

Subject: Training  
**Instructor Qualifications**

Associated Policies:

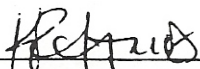
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- I. Authority and Reference (incorporated herein by references)
  - A. Division 2.5 of Health and Safety Code
  - B. California Code of Regulations, Title 22
  - C. North Coast EMS Policies and Procedures
  - D. State Guidelines for Prehospital Continuing Education
  
- II. Purpose  
To establish regional policy to maintain the right to approve or deny requests of an individual to act as a course Program Director, Medical Director, Clinical Director, Clinical Coordinator and/or Principal Instructor for a North Coast EMS approved training program and/or prehospital care continuing education (CE) provider.
  
- III. Procedure  
North Coast EMS reserves the right to approve or deny Program Directors, Medical Directors, Clinical Directors, Clinical Coordinators and/or Principal Instructors for all North Coast EMS approved training programs and prehospital care CE providers.
  - A. Along with the criteria outlined in Title 22, Division 9 and/or the State Guidelines for Prehospital Continuing Education, North Coast EMS will employ the following criteria to determine an individual's qualifications for becoming and continuing as a Training Program's Program Director, Medical Director, Clinical Coordinator and/or Principal Instructor or CE Provider's Program Director and/or Clinical Director:
    1. Current California certification, accreditation, authorization and/or license, which at a minimum meets the qualifications set in Title 22 and the State CE Guidelines for the appropriate level of training.
    2. Length of individual's experience in emergency medical care field.
    3. Length of individual's teaching experience in the emergency medical care field.
    4. Performance of individual while certified, accredited, licensed or authorized.
    5. Individual's record of suspensions or decertifications.
    6. Evaluations from individual's previous students.
    7. Written communication received by North Coast EMS concerning individual's performance in the field or in the classroom setting.
    8. North Coast EMS staff evaluations during course on-site visits.

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9. Willingness to comply fully with North Coast EMS policies, procedures, rules and requirements.
- B. If North Coast EMS has reason to believe an individual should not be a Program Director, Medical Director, Clinical Director, Clinical Coordinator and/or Principal Instructor of a training program or CE provider, that individual will be sent a letter stating the reasons.
  - C. If North Coast EMS has a reason why an individual should not be a Program Director, Medical Director, Clinical Director, Clinical Coordinator and/or Principal Instructor of a training program or CE provider, possible actions to rectify the problem could include:
    1. Reestablishing current California certification, accreditation, authorization and/or license, which at a minimum meets the qualifications set in Title 22 and/or the CE Guidelines for the level of training.
    2. Counseling.
    3. Remedial training or study.
    4. Follow-up site visits and evaluations.
    5. Denial, suspension, revocation of approval of Program Director, Medical Director, Clinical Director, Clinical Coordinator, and/or Principal Instructor of the training program and/or CE provider.
- IV. Responsibilities
- It is the responsibility of the North Coast EMS approved training Program Director, Medical Director, Clinical Director, Clinical Coordinator and/or Principal Instructor to submit to North Coast EMS a copy of his/her current certification, accreditation, license or authorization to maintain training program status.

Approved: 

Approved as to Form: 