



EMS COURSES GENERAL GUIDELINES



ADMINISTRATIVE DUTIES

Medical Director & Associate Medical Director

- Review and approve the educational program content to include didactic, laboratory, clinical experience, field experience, and capstone field internship to ensure it meet standards of the practice of emergency medicine.
- Review and approve the required minimum number of patient contacts and procedures according to National Registry and BEMS standards.
- Review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical, field experience, and capstone field internship.
- Review student progress throughout the program and assist in the determination of appropriate corrective measures.
- Ensure competence of each program graduate in the cognitive, psychomotor, and affective domains.
- Engage in cooperative involvement with the program director(s) and instructor(s)
- Ensure the effectiveness and quality of any medical director's responsibilities delegated to an associate medical director.

Program Director

- Administer, organize, and supervise the educational programs.
- Perform continuous quality review and improvement of educational programs.
- Provide academic oversight, including curriculum planning and development.
- Conduct orientation and supervision of clinical and capstone field internship preceptors.

Instructor

- Participate in planning, implementation, coordination, and evaluation of EMS educational courses.
- Prepare and deliver classroom instruction, on-site and off-site.
- Supervise course participants during instructional time.
- Evaluate student performance, provide feedback, and construct performance improvement plans to enhance student success.
- Adhere to BEMS regulatory guidelines for class instruction and content delivery.
- Adhere to SMR administrative policies for grade calculation, course maintenance, student performance records, attendance records, and testing integrity.
- Participate in continuing professional development programs as appropriate.
- Participate in activities promoting the mission of SMR, including strict adherence to instruction of evidence-based practice and objective standards of care.



POLICIES & PROCEDURES

Non-Discriminatory Policy

SMR registers students without regard to sex, gender, age, race, color, nationality, ethnic origin, sexual orientation or disability. SMR extends to all, without discrimination, the rights, privileges, and activities made available to students enrolled in our programs.

SMR does not conduct preregistration screening of students and allows entrance to all students who wish to take our courses. However, students must be aware that course completion does not guarantee LABEMS certification.

General Guidelines

Certain EMS training programs will require the student to complete a criminal background check and drug screen to attend hospital and ambulance clinical rotations. SMR does not discriminate based on the background check; however, clinical affiliates may not allow students with certain criminal convictions to attend rotations at their respective facility. This may also affect employment and certification in the future. SMR defers to LABEMS criminal history policies regarding future licensure upon completion of an EMS training program.

Some courses, including continuing education, certification courses, and EMS training programs may have prerequisites. Students should refer to the syllabus specific to the course for details concerning any mandated pre-course work. EMS training programs require that the student must receive a course completion certificate from SMR to be eligible to apply for NREMT examination and/or LABEMS testing/licensure. To receive a course completion certificate, the student is required to master all course material with a minimum of a 75% average. The student must also be able to perform and pass all required skills, exams, and complete all clinical and ambulance rotations successfully. A course completion certificate may be denied for failure to meet any of these requirements. Upon successful completion of the course requirements and upon receiving a course completion certificate, the student will be required to sit for the National Registry Exam to be eligible for LABEMS Certification for the level in which they have completed. NREMT examination is optional for EMR students. EMR candidates are only required to pass the LABEMS exam for state licensure.

All student appeal decisions will be at the discretion of the program director. The program director shall take into consideration relevant input from the medical director and primary instructor of the course or program.



Physical Standards

Prehospital patient care may be physically, mentally, and emotionally demanding. The performance of the following standards is required.

