

Missouri Emergency Medical Services Association *Organizational Manual*



Title: REGIONAL TEST
Section: 1600.000
Last Revised July 2, 2009
Last Reviewed 7/2/2009
Last Approved 7/2/2009

Previously Revised 03/20/2003
Previously Revised 03/06/2006

PURPOSE:

MEMSA in cooperation with the Missouri Bureau of EMS and the National Registry of EMT's will conduct EMS Practical examinations for Missouri candidates for EMT (Basic) and Advanced EMT (EMT-I). Testing is also held for Paramedic candidates from Missouri and other states.

PARTICIPANTS:

MEMSA Board of Directors	Equipment Handler
Administrative Assistant/Registration Coordinator	Data Entry
Medical Director	Examiner
Regional Test Director	Exam Assistant
Site Coordinator	Clerk/Runner
Site Administrator	Simulated Patients (victims)
Quality Improvement Monitor (EMT Basic testing only)	

STRUCTURE:

MEMSA is a recognized practical examination provider for the Missouri Bureau of EMS regional practical exams. MEMSA will utilize this policy and the Missouri Bureau of EMS policies as guidelines for conducting the examinations.

RESPONSIBILITY:

MEMSA is responsible for the organization of the testing process including the selection of exam dates and sites, candidate registration, registration fees, equipment, personnel, quality improvement procedures at the EMT (Basic) level, meal arrangements, and payroll for personnel, etc. The Bureau of EMS will provide National Registry representation for all Paramedic exams. The National Registry will inform the Bureau of EMS and MEMSA of any changes in or problems with the testing program.

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STAFF DUTIES:

The responsibilities listed are typical but do not comprise the entire scope of the positions:

Regional Test Director

Purpose:

To outline the description of duties for the position of Regional Test Director.

Description:

A part-time, non-exempt, hourly employee of the Association who reports directly to the Board of Directors. The appointed MEMSA Board Regional Test Chair will assume the responsibilities of the Regional Test Director when this position is vacant.

Preferred Qualifications:

1. Education and Experience:
 - BS/BA in related field of education, or equivalent industry experience.
 - Three (3) years experience coordinating/teaching EMS education programs.
 - Three (3) years experience with regional testing as an examiner, site administrator, or site director.
 - Five (5) years field experience as a licensed paramedic.
 - Missouri EMT and Paramedic Instructor/Coordinator preferred.
 - BLS and ACLS Instructor, PHTLS or BTLS Instructor, PALS Provider or Instructor or equivalence.
2. Knowledge:
 - Thorough understanding of MEMSA Regional Test Policy and Procedure Manual.
 - Thorough understanding of BEMS Regional Test Policy and Procedure Manual.
 - Familiarization with National Registry Examination Guidelines.
 - Principles and practices of emergency medical care as related to EMS education.
 - Familiarization with Missouri laws, regulations and requirements related to EMS.
 - Adult learning theories and common techniques and practices of adult education and skills training.
 - Organizational techniques.
 - Computer operations and data analysis.
3. Skills - The ability to:
 - Communicate effectively in a diverse range of audiences and settings.
 - Listen and integrate the ideas of others.
 - Perform all skills and techniques utilized by an EMT-B and Paramedic in the pre-hospital and hospital environment.

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- Effectively manage time to achieve desired results and minimize stress.
 - Identify and resolve problems.
 - Maintain an effective working relationship with all parties of the testing program.
 - Maintain accurate records.
 - Independently plan, organize, schedule, and coordinate administrative, instructional and practical aspects of the Regional Testing program and make decisions and judgments relating to the position duties and responsibilities.
 - Generate reports based on computer data.
 - Lift up to 50 pounds of equipment and materials and move to desired location.
4. Licenses:
- Valid driver's license.
 - Valid Missouri EMT-Paramedic or RN license.

