

Appendix A - SEI Qualification Process Manual

For use by both SEI Candidates and SEI Renewals

Washington State Department of Health
Office of Emergency Medical and Trauma Prevention
Education, Training and Regional Support Section



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Senior EMS Instructor Qualification Process

I. Purpose

- A. The purpose of this manual is to provide instructions and guidance in the use of the Initial and Renewal Application Procedures for Senior EMS Instructor (SEI). This process has been developed to enhance standards of EMS instruction for the state of Washington, and to encourage continuing quality improvement.

I. Performance-Based Qualification Process

The Senior EMS Instructor Qualification Process is “performance based”. This process is one in which the criteria for qualification is individual performance. Performance will be observed by a qualified evaluator and documented on an SEI Candidate Instruction Evaluation Form. The results of the evaluation will be documented on an Instructor Objective Completion Record or an Instructor Objective Quality Improvement Record. The Instructor Objective Completion Record contains the “approved standards” in the form of objectives, which have been established by experts from across Washington State, and have been approved by the Office of Emergency Medical and Trauma Prevention. Initial Recognition and Renewal Procedures are designed in a format that will allow documentation of an individual’s ability to perform each Objective, as determined by an evaluator. The basis for recommending initial recognition or renewal will be the successful completion of all required objectives. The foundation of this is based upon accurately evaluating and recording the demonstrated performances following Department of Health (DOH) approved standards.

A. Prerequisites for Initial SEI Recognition are:

1. Current Washington State EMT or higher EMS level certification.
2. At least three years prehospital experience at the EMT level or above with at least one recertification.
3. Successful completion of a DOH approved OTEP/BLS evaluator workshop.
4. Current recognition as a CPR instructor for health care providers by the American Heart Association, the American Red Cross, the National Safety Council, or other nationally recognized organization with substantially equivalent standards approved by the department.
5. Successful completion of an instructor training course by the U.S. Department of Transportation, National Highway Traffic Safety Administration, or an instructor training course from an accredited institution of higher education.
6. Successful completion of an examination developed and administered by the department on current EMS training and certification statutes, Washington Administrative Code (WAC) and the Uniform Disciplinary Act (UDA).

B. Prerequisites for SEI Renewal are:

1. Current or previous recognition as a Washington State SEI.
2. Current Washington State EMT or higher EMS level certification.
3. Current recognition as a CPR instructor for health care providers by the American Heart Association, the American Red Cross, the National Safety Council, or other nationally recognized organization with substantially equivalent standards approved by the department.

4. Successful completion of an examination developed and administered by the department on current EMS training and certification statutes, Washington Administrative Code (WAC) and the Uniform Disciplinary Act (UDA).

II. Definitions

The following definitions apply in association with the Senior EMS Instructor Qualification Process and Initial Recognition or Renewal Application Procedures.

- A. The **Senior EMS Instructor (SEI) Recognition Process** is the method whereby the Washington State Department of Health, Office of Emergency Medical and Trauma Prevention, confirms that the individual is qualified to instruct specific EMS topics or courses and issues a recognition card to the qualified SEI.
- B. A **Senior EMS Instructor (SEI)** is a person recognized by the DOH who is responsible for the overall instructional quality of initial first responder or EMT-Basic courses under the general supervision of the County Medical Program Director (MPD).
 1. Initial Courses:
 - a. An SEI is required as the lead instructor for any initial Basic Life Support EMS course.
 - b. An SEI may perform as the lead instructor for EMT-Intermediate level courses, only if certified at the level of paramedic and are approved by the MPD. EMT-Intermediate level instruction pertains to EMT IV, EMT Airway, EMT-IV/Airway, Intermediate Life Support (ILS) and ILS/Airway Technicians.
 - c. When conducting initial EMS courses as the lead SEI, the SEI is responsible for the administration, coordination, and overall instruction of the EMS course. The SEI must verify the successful course completion of students on a course completion letter or certificate of their own design.
 2. Ongoing Training and Evaluation Program (OTEP) and Continuing Education courses (CME).
 - a. SEIs may provide First Responder and EMT-Basic CME and OTEP training and evaluation.
 - b. SEIs may provide EMT-Intermediate CME training courses, only if certified at or above the level of instruction and by the MPD. EMT-Intermediate level instruction pertains to EMT IV, EMT Airway, EMT-IV/Airway, Intermediate Life Support (ILS) and ILS/Airway Technicians.
 - c. SEI recognition is not required to provide CME or OTEP, and will not be considered as a need for beginning the SEI Qualification Process.
 3. SEIs are required to conduct Washington State Practical Skills examinations for individuals selecting the CME method of recertification.
- C. A **Senior EMS Instructor Evaluator (SEI-E)** is a person recognized as a SEI who evaluates an individual's performance of Initial Recognition or Renewal Instructor Objectives. The SEI-E makes a determination as to whether the individual successfully performs an Objective. The SEI-E signs off the Objective on a Instructor Objective Completion Record when the Instructor Objective is performed correctly, or determines if the Instructor Objective needs improvement and completes the Instructor Objective Quality Improvement Record indicating what recommended actions are necessary. When reevaluations are necessary, the SEI-E completes the reevaluation portion of the Instructor Quality Improvement Record only when the candidate performs successfully.

