



COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES	
Policy Title: Pre-Hospital Personnel Mandatory Training Requirements		Policy Number: 334	
APPROVED: Administration:	 Steven L. Carroll, Paramedic	Date: December 1, 2023	
APPROVED: Medical Director	 Daniel Shepherd, MD	Date: December 1, 2023	
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- I. PURPOSE: To define the requirements for mandatory training sessions for EMTs employed by an approved prehospital provider agency, Paramedics, MICNs and Flight Nurses in Ventura County.
- II. AUTHORITY: Title 22, California Code of Regulation, Division 9, Section 100175 and Chapter 6. Health and Safety Code Section 1797.214, 1797.220 and 1798.200.
- III. POLICY: All pre-hospital personnel have requirements for on-going authorization or accreditation to provide pre-hospital care in Ventura County. These requirements are outlined in VCEMS Policies 315 and 318 for Paramedics, 301, 303, 803 for EMTs, and 1201 for Flight Personnel (Nurses and EMTs) and 322 for MICNs.  
Unless specifically stated on a course completion or some other correspondence from VCEMS, a mandatory training course is viewed as valid for two years through the end of the month during which the course completion was issued.
- IV. PROCEDURE:
  - A. EMS Updates – Applies to all personnel listed above.  
Personnel shall attend mandatory education and/or testing on updates to local policies and procedures (EMS Update), which will be presented by the Ventura County EMS Agency in the Spring and the Fall of each year.
    1. Prehospital Services Committee members who attend 75% of the scheduled meetings over the previous 6 months may have this requirement waived.
  - B. MCI Training – Applies to all personnel listed above.  
Personnel shall attend MCI training within 6 months of initially starting the certification or accreditation process and complete bi-annual refreshers as indicated in VCEMS Policy 131.
  - C. Resuscitation Training
    1. Cardiac Arrest Management (CAM) – EMTs, Paramedics and Flight Nurses shall be required to complete the CAM initial training within three months of employment and will be required to complete a CAM refresher every two years.

2. Adult Resuscitation– Paramedic, MICN, and Flight Nurse providers must obtain AHA ACLS certification or American Red Cross ALS certification within three months of initially starting the certification or accreditation process. Adult resuscitation certification must be maintained as current while practicing in Ventura County.
  3. Pediatric – Paramedics and Flight Nurses shall obtain a Handtevy Pediatric Provider course completion certification within 3 months of initially starting the accreditation/authorization process. Handtevy may be repeated every two years as a means of maintaining pediatric training requirements.  
Pediatric Advanced Life Support (AHA or American Red Cross), Pediatric Education for Prehospital Providers (PEPP), or Emergency Nurse Pediatric Course (ENPC) may also be maintained every two years after the initial Handtevy course completion as a means of meeting this pediatric training requirement.
- D. Paramedic Skills Refresher – Applies to Paramedics only
1. Paramedics shall attend one skills refresher session during the first year of licensure and one skills refresher in the second year of licensure.
  2. Skills Refreshers will be offered at least 4 times in March and 4 times in September and will be offered over a 3 week period. Dates, times, and locations for the Skills Refreshers will be published one year in advance. Late arrivals will not be admitted into the Skills Refresher.
- E. Failure to complete mandatory requirements:
1. Independent Practice Paramedics who fail to complete any of these requirements will have their authorization suspended in accordance with VCEMS Policy 318. The Paramedic’s accreditation to practice in Ventura County maybe suspended after the State required 15-day notice until the following remediation criteria has been met.
  2. All other required personnel who fail to complete these requirements will have their authorization immediately suspended.
  3. Reinstatement of authorization or accreditation:
    - a. Personnel who have not completed or maintained MCI, adult resuscitation, or pediatric resuscitation training requirements as outlined above must complete the requirements and provide documentation of completion to VCEMS for determination on reinstatement.
    - b. Personnel not attending EMS Update must complete the following remediation criteria.

- 1) Personnel will attend a make-up session and complete a post-test as part of the online education and course evaluation process.
- c. Paramedics not attending the skills refresher training will be required to complete a make-up process, to include the following:
- 1) ALS provider will be responsible to coordinate a Skills Refresher make-up session that is similar in content and structure to the education provided during the primary skills training sessions provided by VCEMS. EMS will work with make-up session coordinator as needed to help ensure consistency in material and training delivered.
  - 2) Employer will submit verification to VCEMS that the make-up process has been completed. This information will include basic info (course date and time, location, instructor(s), etc.) in addition to stations completed, signature of individual coordinating make-up session.