



New York State
Department of Health
Bureau of Emergency Medical Services

POLICY STATEMENT
Supersedes/Updates: 93-08

No. 96-04

Date: 07/16/96

**Re: Instructor
Qualifications**

Page 1 of 2

Instructor Qualifications

The Certified Instructor Coordinator (CIC), in consultation with the Course Medical Director, is responsible for the academic integrity of the course and the selection of the course faculty. The CIC must be qualified through academic preparation, training and experience. He/She must be knowledgeable in many aspects of prehospital care and be clinically competent and field active to maintain credibility with the students. The CIC must be present during all the course sessions to ensure the program continuity and that the course objectives are met. The CIC is an employee of the sponsor and accountable to the Sponsor's Administrator.

It is the responsibility of the Course Medical Director to assure the quality of medical instruction. In addition to the review and approval of the educational content of the program, the Course Medical Director must approve the qualifications of the course faculty, including the CIC. By his/her signature on the course application, the Course Medical Director is indicating that he/she has reviewed and approved the course content and faculty.

Minimum Qualifications:

Basic Life Support Courses

Throughout the duration of the course, the CIC for Certified First Responder (CFR), Emergency Medical Technician (EMT) and Emergency Medical Technician-Defibrillation (EMT-D) courses must maintain current certification as a Certified Instructor Coordinator (CIC certification requirements are outlined in Policy Statement 91-02) and maintain current New York State certification as an Emergency Medical Technician-Defibrillation or Advanced Emergency Medical Technician. The CIC must have a basic (EMT) score of 80% or greater on their most recent EMT-D or AEMT state written certification examination.

Advanced Life Support Courses

In addition to maintaining current certification as a Certified Instructor Coordinator, the CIC for EMT-Intermediate, EMT-Critical Care and EMT-Paramedic courses must maintain current New York State certification at or above the level they teach. He/She must have participated as an AEMT prehospital care provider at or above the level they teach, for at least two years

within the past three years. The CIC must have scored 80% or greater on both the EMT and AEMT sections of their most recent state written certification examination, at or above the level they plan to teach.

It is recommended that the CIC for an EMT-Critical Care course maintain certification with the American Heart Association as an ACLS-Instructor. It is required that the CIC for an EMT-Paramedic course maintain certification with the American Heart Association as an ACLS-Instructor, or have equivalent instructor level training.

Responsibilities

Course Medical Director

Evaluation of an instructor's academic preparation, training and experience is the responsibility of the Course Medical Director. By his/her signature on the course application, the Course Medical Director is indicating that he/she has reviewed the instructor's academic preparation, training and experience, and believes the instructor is qualified to teach the level of course indicated.

Sponsor's Administrator

The Sponsor's Administrator must assure that the instructor's certification, both CIC and EMT/AEMT, is current and valid. The instructor's EMT/AEMT certification must be at or above the level they teach. The instructor's certification must remain current and valid throughout the duration of the course. The Sponsor's Administrator must assure that adequate planning is in place for the timely recertification of instructors and/or replacement of instructors who certification expires before the end of the course.

Certified Instructor Coordinator

The CIC must take responsibility for remaining current and knowledgeable in both the clinical aspects of prehospital care and the delivery of EMS education. The CIC must assure that he/she maintains current certification throughout the duration of the course, both as a CIC and an EMT/AEMT.

Verification of Instructor Qualifications

When a course application is received the department will verify that the Course Medical Director has approved and signed the application. The department will verify that the instructor is currently certified as a CIC, and that his/her certification will not expire prior to the start of the course (the CIC must assure that he/she maintains current certification throughout the duration of the course). When an AEMT course application is received the department will verify that the instructor has scored 80% or greater on both the EMT and AEMT sections of their most recent state written certification examination, and that he/she is certified at or above the level the course application.