

SUBJECT: **PUBLIC SAFETY FIRST AID (PSFA) AND
BASIC TACTICAL CASUALTY CARE (BTCC)
TRAINING PROGRAM REQUIREMENTS**

REFERENCE NO. 911

PURPOSE: To establish procedures for a training program in Los Angeles County to obtain approval for a Public Safety First Aid (PSFA) and/or Basic Tactical Casualty Care (BTCC) training program and requirements to maintain program approval.

AUTHORITY: California Code of Regulations, Title 22, Chapter 1.5
Health and Safety Code, Div. 2.5, Section 1797, et seq.
Training Standards for Basic Tactical Casualty Care and Coordination with EMS during Terrorism Incidents (EMSA #170)

DEFINITIONS:

Approved PSFA and/or BTCC Curriculum: Curriculum approved by the EMS Agency without receiving PSFA and/or BTCC training program approval.

Approved PSFA and/or BTCC Training Program: A training program that has been approved by the EMS Agency or the California EMS Authority to train public safety personnel in public safety first aid and/or basic tactical casualty care first aid.

Public Safety Personnel: Firefighter, lifeguard (of a municipality), or peace officer (as defined by section 830 of the Penal Code) not employed as an EMT.

Tamper Resistant: A procedure or technique to prevent alteration, fraud or forgery of a document designed by the PSFA and BTCC training program.

PRINCIPLES:

1. Training programs providing training or headquartered in Los Angeles County are eligible to apply for approval of a PSFA and/or BTCC training program.
2. An individual or organization may request PSFA and/or BTCC curriculum approval. Curriculum approval is not authorization for an individual or organization to conduct PSFA and/or BTCC training.
3. Training and competency evaluation for all personnel shall meet the minimum requirements set forth by the California EMS Authority and the Los Angeles County EMS Agency.
4. Instructors must have adequate training, credentials, and/or experience in educational content and methodology in order to ensure that courses adequately address the educational requirements and needs of the personnel.

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POLICY:

I. TRAINING PROGRAM APPROVAL

The EMS Agency has the primary responsibility for approving and monitoring the performance of PSFA and BTCC Training Programs in Los Angeles County to ensure compliance with local policies, statutes, regulations, and guidelines.

A. Approval Process:

1. The EMS Agency shall be the approving agency for PSFA and/or BTCC training programs whose headquarters or training is located within Los Angeles County.
2. The California EMS Authority shall be the approving agency for PSFA and BTCC training programs for state public safety agencies.
3. Program approval may be granted up to four (4) years from the last day of the month in which the application is approved. This approval is not transferable from person to person or organization to organization.

B. Training Program Application Process:

1. Interested training programs shall obtain a PSFA and BTCC training program application packet from the EMS Agency website.
2. Any individual or organization, public or private, interested in providing PSFA and/or BTCC training for public safety personnel shall submit a complete application packet. Courses shall not be advertised or offered until program approval has been granted.
3. The application packet shall contain:
 - a. A complete training program application signed by the program director identifying which program(s) applying for approval.
 - b. Curriculum vitae and copies of applicable licenses and certifications of the program director and instructors.
 - c. A complete training program, as identified in the EMS Agency training program application, meeting the requirements set forth in California Code of Regulations, Title 22, Chapter 1.5 and/or EMSA Guideline #170 to include but not limited to:
 - i. Course schedule
 - ii. Instructional objectives
 - iii. Lessons/training
 - iv. Written and skills performance evaluations with:

- a) Answer key
- b) Passing criteria
- d. A letter or memo, signed by the program director or Chief for the PSFA training program, which states:
 - i. All personnel will be trained in CPR equivalent to BLS for the Healthcare Provider (American Heart Association) or Professional Rescuer (American Red Cross).
 - ii. Training will be competency based and consist of no less than eight hours for retraining and twenty-one hours if applying for an initial training program.
 - iii. Retraining and evaluation of competency of all personnel will be performed every two years.
- e. A letter or memo, signed by the program director or Chief for the PSFA and BTCC training programs, stating that all personnel shall receive a copy of trauma center locations in Los Angeles County provided by the EMS Agency.
- f. A copy of the attendance record or description of the on-line registration process and tracking of course completion requirements.
- g. A copy of the course completion certificate.
- h. Pay the established fee with application for approval or re-approval.
- 4. The EMS Agency shall notify the applicant within thirty (30) days that the application was received and specify missing information. Failure to submit missing information within thirty (30) calendar days of EMS Agency notification will result in denial of the program.
- 5. The EMS Agency shall notify the applicant in writing within sixty (60) days from the receipt of a complete application of the decision to approve or deny. The application is only considered for approval if it is complete and all requirements are met.
- 6. The EMS Agency may deny an application for cause as specified in subsection I.C.2.
- C. Denial/Revocation/Probation of a Training Program
 - 1. The EMS Agency may, for cause:
 - a. Deny any training program application.
 - b. Revoke training program approval.