Exception – When approved by the MPD or designee, a subject matter expert, who is not a recognized SEI, may be used to evaluate specific Instructor Objectives. An example of this exception would be a BLS instructor trainer recognized by the AHA or ARC to evaluate a CPR course being taught by a SEI candidate or SEI renewal candidate.

- D. **A Senior EMS Instructor (SEI) Initial Recognition Candidate** is an individual preparing to qualify for SEI Recognition. This person is attempting to demonstrate or perform initial recognition objectives under the direct supervision of a SEI-E.
- E. **A Senior EMS Instructor (SEI) Renewal Candidate** is an individual preparing to renew their SEI recognition. This person is attempting to demonstrate or perform renewal recognition objectives under the direct supervision of an SEI-E.
- F. **A Guest Lecturer** is an individual knowledgeable in a specific EMS topic, and when approved by the MPD, is utilized to instruct EMS course topics. An example of this would be a BLS instructor trainer recognized by the AHA or ARC to instruct the CPR portion of an EMT course. Guest Lecturers are not required to be SEIs.
- G. **An Instructor Objective Performance Evaluation** is an evaluation of an Initial or Renewal SEI candidate while performing an instructor objective listed in the Initial or Renewal Recognition Application Procedures for SEIs. For additional information, see **V. Evaluations and Remediation.**

III. Responsibilities and Instructions

A. SEI Candidate:

1. **Responsibilities** - Once the Initial/Renewal Recognition Application Procedures have been issued. It is the responsibility of the SEI Candidate to:
 - a. Contact the DOH to obtain a one-time orientation to the SEI Qualification Process.
 - b. Ensure they are ready to perform the Instructor Objectives listed in the Initial/Renewal Recognition Application Procedures prior to undertaking an Instructor Objective performance evaluation.
 - c. Follow instructions provided for the SEI Candidate provided below.
 - d. **Complete the Initial/Renewal Procedures within a recommended 3 year time limit.**
 - e. Maintain SEI Candidate Instruction Evaluation Forms and Instructor Objective Quality Improvement records for all performances. These records and your Instructor Objectives Completion Record will need to be provided to the MPD for review prior to recommending recognition or renewal.
 - f. Safeguard the Recognition Application Procedures and all associated forms. This is extremely important, as the Procedures/forms are the only record of performances and/or evaluations. The loss or destruction of these documents may require additional performances or evaluations. It is suggested that a copy of the original be made following the evaluation of each instructor objective.
2. Instructions to complete the Initial/Renewal Recognition Application Procedures
 - a. Review the Senior EMS Instructor Qualification Process Manual before completing the Initial/Renewal Recognition Procedures.
 - b. Obtain and review all information necessary to complete the selected Instructor Objective; i.e., curriculum, evaluation forms, textbooks, etc.