- Assist in lifting and carrying injured or ill victims to and from the ambulance.
- Engage in pushing and pulling to assist in the extrication of a patient pinned beneath and/or inside a vehicle, and in vehicles with electrical hazards.
- Walk, stand, lift, carry, pull, push, and balance at least 125 pounds without assistance, and 250 pounds with assistance.
- Stoop, kneel, bend, crouch, and crawl on uneven terrain to gain access to a patient.
- Communicate verbally in person, via telephone, and radio equipment.
- Work in chaotic environments with loud noises and flashing lights.
- Perform patient assessments, implement treatment, calculate weight and volume ratios under threatening time constraints.
- Work effectively in low light, confined spaces, extreme environmental conditions, and other dangerous environments while maximizing personal and patient safety.
- Multitasking is necessary and may include navigation and dispatch communication, while safely operating an emergency vehicle.
- Perform fine motor movements within the EMT Scope of Practice while in stressful situations and under ominous time constraints.
- Perform activities requiring gross motor movement such as operating a stretcher, long spine board, KED, scoop stretcher, traction splint, and long bone immobilization devices as well as all the requirements stated in the National EMS Scope of Practice Model.
- Students are not allowed additional time for skills with specific time frames.

Class Cancellation

The primary instructor is responsible for notifying the course director concerning schedule conflicts that would necessitate class cancellation and rescheduling. Every effort shall be made to notify students in a timely manner. Notification shall be made by phone, text, email, website post, and/or social media. Students will have the option to receive a voucher or refund for any continuing education course that requires alteration of the published course date. EMS training courses shall be rescheduled as needed to fulfill mandated course requirements. Make-up class options include in-person, on-line, or prerecorded sessions.



Financial Obligations

Continuing education courses require full payment at registration. EMS training courses require a 50% deposit at registration. The remaining balance is due by the first day of class. Textbooks and workbooks may be rented for the duration of any course. Course supplies may be loaned or assigned during a course as well. Equipment must be returned, and all outstanding fees must be settled to receive a course completion certificate. Accepted forms of payment include cash, check, credit card, Venmo, and PayPal. Credit card payments incur a 3% fee. Discounts are available for group training and multi-student department enrollments.

Withdrawal from the Program

A full refund shall be made for withdrawal from a course providing the withdrawal request is made at least 30 days prior to the scheduled class date. The registrant shall be given a voucher of equal value for a future class if the withdrawal request is made less than 30 days from the scheduled class date. A registrant that does not attend a scheduled class will forfeit the registration fee if no prior notice has been given. EMS classes require a great deal of planning and preparation. A 50% refund shall be granted if withdrawal occurs within the first week of the course. No refund shall be granted after completion of the first class. There are limited seats for these courses, and withdrawal means a slot was taken for another potential student.

Program Integrity

SMR leadership confirms that all education standards set forth by the Louisiana Department of Health and Hospitals, Bureau of EMS are held in the highest regard. A commitment to excellence includes the following:

- Adherence to all LA Bureau of EMS (BEMS) policies & procedures.
- Recognition of BEMS as the governing authority for EMS programs (LRS 40:1131).
- Performance of ongoing review and evaluation of the SMR educational program.
- Conduct ongoing monitoring of instructor performance.
- Complete ongoing monitoring of student performance.
- Accept responsibility for scheduling and attendance of program courses.
- Maintenance of adequate training equipment and materials.
- Maintenance of integrity and security of written exams and skills competency.



EMS Course Instructor Guidelines

- The primary instructor shall deliver at least 80% of the total didactic course material.
- Instructors must be recognized by the program and medical director as subject matter experts, capable of delivering complex topics in a cohesive manner that is beneficial to the student.
- All certification courses will be instructed according to the proprietary guidelines of the representative organization (NAEMT, AHA, Red Cross, HSI, NSC, STB, etc.).
- Assistant instructors may deliver up to 20% of the course material.
- Assistant instructors are required to be certified by NREMT and licensed by BEMS at or above the level of instruction.
- Subject matter experts with advanced degrees (MD, DO, DDS, DMD, DPM, PA, APRN, DPT, etc.) may not be necessarily required to possess EMS certifications/licensure.
- Assistant instructors are required to have at least 2 years of verifiable work experience at or above the level of instruction and must complete a supervised internship with the primary instructor.
- An associate's degree or higher is preferred for instructor faculty.
- Providers with a background in education or instructional design are preferred.
- Membership with the National Association of EMS Educators (NAEMSE) is highly encouraged. Preference is given to assistant instructors who have completed the NAEMSE Level 1, Level 2, and Skills Instructor courses. Certification in NFPA Fire Instructor I and II may be an adequate substitution.
- All course records are subject to review by the BEMS, including course syllabus, class schedule, lesson plans, attendance records, student evaluations, skill sheets, skill checklists, gradebooks, and accident/injury reports.

