentation to OETS of EMD instructor certification by a training vendor or submit credentials documenting:
 - a. Successful completion of a comprehensive methods of instruction course or instructor certification in a related field.
 - b. Successful completion of an Emergency Medical Dispatch course
 - c. Certification as required for the EMD Instructor Level sought (see section I, "Definitions").
- C. In order to maintain certification status the instructor must:

1. Fulfill all recertification requirements.
2. Attend any EMD Instructor continuing education courses as may be required.
3. Conduct all courses in accordance with the policies set forth in the Training Course Manual.

III. Instructor Recertification

A. New Jersey EMD Program Instructors

1. Every three years, New Jersey Program EMD Instructors must submit a Recertification Application (see appendix 11). Attached to this application must be:
 - a. Documentation of continued certification in their profession (e.g. current EMD, EMT, or Paramedic certification).
 - b. Documentation of participation as an EMD Instructor in six authorized EMD courses during the previous three years.
 - c. Documentation of attendance at any continuing education courses as may have been required during the preceding three year period.
2. If, due to lack of demand, there have been less EMD Courses in an instructor's area than required during the three previous years, the course participation requirement may be adjusted and the instructor may substitute fulfillment of EMD Recertification Continuing Dispatch Education requirements for EMDs found in Policy 2.3 as long as all other requirements are met and the prerequisite certifications have been maintained.

B. Training Vendor EMD Instructor Programs

1. Instructors maintaining instructor certification from a training vendor shall adhere to all standards and recertification requirements established by that organization.

IV. Refusal, Suspension, or Revocation of Instructor Certification

An EMD instructor's Certification may be refused, suspended, or revoked for any of the following causes (adapted from ASTM Standard F1560-94):

- A. Habitual or excessive use of, or addiction to (not in recovery), narcotics or dangerous drugs; or conviction of any offense relating to the use, sale, possession, or transportation of narcotics, dangerous drugs, or controlled substances.
- B. Habitual or excessive use of, or addiction to (not in recovery), alcoholic beverages or being under the influence of alcoholic beverages or controlled substances while on call or duty as an EMD instructor; or conviction of driving under the influence of alcohol or controlled substances while driving a vehicle.
- C. Fraud or deceit in applying for or obtaining any certification; or fraud, deceit, incompetence, patient abuse, theft, or dishonesty in the performance of duties and practice as an EMD instructor, EMD, or other EMS professional.

- D. Involvement in the unauthorized use or removal of narcotics, supplies, or equipment from any emergency vehicle, agency, or health care facility.
- E. Performing procedures or skills beyond the level of certification or not allowed by rules; or violation of laws pertaining to medical practice and drugs.
- F. Conviction of a felony or a crime involving moral turpitude; or the entering of a plea of guilty or the finding of guilt by jury or court, of commission of a felony or a crime involving moral turpitude.
- G. Mental incompetence as determined by a court of competent jurisdiction.
- H. For good cause, including conduct that is unethical, immoral, or dishonorable.
- I. Demonstrated inability and failure to perform the responsibilities of an EMD, EMD Instructor, or Course Coordinator.