- c. Make arrangements with a qualified SEI-E to evaluate your performance of the selected objective.
- d. Discuss the objectives to be performed and the evaluation procedures that will be used during the Instructor Objective performance evaluation with the SEI-E. Provide the Instructor Objectives Completion Record, SEI Candidate Instruction Evaluation Form and Instructor Objective Quality Improvement Record for the SEI-E's use, as well as any lecture outline or other documents that will be used to complete the performance.
- e. Perform the selected Instructor Objective to its completion.
- f. Assure the SEI-E completes the appropriate portion of the Instructor Objective Completion Record when the Instructor Objective has been performed successfully and an Instructor Objective Quality Improvement Record for each Instructor Objective that needs improvement.
- g. When all Instructor Objectives have been successfully completed:
 - 1) Complete the Senior EMS Instructor Agreement by printing your name and signing the agreement
 - 2) Submit the original Application and Agreement, the original Instructor Objective Completion Record, and all original SEI Candidate Instruction Evaluation Forms and Instructor Objective Quality Improvement Records to the MPD for review.
 - 3) Attend a closeout interview with the MPD if required.
- h. Following the MPD's review/recommendation:
 - 1) Submit the original Application and Agreement, the original Instructor Objective Completion Record, and all original SEI Candidate Instruction Evaluation Forms and Instructor Objective Quality Improvement Records to the DOH for determination of recognition. Retain a copy of the documents if desired (recommended).
 - 2) In order to qualify for your next RAP packet, submit current proof of successful completion of the following:
 - a) Current Washington State certification as an EMT or higher EMS certification.
 - b) Current recognition as a CPR instructor for health care providers by the American Heart Association, the American Red Cross, the National Safety Council, or other nationally recognized organization with substantially equivalent standards approved by the department.
- i. Successfully complete an examination developed and administered by the department on current EMS training and certification statutes, Washington Administrative Code (WAC) and the Uniform Disciplinary Act (UDA). This examination is available primarily on the Office of Emergency Medical and Trauma Prevention's web site (<http://www.doh.wa.gov/hsqa/emtp/seiproc.htm>), but may be requested as a hard copy by contacting the Education, Training and Regional Support Section at (360) 236-2840.

B. SEI Evaluator (SEI-E):

1. Responsibilities - It is the responsibility of the SEI-E to:
 - a. Hold SEI recognition. The only exception is when a subject matter expert is assigned by the MPD or designee to evaluate the performance of Instructor Objectives.
 - b. Conduct the SEI Candidate Instruction evaluation following the instructions provided for SEI Evaluators below.
 - c. Encourage continuing quality improvement.
2. Instructions
 - a. Review the Senior EMS Instructor Qualification Process Manual before completing any Instructor Objective Evaluations.
 - b. Determine the objectives to be performed during the instructor objective performance evaluation with the SEI candidate. If necessary, review any lecture outline or other documents that will be used to complete the objective.
 - c. Discuss the evaluation procedures that will be used with the SEI candidate.
 - d. Observe, evaluate, and document the performance of the selected objective(s) utilizing the SEI Candidate Instruction Evaluation Form. This is the SEI-E's most important responsibility and is what makes the whole performance-based Senior EMS Instructor Qualification Process work.
 - 1) Evaluations and confirmation of the individual's performance of all the Instructor Objectives may involve more than one SEI-E.
 - 2) It is important that performance be critically evaluated and accurately recorded by each SEI-E.
 - e. When the candidate has successfully completed the assigned objective, enter the course number provided by the candidate on the SEI Candidate Instruction Evaluation Form, print your name, then sign and date the appropriate line of the Instructor Objective Completion Record.
 - f. If the performance needs improvement, complete an Instructor Objective Quality Improvement Record including any recommendations necessary for improvement.
(Only recommended improvements for one Instructor Objective may be recorded on an Instructor Objective Quality Improvement Record)

NOTE: The Instructor Objectives are designed primarily for the evaluation of individual objectives performances, but they may be used as a basis for training. SEI-Es can also be a trainer/coach, however, the functions of training/coaching and evaluation must remain separate. For example, a trainer/coach may be instructing an Initial SEI candidate in the proper technique of a practical skills evaluation objective. When the candidate appears to have mastered the objective, the trainer/coach can become the evaluator and observe and record performance of the objective. It's similar to instruction in the classroom and taking a test. The two functions are separate. They can be performed in sequence, but not at the same time.