Medical Direction

All EMR, EMT, AEMT, and Paramedic courses have physician oversight as mandated by LRS 40:1131 (11). Dr. Stacey Sparks is licensed by the LA State Board of Medical Examiners and serves as the medical director for SMR. Dr. Michael Chanler also serves as the assistant medical director, offering over two decades of expertise in emergency medicine. Medical directors collaborate with the program director to establish policies and oversight of the medical education of our students. Performance improvement guidelines are in place to ensure instructor currency and competency. Oversight includes direct observation, senior faculty performance review, and student course reviews.



GENERAL COURSE INFORMATION

Continuing Education Course Requirements

- Completed registration form
- Payment at time of registration

EMS Training Course Requirements

- Minimum age of 16 for EMR
- Minimum age of 18 for EMT
- Completed course application
- Copy of HS Diploma or GED
- Verification of NREMT certification and LABEMS licensure for AEMT applicants
- English proficiency
- Computer literacy w/ online access
- Current BLS certification (AHA, ARC, HSI, or NSC)
- Establish an account with LABEMS: <https://labems.ldh.la.gov/>
- eBook Textbook is acceptable. Physical book is recommended
- Workbook may be required at the discretion of the instructor
- Clinical rotations must be completed with satisfactory performance by all preceptors
- Maintenance of proficiency portfolio
- Handouts as deemed necessary by instructor

Equipment Provided by Student

- Black EMS pants, black belt, black boots
- Course uniform shirt for programs requiring clinical rotations
- 3-ringed binder, 2-3" (white or red)
- Note taking supplies
- Stethoscope
- Penlight
- Trauma shears
- CoTCCC-approved Tourniquet



COURSE TUITION & FEES

Manual required for certification courses

Emergency Medical Responder Tuition (48 hrs) \$ TBA

- | | |
|---|-----------|
| • Textbook/Workbook | \$100-200 |
| • BLS Certification | Included |
| • Disposable Supplies | Included |
| • LA BEMS Initial Licensure Fee | \$10 |
| • National Registry Cognitive Exam Fee (optional) | \$88 |



Emergency Medical Technician Tuition \$ TBA

- | | |
|--|-----------------------|
| • Textbook/Workbook | \$100-200 |
| • BLS Certification | Included |
| • Disposable Supplies | Included |
| • SMR Clinical Polo Shirt | \$30 |
| • Pre-Clinical Drug Screen/Background Check | Variable |
| • Liability insurance policy | Variable |
| • Vaccination as required by clinical rotation sites | Variable |
| • LA BEMS Psychomotor Exam Fee | \$60 |
| • LA BEMS Initial Licensure Fee | \$30 (\$15 municipal) |
| • State Licensure Identigo Background Check http://uenroll.identigo.com | \$55.75 |
| • National Registry Testing Fee | \$104 |



Advanced Emergency Medical Technician \$ TBA

- | | |
|--|-----------|
| • Textbook/Workbook | \$100-200 |
| • Disposable Supplies | Included |
| • SMR Clinical Polo Shirt | \$30 |
| • Pre-Clinical Drug Screen/Background Check | Variable |
| • Liability insurance policy | Variable |
| • Vaccination as required by clinical rotation sites | Variable |
| • LA BEMS Initial Licensure Fee | \$40 |
| • National Registry Testing Fee | \$159 |