Typical Duties and Responsibilities:

- Performs as liaison between MEMSA, BEMS, and the National Registry of EMT's.
- Recommends site coordinators to the MEMSA Board.
- Communicates with and assists site coordinators with the selection of test sites.
- Continually evaluates the effectiveness of MEMSA's Regional Testing program, making recommendations to the Board of Directors concerning changes necessary to eliminate deficiencies or to comply with binding regulations.
- Assists with the coordination of Regional Test registrations.
- Assists with the retrospective review of all testing paperwork as allowed by policy, maintaining confidentiality and ensuring appropriate feedback to personnel.
- Provides input into the preparation of the annual budget as related to regional testing.
- Monitors and maintains records of each examiner's performance and training.
- Provides on-site review at EMT and Paramedic testing sites as deemed appropriate.
- Stores and distributes EMT evaluation forms to testing sites as needed.
- Assures that regional testing equipment is maintained.
- Attends meetings, seminars and developmental programs needed to stay abreast of changing trends in EMS.
- Addresses and resolves any disputes between candidates, site coordinators, BEMS personnel.
- Assumes other duties as assigned by the Board of Directors.

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Medical Director

- A physician who meets the Medical Director requirements of a Missouri Paramedic Training Entity.
- Responsible for review of testing process and scenarios used for candidate evaluations.
- Responsible for the final decision related to the validity of test scenarios
- Will be available on-site, by phone or pager for each test date.

Registration Coordinator (MEMSA Administrative Assistant)

- Provide assistance with the Regional Test Director and Site Coordinators for the scheduling of all test dates and sites by calendar year with approval of the MEMSA board and Bureau of EMS.
- Notify training entities of the testing sites and dates for the calendar year by mailings and website.
- Notify the Site Coordinators and the Bureau of EMS of the number of candidates testing at each site at least one week from the examination date.
- Supply training entities with all regional test forms including; tally sheets, instructor guidelines and forms for preparation and submission of tally sheets, candidate exam registration forms, and candidate guides for testing.
- Fax, e-mail, mail or electronic transmission copies of exam results (tally sheets) to Site Coordinators on the first work day after the test date.
- Prepare bank deposits.
- Answer inquiries about testing.
- Process pay card data in QuickBooks, including hours, wages, and mileage reimbursement for exam personnel, within two business days after the test date. The payment process should be completed timely to ensure that the checks are issued by accountant firm within ten business days after the test date.

Site Coordinator (SC)

- Select testing dates and reserve rooms at your testing site by August 1 of each year for the following year.
- Make all arrangements for on-site testing including equipment and supplies associated with the exam (i.e. examination forms, etc).
- Select and notify exam personnel of exam date, time and location (based on scheduling formula).
- Notify instructors of test times for their students and of testing policies.
- Make meal arrangements for exam personnel and ensure that the meal does not exceed the recommended price per person set by MEMSA.
- Assign examiners, assistants and simulated patients to exam stations.

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- Provide instructions to examiners and candidates at the test site.
- Oversee the set-up of station equipment.
- Handle complaints or issues that may develop during the exam. All complaints at the test site should be referred to the Site Coordinator.
- Provides exam results to MEMSA's Administrative Assistant/Registration Coordinator by noon on the first business day after the exam.
- Forward completed site report and pay cards to MEMSA's Administrative Assistant/Registration Coordinator as soon as possible after the exam by certified priority mail, overnight express, or other shipment tracking means.
- Must be present at each assigned test.

Site Administrator (SA)

- Assist SC with personnel and candidate sign-in as needed.
- Manage candidate-waiting area.
- Register and send candidates to the testing stations.
- Assist with pay cards, sign-in sheets, and the site coordinator/administrator report form.
- Assist the SC with pay cards to verify validity for payment.
- Must be present at all assigned exams.
- Perform other duties assigned by the site coordinator.

Equipment Handler (EH)

- Gather and set-up station equipment prior to the start of the exam.
- Manage and maintain equipment during the exam to assure materials are in working order.
- Clean equipment after the exam.
- Document any equipment damage and report findings to the Site Coordinator.
- Place signs at testing stations.
- Supervise appropriate moulage of simulated patients.
- Forward any invoices to the MEMSA office for station equipment facility charge and equipment depreciation. MEMSA will consider only one invoice per site for equipment depreciation and will not pay more than \$2.00 per student (tested at the site on that date) and \$15.00 per skill station (not assessment station) for equipment depreciation.

Quality Improvement Monitor (QI)

- Must be an experience, well qualified examiner and be approved by Regional Test Director.
- Monitor exam personnel and procedures in all stations to assure compliance with policies.
- Review evaluation forms with the Site Coordinator the day of the exam to determine pass/fail.
- Fully document QI decisions on back of evaluation form.

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- Insure that the final exam results are recorded correctly. Enter test data in the data program as required and assigned by Site Coordinator when a Data Entry person is not available (EMT-Basic only).
- Insure the exam results have been recorded on all signed-in candidates.
- Must be present at each assigned exam.