- c. Place training program on probation.
2. Causes for these actions include, but are not limited to the following:
 - a. Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate any of the terms of the California Code of Regulations, Title 22, Chapter 1.5; the California Health and Safety Code, Division 2.5, EMSA Guideline #170; or Los Angeles County Emergency Medical Services Prehospital Care Policies.
 - b. Failure to correct identified deficiencies within the specified length of time after receiving written notices from the EMS Agency.
 - c. Misrepresentation of any fact by a training program of any required information.
 3. The EMS Agency may take such action(s) as it deems appropriate after giving written notice and specifying the reason(s) for denial, revocation, or probation.
 4. If program approval is revoked, training provided after the date of action shall be invalid.
 5. A training program is ineligible to reapply for approval following a denial or revocation for a minimum of 6 months.
 6. If a training program is placed on probation, the terms of probation, including approval of an appropriate corrective action plan, shall be determined by the EMS Agency. During the probationary period, prior approval of all courses offered must be obtained. Course documents must be submitted to the EMS Agency at least thirty (30) days prior to each course being offered. Written notification of course approval shall be sent to the training program within fifteen (15) days of the receipt of the request. Renewal of the training program approval is contingent upon completion of the probationary period.

D. Notification

The EMS Agency shall notify the California EMS Authority of each training program approved, denied or revoked within their jurisdiction within thirty (30) days of action.

II. TRAINING PROGRAM RENEWAL

- A. PSFA and BTCC Training Programs shall be renewed if the training program applies for renewal and demonstrates compliance with the requirements of this policy.

- B. The training program must submit a complete application packet for renewal sixty (60) calendar days prior to the expiration date in order to maintain continuous training program approval.

III. TRAINING PROGRAM REQUIREMENTS

- A. Approved training programs shall ensure that:
1. The content of all PSFA and/or BTCC training is relevant, enhances the practice of prehospital emergency medical care, and is related to the knowledge base or technical skills required for the practice of PSFA and/or BTCC.
 2. All records are maintained as outlined in this policy.
 3. The EMS Agency is notified within thirty (30) calendar days of any request for change in training program name, address, telephone number, or program director.
 4. All records are available to the EMS Agency upon request.
 5. The training program is in compliance with all policies and procedures.
- B. A training program may be subject to scheduled site visits by the EMS Agency for program audits.
- C. Individual classes/courses are open for scheduled or unscheduled visits/educational audits by the EMS Agency and/or the local EMS Agency in whose jurisdiction the course is conducted.

IV. TRAINING PROGRAM STAFF REQUIREMENTS

Each training program shall designate a program director and instructor(s) who meet the requirements. Nothing in this section precludes the same individual from being responsible for more than one function.

A. Program Director

Each training program shall have an approved program director that shall provide administrative direction and is qualified by education and experience in program development, methods, materials, and evaluation of instruction.

1. Program director's qualifications by education and experience shall be documented by 40 hours of training in teaching methodology such as:
 - a. Four (4) semester units of upper division credit in educational materials, methods and curriculum development or equivalent; OR
 - b. California State Fire Marshall (CSFM) "Instructor I and II"; OR
 - c. National Association of EMS Educators "EMS Educator Course"; OR

- d. POST Academy Instructor Certificate Program – Level 1.

NOTE: New program requests shall meet this requirement upon submission of application for approval. Current approved programs may receive provisional status up to one year in order to meet this requirement with approval for change in personnel.

2. The duties of the program director shall include, but are not limited to:
 - a. Administering the PSFA and/or BTCC program and ensuring adherence to state regulations, guidelines and established EMS Agency policies.
 - b. Approving all methods of evaluation.
 - c. Approving instructor(s).
 - d. Signing all course completion records and maintaining those records in a manner consistent with this policy.
 - e. Attending the mandatory EMS Agency Orientation Program within six (6) months of approval as the program director.
 - f. Attending all mandatory PSFA and/or BTCC program updates.
 - g. Act as a liaison to the EMS Agency.

B. Instructor

Each training program shall submit instructors for approval by the EMS Agency as qualified to teach the topics assigned.