IV. Evaluation, Remediation and Reevaluation

- A. **Evaluations** - An **Instructor Objective Performance Evaluation** is conducted by an SEI-E when an SEI candidate performs an Instructor Objective that consists of instructing required lessons.
- a. During the evaluation, the **SEI Candidate**:
 - 1) Completes the SEI candidates Name, signature, date, DOH Course Approval Number, and the Instructor Objective Number on the SEI Candidate Instruction Evaluation Form. **NOTE: To receive credit for the completion of the objective, the candidate must be listed as the instructor for that lesson on the course schedule for the DOH Course Approval Number indicated.**
 - 2) Performs the Instructor Objective under the observation of an SEI-E.
 - 3) Discusses the presentation of the Instructor Objective with the SEI-E.
 - b. During the evaluation, the **SEI-E**:
 - 1) Completes the SEI Candidate Instruction Evaluation Form, using it as an evaluation tool to document the performance of the SEI Candidate and signs the form.
 - 2) Discusses the presentation of the Instructor Objective with the SEI Candidate.
 - 3) Assures the form includes the signatures of the SEI candidate.
 - 4) Completes an Instructor Objective Completion Record if the Instructor Objective was completed successfully or Instructor Objective Quality Improvement Record if improvement is necessary and signs the form.
 - c. Instructor Objective Performance Evaluations may be conducted only for instruction of those EMS lessons identified on the Objective Completion Record (Objectives 6A through 6P).
 - d. When approved by the MPD, video recordings of an SEI candidate's performance may be provided to an SEI-E for review and evaluation. This evaluation must include a discussion of the performance with the candidate about their performance.
 - e. All DOH forms are kept by the candidate and must be provided to the MPD for review prior to the MPD making a recommendation to the DOH for initial/renewal recognition. The candidate then forwards all **original** documents to the DOH for review and consideration.
- B. **Remediation** – Based on SEI-E recommended improvements:
1. When the SEI-E recommends remediation, the SEI candidate must work to improve their performance and be reevaluated on those components identified.
 2. When the SEI candidate completes remediation, they must contact an SEI-E to be reevaluated.

C. **Reevaluation** – may be accomplished in a variety of instructional situations. Regardless of the instructional situation chosen, the components identified as needing improvement must be able to be properly evaluated by the SEI-E. **NOTE:** It is not necessary for the original SEI-E to perform the reevaluation.

1. Instructional Situations:

- a. Re-teaching the lesson in which the needed improvements were identified, at a future EMT-B course.
- b. Performing the component correctly at another EMT-B course or during another EMT-B class/lesson.
- c. Continuing Medical Education (CME), including OTEP may be used to demonstrate specific components identified as needing improvement, e.g., conveying the proper method of patient assessment can be performed in both the EMT-Basic course lessons and during instruction of CME.
- d. Instruction in the proper performance of skills may be provided to an SEI-E or the proper performance of skills may be demonstrated to an SEI-E rather than wait for a class in which to be evaluated.

2. Documentation

- a. A new SEI Candidate Instruction Evaluation Form is used to perform the reevaluation.
- b. The Instructor Objective Quality Improvement Record previously completed, which identified needed improvements, must be used to document the results of the reevaluation by the SEI-E **only** when the candidate completes the recommendation successfully.

NOTES

Appendix B – SEI Candidate Instruction Evaluation Form

Forms may be obtained from the Education, Training and Regional Support Section or from the Office of Emergency Medical and Trauma Prevention web page located at:

www.doh.wa.gov/hsqa/empt



SEI CANDIDATE INSTRUCTION EVALUATION FORM

(Submit with your application & Instructor Objective Completion Record for initial recognition or renewal)

SEI Candidate's Printed Name: _____ Signature: _____

DOH Course _____ Instructor Objective Number _____
 Approval Number: _____ OR Lecture/Skill Lab Topic: _____ Date: _____
 (If reevaluation, indicate N/A)

SEI-E 's Printed Name: _____ Signature: _____

INSTRUCTIONS: Please complete this form for each lesson Instructor Objective performed by the SEI candidate. Evaluate both content of presentation and instructor knowledge. Circle the appropriate rating: N/A) See Note Below
 1) Needs improvement 2) Satisfactory 3) Good 4) Excellent. * Identifies critical elements. **If a number 1 is circled on a critical element, an Instructor Objective Quality Improvement Record must be completed.**

NOTE: Circling N/A is only appropriate for components where N/A appears in the "Not Applicable" column).