Examiner

- Must meet or exceed the National Registry of EMT's examiner qualifications (see current NR Exam Coordinator Manual).
- Completion of the 1998 Missouri Examiner Workshop Update or any MO Examiner Workshops thereafter.
- Completion of a 40-hour EMS Instructor Workshop or equivalent is desirable.
- Two years experience at or above the skill level being tested.
- Current Missouri licensure at or above the skill level being tested.
- Completion of at least four hours of examiner education updates every five years.
- Current ATLS (physician only) ITLS or PHTLS instructor certification for Advance level trauma station examiners.
- Current AMLS or ACLS course completion or equivalent for the Advanced EMT level.
- Current ACLS instructor certification for Advanced level cardiac station examiners.
- Maintain records of required examiner credentials.
- Review National Registry of EMT's, MEMSA's policies, and Missouri Bureau of EMS examiner qualification guidelines.
- Provide instructions to exam assistant and simulated patient prior to starting your assigned station exam.
- Complete all information regarding the candidate on each evaluation form and record candidates' performance on each evaluation form(s).
- Must be present at each assigned exam.

Exam Assistant

- Assist the site coordinator in the following duties (additional duties may be assigned as needed):
 - Assist with registration and sending candidates to testing stations.
 - Assist in station where a second person is required to assist the candidate during testing.
 - Assist as a Runner.
 - Should not be a candidate testing that day (with exception that they have already completed their registered examination only in emergency situations).
 - Gather candidate evaluation forms from the stations and return to the Data Entry person.

Simulated Patient (victim)

- Act as a patient in a testing station.

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- (repeated statement)Should be at least 16 year old. (Prior approval required from the Regional Test Director or Regional Test Chair if under 16).
- Must be present at each assigned exam.

POLICIES: (in compliance with the Missouri Bureau of EMS Regional Testing Policies)

Administrative

1. Only individuals who meet the qualifications for exam personnel are employed.
2. Exam personnel are to dress professionally and wear MEMSA Regional Test identification badges during the exam.
3. Registration guidelines are established for candidates that have successfully completed a recognized EMT, Advanced EMT, or EMT-Paramedic program and are distributed to the Missouri Bureau of EMS and appropriate training entities.
4. Only essential exam personnel are allowed in test stations including the examiner, assistant, simulated patient, candidate, site coordinator, equipment handler, QI monitor, National Registry/Bureau of EMS representative.
5. Examination personnel are not allowed to test, handle or review evaluations forms of candidates from their program.
6. Site Coordinators or other exam personnel may not serve on the QI review of any of their students' examinations.
7. The exam assistant/runners will place all evaluation forms for EMT candidates of the QI Monitor in a separate envelope for the Site Coordinator or another QI Monitor to review.
8. The Runner/Clerk exam assistant/runners will give all evaluation forms for Paramedic candidates directly to the National Registry Representative.
9. After being reviewed and scores recorded, EMT-Basic candidate evaluation forms are sealed in separate envelopes for each class. given to the site coordinator
10. All candidates must show a government issued photo ID when signing in for the examination.
11. Paramedic exam only: If a same day retest is going to be offered, permission must be obtained prior to the examination date from the Missouri Bureau of EMS and/or the assigned National Registry Representative.
12. The Bureau of EMS shall be notified of the number of students registered for each class exam at least three (3) weeks prior to test date.
13. The Bureau of EMS shall be sent tally sheets indicating the Pass/Fail status within five (5) working days of the examination.
14. The practical testing instruction packet will be given to all EMT candidates when they sign-in for the examination.
15. All examiners will receive a uniform orientation at the start of each examination conducted.

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16. Only graduates of a Missouri accredited training entity are allowed to take the Missouri EMT-B examination. Candidates from other states may take the Paramedic examination when registered through NREMT.
17. All testing stations will have the equipment as outlined on the state or NREMT equipment list prior to testing any candidates.

Quality Improvement:

The QI program is designed to insure and improve the successful and smooth operation of the Regional Testing Program including system evaluation and improvement of administrative, examination and scenario performance.