1. Instructor qualifications shall be based on one of the following:
 - a. Currently licensed or certified in their area of expertise; OR
 - b. Have evidence of specialized training which may include, but is not limited to, a certificate of training or advanced education in a given subject area; OR
 - c. Have at least one (1) year of experience, within the last two (2) years, in the specialized area in which they are teaching; OR
 - d. Be knowledgeable, skilled and current in the subject matter of the course or activity.

VII. CO-SPONSORING A COURSE

When two or more PSFA and/or BTCC training programs co-sponsor a course, only one approved training program provider shall be used for that course, and that program assumes the responsibility for all training requirements.

X. EDUCATION ATTENDANCE RECORD

- A. An Education Attendance Record must be completed for all training provided. Each student must sign an attendance record or register online in order to receive credit.
- B. The information on the Education Attendance Record must contain all the elements set forth in the PSFA and BTCC training program application packet.
- C. Attendees shall sign in or register only for themselves. Signing for another individual is strictly prohibited and subject to action.
- D. The original Education Attendance Record shall be maintained by the program. A legible copy (unless the original is requested) of the attendance records shall be submitted to the Office of Program Approvals within fourteen (14) days of a request unless a specific time frame is specified by the EMS Agency.

XI. COURSE COMPLETION CERTIFICATES AND DOCUMENTS

Programs shall issue a tamper resistant document (method determined by the training program) that contains all the elements set forth in the training program application packet as proof of successful completion of a course within thirty (30) calendar days.

XII. RECORD KEEPING

Each training program shall maintain the following records on file:

- A. Original written and skills performance evaluation and answer key
- B. Course Schedule
- C. Education Attendance Record
- D. Curriculum vitae or resume from each instructor providing the course, class or activity, and verification that the instructor is qualified to teach the topics assigned, or have evidence of specialized training which may include, but is not limited to, a certificate of training or an advanced degree in a given subject, or have at least one year of experience within the last two years in the specialized area in which they are teaching, or be knowledgeable, skillful and current in the subject matter of the course, class or activity.
- E. Copies of all program materials and handouts provided
- F. Original or summary of performance evaluations administered
- G. Documentation of course completion certificates issued
- H. All records shall be maintained for four (4) years
- I. All records must be available when audits are conducted or upon request

XIII. CURRICULUM APPROVAL

An individual or organization may request PSFA and/or BTCC curriculum approval. Curriculum approval does not authorize an individual or organization to conduct PSFA and/or BTCC training.

- A. Any individual or organization, public or private, interested in requesting approval for PSFA and/or BTCC curriculum only shall submit:
1. A letter or memo, signed by the individual or Chief of an organization which:
 - a. requests approval of PSFA and/or BTCC curriculum;
 - b. acknowledges the approval is for the curriculum only and not authorization to conduct training as a training program; and
 - c. identifies that an individual or organization which desires to utilize this curriculum, if it is approved, will be notified of the EMS Agency requirement to apply for PSFA and/or BTCC training program approval.
 2. A complete curriculum, as identified in the EMS Agency checklist, meeting the requirements set forth in California Code of Regulations, Title 22, Chapter 1.5 and/or EMSA Guideline #170 to include but not limited to:
 - a. Course schedule:
 - i. PSFA - Initial: 21 hours and Retraining: 8 hours and/or
 - ii. BTCC - 4 hours
 - b. Instructional objectives
 - c. Lessons/training
 - d. Written and skills performance evaluations with:
 - i. Answer key
 - ii. Passing criteria
 - e. CPR training is equivalent to BLS for the Healthcare Provider (American Heart Association) or Professional Rescuer (American Red Cross)
- B. Curriculum approval may be granted up to four (4) years from the last day of the month in which the request is approved. This approval is not transferable from person to person or organization to organization.

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- C. EMS Agency shall be notified of curriculum changes and a request for re-approval shall be required for changes in medical practice or regulation.
- D. The EMS Agency shall notify the applicant in writing within sixty (60) days from the receipt of a complete curriculum request of the decision to approve or deny. The curriculum request is only considered for approval if it is complete and all requirements are met.

CROSS REFERENCES:

Prehospital Care Manual:

Ref. No. 504, **Trauma Patient Destination**

Ref. No. 840, **Medical Support During Tactical Operations**

Los Angeles County EMS Agency, PSFA and BTCC Training Program Application Packet

California EMS Authority, Training Standards for Basic Tactical Casualty Care and Coordination with EMS during Terrorism Incidents, 2016 (EMSA #170)