<u>THE INSTRUCTOR:</u>	<u>Not Applicable</u>	<u>Needs improvement</u>	<u>Satisfactory</u>	<u>Good</u>	<u>Excellent</u>
1. *Clearly stated the objectives for the lecture/practical lab.		1	2	3	4
2. *Met the stated objectives for the lecture/practical lab.		1	2	3	4
3. *Summarized key points at end of lecture/practical lab.		1	2	3	4
4. *Was knowledgeable in the lecture topic/practical skill(s).		1	2	3	4
5. *Clearly presented material and was easily understood.		1	2	3	4
6. *Was prepared and made good use of class time.		1	2	3	4
7. Used appropriate and easy to follow audio-visual aids.	N/A	1	2	3	4
8. Taught lesson material in a logical progression.	N/A	1	2	3	4
9. Made lecture/practical skill lab interesting.		1	2	3	4
10. Presented information in various ways to accommodate information retention; i.e., charts, visuals?	N/A	1	2	3	4
11. Correlated classroom instruction to actual field application.		1	2	3	4
12. Was positive/enthusiastic about class/practical labs?		1	2	3	4
13. Controlled distractions appropriately/adequately.	N/A	1	2	3	4
14. Encouraged students to interact with each other.	N/A	1	2	3	4
15. Projected professional demeanor.		1	2	3	4
16. Appropriate personal appearance.		1	2	3	4
17. Projected voice clearly.		1	2	3	4
18. Maintained composure		1	2	3	4
19. Gestured appropriately.		1	2	3	4
20. *Encouraged class participation/questions.		1	2	3	4

Not for use

Sample only

THE INSTRUCTOR:

	<u>Not Applicable</u>	<u>Needs improvement</u>	<u>Satisfactory</u>	<u>Good</u>	<u>Excellent</u>
21. *Answered students' questions appropriately.	N/A	1	2	3	4
22. *Clearly demonstrates skill(s).	N/A	1	2	3	4
23. *Demonstrated skill(s) correctly.	N/A	1	2	3	4
24. Provided equipment that was in good working order.	N/A	1	2	3	4
25. Provided sufficient equipment during practical labs.	N/A	1	2	3	4
26. Provided one instructor or assistant instructor for every six students during practical skill lab.	N/A	1	2	3	4
27. *Closely monitored each students' practical skill performance and provided feedback.	N/A	1	2	3	4
28. Closely monitored other instructors' performance and provided feedback.	N/A	1	2	3	4
29. Was punctual.		1	2	3	4
30. *Treated all students fairly and equally.	N/A	1	2	3	4
31. Counsels/remediates students as necessary	N/A	1	2	3	4

EXPLAIN WHY THE CANDIDATE NEEDS IMPROVEMENT:

Sample only - Not for use

ADDITIONAL COMMENTS:

Appendix C - Instructor Objective Quality Improvement Record

Forms may be obtained from the Education, Training and Regional Support Section or from the Office of Emergency Medical and Trauma Prevention web page located at:

www.doh.wa.gov/hsqa/empt



INSTRUCTOR OBJECTIVE QUALITY IMPROVEMENT RECORD

(Submit with your application & Instructor Objective Completion Record for initial recognition or renewal)

Evaluation Section

SEI Candidate's Printed Name:	
SEI-Evaluator's Printed Name:	
Evaluation Results for Instructor Objective Number: _____	
<input type="checkbox"/> The individual was not able to complete the Instructor Objective or additional guidance is required.	
<input type="checkbox"/> Not all portions of the Instructor Objective were evaluated during this assignment and an additional assignment is needed to complete the evaluation.	
<input type="checkbox"/> The individual needs significant improvement in the Objective performed and must complete all the recommendations indicated below prior to future evaluations of the Instructor Objective.	
I recommend the following for remediation:	
<i>Sample only - Not for use</i>	
SEI Evaluator's Signature:	Date:

Reevaluation Section: (complete **only** when the remediated components are successfully performed.)

SEI-Evaluator's Printed Name:	
Reevaluation Information for Instructor Objective Number: _____	
Identify where and how the reevaluation occurred. (Provide location, course/lab topic, and type of training, i.e., OTEP, CME, initial EMT or FR class, etc.)	
SEI Evaluator's Signature:	Date:

Use reverse of document if necessary.