1. Examiner performance is evaluated by tracking dates evaluating, specific scenarios or skills evaluated and the pass/fail rate for each.
2. Scenario performance is evaluated by tracking the dates used, examiners and pass/fail rates.
3. Acceptable pass/fail rate ranges will be established for examiners and scenarios in cooperation with the Missouri Bureau of EMS.
4. Examiner and scenario performance is reviewed at least annually by the Regional Test Committee for compliance with established performance criteria.
5. Scenarios not meeting established pass/fail criteria are reported to the Missouri Bureau of EMS for revision or elimination.
6. Candidates lodging a complaint related to examiners or scenarios must complete Candidate Complaint Form and file it with the Site Coordinator before leaving the test site. The validity of the complaint is determined by the Site Coordinator, QI Monitor and National Registry/Missouri Bureau of EMS Representative.
7. All substantiated concerns are forwarded to the Regional Test Director and the Missouri Bureau of EMS if appropriate (See Candidate Complaint Algorithm).
8. Written complaints related to examiners, scenarios or equipment are investigated by the Regional Test Director and presented to the Regional Test Committee for appropriate action.
9. Any examiners with substantiated complaints or pass/fail rates outside of the established parameters will have their performance reviewed with them by the Regional Test Director. Specific steps to take for improvement will be established and a time line prepared for the improvements to occur within.
10. Examiners not meeting the improvement steps and time-line may be terminated as examiners.
11. The Regional Test Director presents all relevant information regarding recommendations for examiner termination to the Board of Directors for final decision.

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Records:

MEMSA shall maintain the following records in regards to practical testing. These records will be maintained at the MEMSA office in Jefferson City, Missouri for a minimum of five years unless noted differently.

General

1. MEMSA will file an annual report of Regional Test activities after review by the Board of Directors to the Missouri Bureau of EMS by April 15 of each year. This report shall include the following:
 - a. The type of examination, date of examination, and location of examination
 - b. Number of candidates tested at each examination
 - c. Number of stations and skills tested at each examination
 - d. Number of students registered at the Advanced EMT and paramedic practical examination from out of state that are not students in a Missouri accredited training entity
 - e. Pass/Fail percentages for each EMT-Basic test conducted
2. Current copies of the examiners certifications will be kept by MEMSA and will be available during regular business hours for valid requests.
3. The signed examiner pay card shall be used to maintain and serve as a record of examiners' qualifications on site
4. All originals are the property of MEMSA

Examiner

1. Examiners shall certify in writing to the accuracy of their qualifications and that they will maintain the following records for a minimum of five years
 - a. Documentation of completion of a current examiner workshop (including where the workshop was taken and who conducted the workshop)
 - b. Copies of current Missouri license as a Physician, Registered Nurse, Paramedic, Advanced EMT, or EMT-B.
 - c. Documentation of at least two years experience at the level being tested (or above)
 - d. Documentation of teaching experience.
 - e. At least eight (8) hours of evaluator educational updates every five (5) years
 - f. Current copies of certifications (BLS, ACLS, ATLS (physician only), ITLS, PHTLS, PALS, PEPP, etc)

Test Day Records

1. Sign in sheets for EMT, Advanced EMT (EMT-I), and paramedic examinations as well as a listing of stations tested by each candidate
2. Tally sheets from EMT examinations conducted

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3. Station evaluation sheets for EMT-B testing will be maintained for a minimum of twelve (12) months
4. Candidate evaluation sheets will not be released or discussed with the training entities nor the candidates
5. Exam records will be available for review by the Missouri Bureau of EMS or the National Registry of EMT's during normal business hours.
6. All records containing demographic information (name, address, social security number, phone number, driver's license, etc.) shall be shredded when discarded

CANDIDATE PROBLEMS

Candidate Complaints

1. All candidate complaints should be referred to the site coordinator as soon as possible.

Briefing for Candidates

1. Cell phones, smart phones, PDA's or any other electronic device (except for medical reasons) are NOT allowed at the test site. All electronic devices will be kept or stored in their personal vehicles. Current technology of cell phones and other electronic capabilities with text messaging, photographic, audio and video recording may compromise the examination.
2. All Regional Test sites will be a "NO Firearms/Weapon" area. Firearms and/or weapons are not allowed on the test site, which includes off duty law enforcement officers. On-duty law enforcement officers should not schedule to test while on duty.
3. No alcohol or drugs will be permitted on the examination site.

Contagious Candidates

1. Candidate's who appear to be contagious or state they have a contagious disease, will not be allowed to test on that date. They will be allowed to test at another MEMSA site and date.

