



Designation: F1256 – 22

Standard Guide for Selection and Practice of Emergency Medical Services Instructor for Emergency Medical Technician (EMT) Training Programs¹

This standard is issued under the fixed designation F1256; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ϵ) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This guide is intended to assist emergency medical services (EMS) agencies and institutions in selecting and utilizing individuals who teach in EMT (emergency medical technician) training programs which include instruction in basic life support knowledge and skills.

1.2 This guide identifies six categories of instructor in an EMT (emergency medical technician) training program: adjunct instructor, clinical/field preceptor, practical skills instructor, associate instructor, course instructor/coordinator (I/C), and course administrator. The guide recognizes that an individual may, depending on his/her level of practice and the training program involved, function in any or all of these categories.

1.3 This guide includes specific guidelines for qualifications, training, education, experience, scope of authority, responsibilities, continuing education, evaluation, and maintenance of competency when applicable.

1.4 This guide does not include specific guidelines for the course administrator or the adjunct instructor. While the guide recognizes, by offering a definition of each category, that these types of individuals function in many EMT training programs, the limited instructional roles played by these individuals preclude the need for specific selection and utilization guidelines.

1.5 This guide is intended to apply to any individual who teaches in EMT training programs regardless of the individual's present level of clinical practice.

1.6 This guide intentionally omits references to length of pre-hospital care experience, teaching experience, and continuing education requirements. This guide also omits reference to waiver or equivalency. These issues should be addressed by the appropriate agency.

1.7 This guide applies only to instructors who teach in basic life support training courses designed to prepare an individual for certification to practice above the level EMT. It does not apply to instructors who teach in specialized courses that do not in themselves qualify the individual for a level of EMT certification.

1.8 This guide does not establish certification requirements. Such requirements should be established by the certifying agency in the jurisdiction in which the EMT instructor will function. This guide may be used to provide considerable guidance to the jurisdiction responsible for establishing certification standards.

1.9 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety, health, and environmental practices and determine the applicability of regulatory limitations prior to use.*

NOTE 1—Also see Practice **F1031**.

1.10 *This international standard was developed in accordance with internationally recognized principles on standardization established in the Decision on Principles for the Development of International Standards, Guides and Recommendations issued by the World Trade Organization Technical Barriers to Trade (TBT) Committee.*

2. Referenced Documents

2.1 *ASTM Standards:*²

F1031 Practice for Training the Emergency Medical Technician (Basic)

2.2 *Other Referenced Standards:*

NHTSA National EMS Scope of Practice Model³

NHTSA National EMS Education Guidelines⁴

National EMS Education Standards and Instructional

¹ This guide is under the jurisdiction of ASTM Committee **F30** on Emergency Medical Services and is the direct responsibility of Subcommittee **F30.02** on Personnel, Training and Education.

Current edition approved March 15, 2022. Published March 2022. Originally approved in 1990. Last previous edition approved in 2013 as F1256 – 13, which was withdrawn January 2022 and reinstated in March 2022. DOI: 10.1520/F1256-22.

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

³ Available from: <http://www.ems.gov/education/EMSScope.pdf>

⁴ Available from: <http://www.ems.gov/pdf/811077a.pdf>

3. Terminology

3.1 *Definitions of Terms Specific to This Standard:*

3.1.1 *adjunct instructor*—an individual with specialized subject matter expertise who, on occasion, instructs a specific topic of a curriculum under the direction of the course instructor/coordinator.

3.1.2 *associate instructor*—an individual who possesses the qualifications and education/training of a course instructor/coordinator but, in a specific course, assumes a supportive or assisting role to the course instructor/coordinator. This individual may substitute for the course instructor/coordinator in case of necessity or, in other courses, serve as a course instructor/coordinator.

3.1.3 *basic life support*—a level of pre-hospital emergency medical care that includes any or all EMT procedures as defined by the National Standard Curricula.

3.1.4 *certification*—current, formal approval by the appropriate certifying agency to function at a specific level of practice. This may also be referred to as approval or licensure.

