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Standard Guide for Selection and Practice of Emergency Medical Services Instructor for Advanced Emergency Medical Technician¹

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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 that include instruction in advanced life support knowledge and skills.

1.2 This guide identifies six categories of instructor in an AEMT (advanced 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 AEMT 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 an AEMT training program 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 AEMT training courses designed to prepare an individual for certification to practice above the level of the 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 AEMT 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 Guidelines—Advanced EMT Instructor Guidelines⁵

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.

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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>

⁵ Available from: <http://www.ems.gov/pdf/811077d.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 *advanced emergency medical technician (AEMT) 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 AEMT practice above the level of EMT.

3.1.3 *advanced life support*—a level of pre-hospital emergency medical care that includes all EMT procedures and any or all additional procedures, interventions, or techniques defined by the National Standard Curricula, medical care that includes all EMT procedures and all additional procedures, interventions, or techniques defined by the National Standard Curricula.

3.1.4 *AEMT instructor*—an individual who provides instruction in a training or education program for the AEMT personnel (NHTSA). The primary duty of the Advanced Emergency Medical Technician is to provide basic and emergent medical care and transportation for critical ill and injured patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical control. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system. Educational Requirements: One of the eligibility requirements for licensure at this level requires successful completion of an accredited Advanced Emergency Medical Technician course.

3.1.5 *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 instruct and coordinate AEMT programs. This individual may substitute for the course instructor/coordinator in case of necessity or serve as a course instructor/coordinator in other courses.

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

3.1.7 *clinical experience*—practice in an area of patient care.

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

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

3.1.10 *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.

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

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

3.1.13 *instructor training program*—an educational program that provides a foundation of essential educational principles to assist individuals to instruct in, or coordinate, AEMT programs.

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

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

4. Significance and Use

4.1 Since the quality of pre-hospital AEMT training depends, in large measure, on the instructional abilities and competencies of the AEMT 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 AEMT 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 ALS/EMT instructors for ALS/EMT training and education programs.

ADVANCED LIFE SUPPORT INSTRUCTOR GUIDELINES

5. Course Instructor/Coordinator

5.1 An individual shall be considered eligible to serve as an AEMT course I/C 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:

5.1.1.1 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 AEMT 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 AEMT 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 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 and the sponsoring agency, or state EMS agency for students; and

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

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

5.1.3.1 Conduct AEMT training programs with the approval of the appropriate EMS agency; and

5.1.3.2 Document to the appropriate agency those students successfully completing the AEMT training program.

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 AEMT 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 Should have knowledge of the administrative and legislative processes affecting the local, regional, or state pre-hospital EMS system, or combination thereof; and

5.1.4.13 Should have knowledge of the laws and regulations affecting the local, regional, or state pre-hospital EMS system, or combination thereof.

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 AEMT-related curriculum; and

5.1.6.3 Participate in continuing education programs, which may include:

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

7.1.2 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 skill objectives contained in NHSTA education standards;

7.2.2 Successfully complete a supervised probationary teaching experience for the skill(s) to be taught to the satisfaction of the appropriate agency;

7.2.3 Be certified as a CPR instructor according to the current standards as promulgated by the American Heart Association or the American Red Cross, if CPR is among the skills to be taught; and

7.2.4 Become familiar with appropriate record keeping processes for students, sponsoring agency, or state EMS agency, or both.

7.3 *Scope of Authority*—The practical skills instructor shall have authority to:

7.3.1 Conduct practical skills sessions under the direction of the course I/C;

7.3.2 Verify successful achievement of course skill objectives, under the direction of the course I/C; and