Distressed Candidates

2. Any candidate who appears to be unduly stressed or state they have a specific problem (i.e. recent personal tragedy or medical problem) should not be allowed to test on that date. They will be allowed to test at another MEMSA site and date.

Complaints

1. A candidate can complain if they have an equipment failure while testing or if they feel the examiner discriminated against them.
2. Any candidate that wants to file a complaint for the above reasons must do so before leaving the exam site by completing a Candidate Complaint Form and submitting it to the Site Coordinator.

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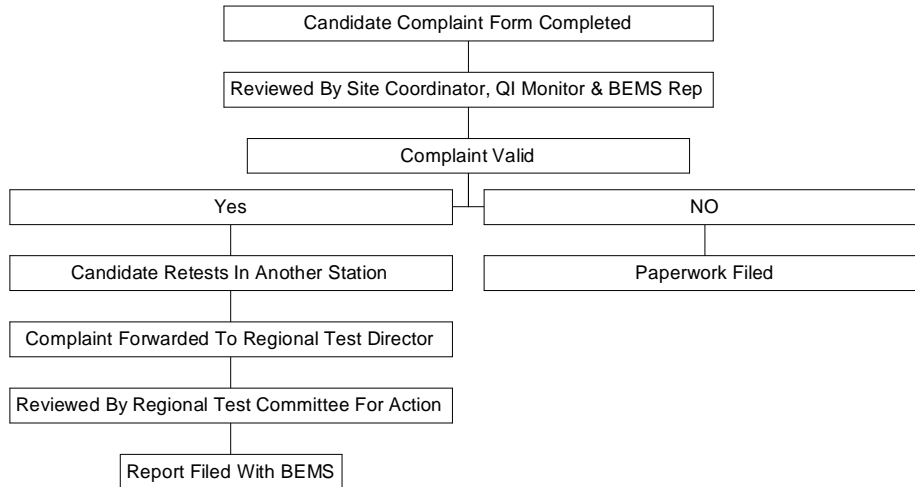
3. Examiners should complete an Examiner Complaint Form for any significant incidents that occur while conducting an exam. If there is any question if a complaint form should be completed or not, the examiner should ask the Site Coordinator.
4. An EMT candidate may appeal the outcome of their complaint by filing a Candidate Appeal Form with MEMSA within seven (7) calendar days of the test date.
5. The Candidate Appeal Form will be forwarded to the Regional Test Director or RT Chair for review and a written disposition by the Regional Test Committee will be forwarded to the candidate and MEMSA Board before the next regularly scheduled meeting.
6. An investigation report on all complaint (appeals) received will be submitted to the Board of Directors and the Missouri Bureau of EMS

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MEMSA REGIONAL TEST CANDIDATE COMPLAINT ALGORITHM



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PERSONNEL GUIDELINES:

Dress Code

1. All personnel (except simulated patients)
 - a. Business attire
 - i. No jeans, t-shirts, shorts, company uniforms, etc.
 - b. MEMSA ID badge to be worn

Simulated Patients

1. Comfortable cloths which may get stained
2. Bathing suit underneath
 - a. Male trunks
 - b. Female 2 piece or bottom with sports bra

Personnel Check In

1. Arrive thirty (30) minutes prior to start of test
2. Report to Site Coordinator for job assignment
3. Fill in time card

Examiner Instructions and Tasks

1. Insure all station equipment is present and in proper working order prior to the start of the station
2. Prep the Simulated Patient on their role
3. Complete the evaluation form immediately following the candidates test, insuring the candidate and examiner ID numbers are present
4. Add other information and complete MEMSA forms as requested by the site coordinator.

Incidents

1. An incident is any event that disrupts the station in a manner that does not allow a candidate to complete an exam or causes the examiner to halt the station
2. Defuse the situation and protect the simulated patient
3. Report the incidents to the Site Coordinator immediately
 - a. Complete an examiner incident report form prior to leaving the testing site
 - b. This incident report form will be sent to the Regional Test Committee Chair and MEMSA's President by the first business day following the incident

Injuries

1. Report all injuries to the Site Coordinator immediately
2. Notify the local EMS agency (911) if needed
3. The first medically qualified person on the scene shall initiate care
4. Once the Site Coordinator is present they shall become the "Incident Commander" until EMS arrives if they have been requested