3.1.5 *clinical certification*—a standardized process for evaluation and recognition of an acceptable level of competence in a specific aspect of patient care.

3.1.6 *clinical experience*—exposure to and practice in an area of patient care.

3.1.7 *clinical/field preceptor*—an individual who supervises and evaluates the students during clinical or field experiences under the direction of the course instructor/coordinator.

3.1.8 *course administrator*—an individual responsible for managing administrative details of a course, separate from actual instruction of the course.

3.1.9 *course instructor/coordinator (I/C)*—an individual who is authorized by the appropriate entity to present and assess competence in all of the subject matter contained in a curriculum. This person also oversees all instruction in the course and makes final evaluations concerning student competence.

3.1.10 *course medical director*—the licensed physician who provides medical direction for all didactic and clinical instruction and clinical practice experience included in an EMT training program.

3.1.11 *emergency medical technician (EMT) NHTSA*—the primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critically ill or injured patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical control. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency

health care system. Emergency Medical Technicians' scope of practice includes basic, non-invasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. Emergency care is based on assessment findings.

3.1.12 *emergency medical technician instructor*—an individual who provides instruction in a training or education program for the EMT personnel. This term includes any individual who functions as an adjunct instructor, clinical/field preceptor, practical skills instructor, associate instructor, or course instructor/coordinator.

3.1.13 *emergency medical technician (EMT) training program*—a course of instruction that provides an individual with the knowledge and clinical skills of emergency medical care necessary to function at a level of an EMT level of care. Such courses include, but are not limited to, EMT training programs.

3.1.14 *evaluation*—the process of verifying clinical and educational skills and knowledge competencies of an EMT instructor.

3.1.15 *instructor training program*—an educational program that provides a foundation of essential educational principles to assist individuals to instruct in, or coordinate, EMT programs. It shall, at a minimum, contain the elements of the NHTSA EMS Instructor National Standard Curriculum.

3.1.16 *practical skills instructor*—an individual who assists with practical skills instruction under the direction of the course instructor/coordinator.

3.1.17 *qualification*—a requirement which shall be met by an EMT instructor candidate prior to selection and practice as an EMT instructor.

4. Significance and Use

4.1 Since the quality of EMT training depends, in large measure, on the instructional abilities and competencies of the EMT instructor, it is imperative that the individual selected and used in this capacity possess the qualifications and capabilities necessary to provide effective instruction.

4.2 An EMT instructor must possess clearly defined knowledge and skills competencies, have clearly defined responsibilities and scope of authority related to instructional programs, and meet other specific requirements pertinent to the level of instruction.

4.3 Using this guide, EMS institutions and organizations should be able to develop requirements for selection and utilization of EMT instructors for EMT training and education programs.

BASIC LIFE SUPPORT INSTRUCTOR GUIDELINES

5. Course Instructor/Coordinator

5.1 An individual shall be considered eligible to serve as an EMT course I/C (instructor/coordinator) when requirements as outlined in 5.1.1 and 5.1.2 have been met by that individual.

5.1.1 *Qualifications*—Prior to entering the instructor training program, the course I/C candidate shall:

⁵ Available from: <http://www.ems.gov/pdf/811077c.pdf>

5.1.1.1 Be at least a high school graduate or have a General Equivalency Diploma (GED), preferably a degree in a supportive discipline;

5.1.1.2 Have pre-hospital patient care experience at least at the level being taught;

5.1.1.3 Be certified at least at the level being taught;

5.1.1.4 Demonstrate, at the level being taught, current competence in and knowledge of emergency care of the acutely ill or traumatized patient to the satisfaction of the appropriate agency; and

5.1.1.5 Demonstrate to the instructor training agency reading and language skills commensurate with resource materials to be utilized in the EMT training program.

