

**RESTRICTED DELIVERY CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

Before the Iowa Department of Public Health

IN THE MATTER OF:  Hawkeye Community College 1501 East Orange Waterloo, Iowa 50704  Training Program: 7	Case Number: 09-07-18  NOTICE OF PROPOSED ACTION  <b>PROBATION</b>
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Pursuant to the provisions of Iowa Code Sections 17A.18, 147A.7, and Iowa Administrative Code (I.A.C.) 641—131.8(2), the Iowa Department of Public Health is proposing to place the training program identified above on probation until August 31, 2010.

The department may place a provider on probation when it finds that the training program has committed any of the following acts or offenses:

*Failure to comply with the 2005 Standards and Guidelines for the Accreditation of Educational Program in the Emergency Medical Services Professions, published by the Commission on Accreditation of Allied Health Education Programs.  
IAC 641—131.8(2)q*

The following incident resulted in this notice:

In 2007, after completion of a site visit by the Department, Hawkeye Community College (HCC) was placed on probation through August 31, 2009 for failure to comply with the 2005 Standards and Guidelines for the Accreditation of Educational Program in the Emergency Medical Services Professions, published by the Commission on Accreditation of Allied Health Education Programs.

In May of 2009 HCC completed a self-assessment application for renewal of its EMS Training Program. On July 22 and 23, 2009, a site visit was completed by the Department. The Department finds that HCC has failed to meet the following standards:

**II.B. Appropriateness of Goals and Learning Domains**

The program must regularly assess its goals and learning domains. Program personnel must identify and respond to changes in the needs and/or expectations of its communities of interest.

**II.C. Minimum Expectations**

The program must have the following goal(s) defining minimum expectations:

- Emergency Medical Technician-Intermediate

“To prepare competent entry-level Emergency Medical Technician-Intermediates in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains,” with or without exit points at the Emergency Medical Technician-Basic and/or First Responder levels.

**III.A.2. Hospital/Clinical Affiliations and Field/Internship Affiliations**

For all affiliations students shall have access to adequate numbers of patients, proportionally distributed by illness, injury, gender, age, and common problems encountered in the delivery of emergency care appropriate to the level of the Emergency Medical Services Profession(s) for which

training is being offered.

### **III.B.1. Program Director**

#### **a. Responsibilities**

The program director must be responsible for all aspects of the program, including, but not limited to:

- 4) the effectiveness of the program and have systems in place to demonstrate the effectiveness of the program
- 6) adequate controls to assure the quality of the delegated responsibilities.

#### **b. Qualifications**

The program director must:

- 1) possess a minimum of an Associate's degree for Emergency Medical Technician-Intermediate and a minimum of a Bachelor's degree for Emergency Medical Technician-Paramedic from a regionally accredited institution of higher education

### **III.B.2. Medical Director**

#### **a. Responsibilities**

The medical director must be responsible for all medical aspects of the program, including but not limited to:

- 1) review and approval of the educational content of the program curriculum to certify its ongoing appropriateness and medical accuracy,
- 2) review and approval of the quality of medical instruction, supervision, and evaluation of the students in all areas of the program,
- 3) review and approval of the progress of each student throughout the program and assist in the development of appropriate corrective measures when a student does not show adequate progress,
- 4) assurance of the competence of each graduate of the program in the cognitive, psychomotor, and affective domains,
- 5) responsibility for cooperative involvement with the program director,
- 6) adequate controls to assure the quality of the delegated responsibilities.

### **III.C. Curriculum**

2. The program must track the number of times each student successfully performs each of the competencies required for the appropriate exit point according to patient age, pathologies, complaint, gender, and interventions.

### **III.D. Resource Assessment**

The program must, at least annually, assess the appropriateness and effectiveness of the resources described in these standards. The results of resource assessment must be the basis for ongoing planning and appropriate change. An action plan must be developed when deficiencies are identified in the program resources. Implementation of the action plan must be documented and results measured by ongoing resource assessment.

## **IV.A. Student Evaluation**

### **1. Frequency and Purpose**

Evaluation of students must be conducted on a recurrent basis and with sufficient frequency to provide both the students and program faculty with valid and timely indications of the students' progress toward and achievement of the competencies and learning domains stated in the curriculum.

### **2. Documentation**

Records of student evaluations must be maintained in sufficient detail to document learning



progress and achievements.

#### IV.B.1. Outcomes Assessment

The program must periodically assess its effectiveness in achieving its stated goals and learning domains. The results of this evaluation must be reflected in the review and timely revision of the program. Outcomes assessments include but are not limited to: exit point completion, graduate satisfaction, employer satisfaction, job placement, state licensing examinations and/or national registration.

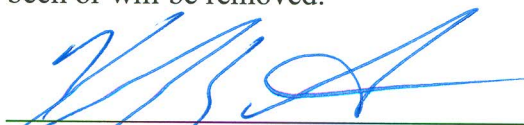
#### V.D. Student Records


Satisfactory records must be maintained for student admission, advisement, counseling, and evaluation. Grades and credits for courses must be recorded on the student transcript and permanently maintained by the sponsor in a safe and accessible location.

The probation shall be subject to the following terms and conditions:

- a. HCC shall comply with all provisions of IAC 641—131.
- b. In the event the training program violates or fails to comply with any of the terms or provisions of the probation, the department may initiate appropriate action to revoke or suspend authorization as an Iowa EMS Training Program or to impose appropriate discipline.
- c. The program must notify the EMS Regulation Manager 30 days prior to Advisory Committee meetings.
- d. The training program will submit monthly reports summarizing the medical director's involvement with the program.
- e. The program must schedule a site visit between June 1, 2010 and July 31, 2010.
- f. The program must submit a self-study application at least sixty (60) days prior to the scheduled site visit. With the self-study, the program must submit a comprehensive program assessment including, but not limited to, exit point completion, graduate satisfaction, employer satisfaction, job placement, state licensing examinations and/or national registration.
- g. At the site visit, the training program shall provide summative item analysis for each test item including, but not limited to, difficulty index and item discrimination, and include documentation of any test item revision resulting from the item analysis.
- h. At the site visit, the training program shall provide documentation of the number of times each student successfully performs each of the competencies required for the appropriate exit point according to patient age, pathologies, complaint, gender, and interventions.
- i. This notice shall be part of the permanent record of the bureau and shall be considered by the bureau in determining the nature and severity of any disciplinary action to be imposed in the event of future violations.

**You have the right to request a hearing concerning this notice of disciplinary action.** A request for a hearing must be submitted in writing to the Department by certified mail, return receipt requested, within twenty (20) days of receipt of this Notice of Proposed Action. The written request must be submitted to the Iowa Department of Public Health, Bureau of Emergency Medical Services, Lucas State Office Building, 321 E 12<sup>th</sup> St, Des Moines, Iowa 50319. If the request is made within the twenty (20) day time limit, the proposed action is suspended pending the outcome of the hearing. Prior to or at the hearing, the Department may rescind the notice upon satisfaction that the reason for the action has been or will be removed.

  
Kirk E. Schmitt  
EMS Bureau Chief

  
Date