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5. The Site Coordinator, in conjunction with the injured person will make all decisions as to whether medical treatment &/or transport is needed
6. All serious injuries or any requiring an ambulance to be summoned must be reported to the Regional Test Committee Chair and MEMSA's President as soon as possible, but in all cases within eight (8) hours of the event

SCHEDULING:

Each regional practical exam should be scheduled so that it shall not last longer than five (5) hours based on the example below. To accomplish this, the following example will be used as a guideline to ensure the test does not run too long. The paramedic familiarization session should last no longer than four (4) hours. The paramedic practical exam may be longer due to retesting on the same day. If a program last longer than the recommended hours, the site coordinator will make a note in the site coordinators report the reason for the occurrence.

Classes will be scheduled so that candidates should not have to be present longer than two (2) hours under normal circumstances with exception of the Advanced EMT and Paramedic exam.

Test personnel shall be given specific times they will be needed, if they are only to work a part of the time, the Site Coordinator shall make sure they cover the entire test period with adequate personnel.

Site Coordinator

MEMSA will ensure that there is one (1) Site Coordinator for each test site and at least 1 back-up person for each site.

Site Administrator

MEMSA will ensure that there is one (1) Site Administrator for each test and at least 1 back-up person for each site.

Examiners

The Site Coordinator will ensure that you have adequate personnel present the day of a practical exam.

The Site Coordinator will ensure that you have adequate stations the day of the practical exam, see example below:

(Total number of candidates per station) divided by 5 equals the number of stations per hour. Then divide that number by 3 (each examiner can do 3 candidates per hour)

First time test for 150 candidate's example:

75 medical assessment = 15 stations divided by 3 = 5 stations (always round up)

75 trauma assessment = 15 stations divided by 3 = 5 stations

150 skills = 30 stations divided by 3 = 10 stations

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Always schedule at least 1 extra examiner and victim to cover for no shows. If everyone shows, set up an extra station. (if room and equipment allows)

Assistants

Schedule one assistant for each skill station

Schedule one assistant to assist the site administrator as needed

Schedule at least one assistant as a runner (dependent upon site setup and # of stations)

Simulated Patients

Schedule one for each station (assessment & skills)

QI Monitor

Schedule at least one person to be a QI monitor, depending on how many students are being tested

Equipment Manager

At least one person needs to fulfill this position (may be filled by someone fulfilling another role also)

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APPENDICIES

APPENDIX A	QUALITY ASSURANCE COMMITTEE REPORT
APPENDIX B	EXAMINER COMPLAINT FORM
APPENDIX C	CANDIDATE COMPLAINT FORM
APPENDIX D	CANDIDATE APPEAL FORM
APPENDIX E	EXAMINER INCIDENT REPORT FORM
APPENDIX F	PARAMEDIC PRACTICAL FAMILIARIZATION SURVEY
APPENDIX G	PARAMEDIC PRACTICAL FAMILIARIZATION GUIDE

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QUALITY ASSURANCE COMMITTEE REPORT (APPENDIX A)

Candidate	Exam Site
Date	Station
Examiner	Examiner phone number

After reviewing the facts as presented, the Quality Assurance Committee's official decision is as follows:

- Nullify the results of the station(s) in question regardless of the score and repeat the station(s).

- Complaint is **not** valid after consideration of the facts and all results in question stand as reported.

We the undersigned have reviewed the candidate's complaint based upon all facts presented. The candidate was informed of the Quality Assurance Committee's decision.

Signature of Examination Coordinator

Signature of QI Monitor

Signature of Examiner

As the complainant, I have been informed of the Quality Assurance Committee's official and final decision.

Signature of Candidate

____/____/____
Date

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PARAMEDIC PRACTICAL EXAM AND FAMILIARIZATION SURVEY (APPENDIX F)

Please check the best response for each question below:

1. How would you rate the price of your practical examination?			
	In-expensive	Just Right	Too Expensive
Mark X in block ►			
2. How would you rate the knowledge and technical expertise of the examiners?			
	Great	Good	Weak
Mark X in block ►			
3. How would you rate the overall organization of the test?			
	Organized	Somewhat Organized	Disorganized
Mark X in block ►			
4. How would you rate the timeliness of the examination?			
	Exceeded Expectations	Met Expectations	Did Not Meet Expectations
Mark X in block ►			
5. Was the Practical Familiarization evening session helpful?			
	Exceeded Expectations	Met Expectations	Did Not Meet Expectations
Mark X in block ►			
6. Was the Practical Familiarization evening session at the right length?			
	Make It Shorter	Just Right	Make It Longer
Mark X in block ►			