5.1.2 *Education/Training/Experience*—The course I/C candidate shall:

5.1.2.1 Have served as a practical skills instructor, clinical or field preceptor, and successfully completed a supervised probationary teaching experience in an EMT training program at the level to be taught to the satisfaction of the appropriate agency;

5.1.2.2 Have advanced clinical certifications, provider or instructor, or both, as appropriate for the curriculum being taught;

5.1.2.3 Be certified as a CPR instructor according to the current standards as promulgated by the American Heart Association or the American Red Cross;

5.1.2.4 Become familiar with appropriate record keeping processes for students, sponsoring agency, or state EMS agency, or both; and

5.1.2.5 Successfully complete an instructor training program that includes the knowledge and skills objectives contained in the NHTSA Instructor Curriculum.

5.1.3 *Scope of Authority*—The course I/C shall have the authority to:

5.1.3.1 Conduct EMT training programs with approval of appropriate EMS agency;

5.1.3.2 Document to the appropriate agency those students successfully completing the EMT training program; and

5.1.3.3 Regulate student behavior within the scope of the training program under the institutional guidelines for due process.

5.1.4 *Responsibilities*—The course I/C:

5.1.4.1 Should provide a positive role model by:

(1) Maintaining personal mental and physical health;

(2) Maintaining appropriate personal hygiene and appearance;

(3) Actively pursuing personal and professional development;

(4) Recognizing personal limitations and seeking assistance when appropriate;

(5) Demonstrating competent, respectful, and caring interactions with students, coworkers, and patients at all times; and

(6) Demonstrating professional behavior.

5.1.4.2 Shall ensure a safe and effective learning environment;

5.1.4.3 Shall ensure competent training staff;

5.1.4.4 Shall maintain appropriate training records;

5.1.4.5 Shall teach the curriculum as adopted and defined by the appropriate certifying agency;

5.1.4.6 Shall inform students of the criteria for successful course completion;

5.1.4.7 Shall consistently monitor student progress toward terminal course objectives and provide appropriate feedback to the students within guidelines established by the appropriate certifying agency;

5.1.4.8 Shall uphold state and national clinical standards for practice at the appropriate EMT level;

5.1.4.9 Shall evaluate the students for safe and effective performance;

5.1.4.10 Shall orient, supervise, and evaluate adjunct, practical skills, associate instructors, and clinical/field preceptors;

5.1.4.11 Shall coordinate student field or clinical activities with the clinical/field preceptors;

5.1.4.12 Shall ensure that practical skills training equipment is maintained in a safe and acceptable operating condition; and

5.1.4.13 Shall protect the privacy of students and the confidentiality of training course records as required by applicable laws and standards.

5.1.5 *Evaluation*—The evaluation of a course I/C shall include:

5.1.5.1 Classroom observation of the I/C.

5.1.6 *Maintenance of Competency*—In order to maintain competency, the course I/C shall:

5.1.6.1 Maintain certification at least at the level being taught;

5.1.6.2 Teach EMT-related curriculum;

5.1.6.3 Participate in continuing education programs, which may include:

(1) Practice-related topics, for example, management or administration, vehicle maintenance, or communications;

(2) Clinical topics; and

(3) Educational methods and materials.

6. Associate Instructor

6.1 The associate instructor shall possess the same qualifications, training, and education as the course I/C.

6.2 The associate instructor differs from the course I/C in that the associate instructor assumes a supportive and assisting role to the course I/C in a specific EMT training program.

7. Practical Skills Instructor

7.1 *Qualifications*—The practical skills instructor candidate:

7.1.1 Should be at least a high school graduate or have a General Equivalency Diploma (GED);

7.1.2 Shall have pre-hospital care experience or approval by course I/C and course medical director, or both; and

7.1.3 Shall demonstrate to the satisfaction of the course I/C and course medical director current competence in and knowledge of the skill(s) being taught.

7.2 *Education/Training/Experience*—The practical skills instructor candidate shall:

7.2.1 Demonstrate mastery of the knowledge and skills objectives contained in the NHTSA EMT Instructor Curriculum;