Other Comments:

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MEMSA PARAMEDIC PRACTICAL FAMILIARIZATION IMPLEMENTATION GUIDE (APPENDIX G)

Purpose:

The purpose of the Paramedic Practical Familiarization session is to:

1. Relieve student practical testing anxiety by:
 - Introduce the process of practical testing and describe what will be expected in each station that will be tested by the student
 - Allow the students to visit a mock station and become familiar with the equipment in the station
 - Discuss and describe the common “pitfalls” (do’s and don’ts) associated with each of the skills to be tested
 - Allow students to ask questions associated with the practical testing to clear up any confusion they might have
2. Assist the students with becoming familiar with the equipment that will be used at the practical test:
 - Cardiac Monitors and manikin chest plate
 - Airway Equipment (Intubation head, laryngoscope/blades, combi-tube/PTLA, etc)
 - IV/IO equipment (IO needles, IV catheters, premixed medications for IV bolus, premixed medications for drips, etc)
 - Long Back Board, KED Board, and WBS supplies
 - Pediatric Airway Equipment

This familiarization session is designed to familiarize the student with the process and equipment that will be used during their practical testing. This program is not designed to “teach” a particular skill(s), nor is it to be a replacement for training received during the students’ paramedic program. This is solely designed to help alleviate the fears of the students by allowing the students to see the skills stations to be tested, equipment that will be used, and answer questions that the students may have regarding clarification of the critical criteria needed to complete the station.

Facilitator Qualifications:

The following are the requirements for facilitators for the Paramedic Practical Familiarization:

- Minimum two years licensure at the paramedic level
- Minimum two years as a paramedic level examiner
- Recommendation by a MEMSA Board member, Site Coordinator, Regional Test Director or Unit of EMS Representative

Facilitator Responsibilities:

Facilitator’s need to be thoroughly familiar with the skill(s) that he/she is expected to review with the students, including but not limited to:

- Stations specific criteria

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Previously Revised 03/20/2003

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Previously Revised 03/06/2006

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- Equipment to be used within that particular station
- Common pitfalls associated with the particular station
- Critical criteria associated with the particular station
- Maintains sufficient knowledge to answer student questions or finds other resources to answer their questions

Policies Regarding Use of Facilitators:

The purpose of the facilitator during the Paramedic Practical Familiarization is to:

- demonstrate a particular skill
- review the equipment used in the performance of that skill
- identify common errors associated with a given skill
- review critical criteria
- answer questions from students associated with the given skill

The facilitator should not take an instructor/teaching role during the review process and should focus on allowing the student to become more comfortable with the equipment and procedure to be tested. It is recommended not use a facilitator as an examiner for the same station that he/she was a facilitator in.

Paramedic Practical Familiarization Stations:

Station One: Adult Airway, ET intubation, Combi-tube/PTLA

Station Two: IV Administration and Administration of Medication

Station Three: Pediatric IO and Pediatric Airway

Station Four: Patient Assessment, Oral A & B

Station Five: Dynamic and Static Cardiology

Station Six: Random Skills (Long Back Board, KED, BWS supplies)

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List of Mandatory Equipment that will be available at EMT Practical Exam Site

Required Equipment	Types/Extra Supplies
Adult Intubation Manikin	Half Torso
Combi-tube and PTLA	Both
BVM	BVM with O2 and res
Stethoscope	Inexpensive
Long Spine board	Wooden or Plastic with LSB with quick clips and long straps 9ft and Spider Straps
Assorted C-Collars	4 different size and one size fits all
Head-rolls	Foam or towel
4 - Long Straps	6ft or 9ft
KED or short board with straps	KED board
Tourniquet	CAT Tourniquet, 2 cravats, 2 kling, 1 wooden stick
O2 Tank	D or E size
Regulator	1 gauge or 2 gauge
CPR Manikin with Ears or Intubation Head	Half Torso with ears CPR Manikin with ears
Traction Splint	Hare Traction & Sagar Splint
Suction Machine	AC or battery suction machine
AED Trainer	Varies / small generic AED
All other equipment/supplies listed on BEMS exam equipment list.	