

**RESTRICTED DELIVERY CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

Before the Iowa Department of Public Health

IN THE MATTER OF:  Iowa Lakes Community College 3200 College Drive Emmetsburg, Iowa 50536-1098  Training Program: 3	Case Number: 09-05-04  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 May 31, 2011.

The department may place training program on probation when it finds that the training program has failed to meet the applicable provisions of Iowa Administrative Code 641—131 (*IAC 641—131.8(2)*):

*Failure to comply with the 2005 Standards and Guidelines for the Accreditation of Educational Programs 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 February of 2009, Iowa Lakes Community College completed a self-assessment application for renewal of its EMS Training Program. On April 21 and 22, 2009 a site visit was completed by the Department. The Department finds that Iowa Lakes Community College has failed to meet the following standards:

II.B. Advisory council must meet at least annually.

II.C. The program must have the following goal(s) defining minimum expectations, “To prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

III.A.1 Equipment and supplies must be sufficient to ensure the achievement of the program's goals and outcomes, including faculty/staff continuing education

III.A.2 Students shall have access to adequate numbers of patients, proportionally distributed by gender.

III.B.1.b Program director for NSC: EMT-P (PS level) program must have a minimum of a Bachelor's degree.

III.B.2 Medical director must be responsible for medical aspects of the program, including:

- 3) Review and approval of each student’s progress
- 4) Assurance of the competence of each graduate
- 6) Assure the quality of the delegated responsibilities

III.B.2.b.2) The medical director must have adequate training in the delivery of out-of-hospital care

III.C.1 Instruction must be an appropriate sequence of classroom, laboratory, clinical and field/internship activities.

III.C.2 The program must track the number of times each student successfully performs each of the competencies according to gender.

III.D The program must, at least annually, assess the appropriateness and effectiveness of the resources.

IV.A.1 Evaluation of students must be completed with valid indications of progress.

IV.A.2 Records of student evaluations must be maintained in sufficient detail to document learning progress and achievements.

IV.B.1 The program must periodically assess its effectiveness in achieving its stated goals and learning domains.

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

- a. You 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 provide agendas and meeting minutes of Advisory Council meetings, at least annually.
- d. You shall submit quarterly reports to the bureau (filed no later than January 10, April 10, July 10, and October 10) which shall include the following information:
  1. documentation of the number of patients its students contact, for each level, by illness, injury, gender and age.
  2. documentation of the medical director's involvement with the program.
- e. Prior to beginning a course based on the National Highway Traffic Safety Administration's National Standard Curriculum for the EMT-Paramedic, you shall submit a description of the internship, including, at a minimum, schedule, prerequisites, required competencies, evaluation tools, and preceptor training for approval.
- f. You shall submit, with each annual report, summative results of any survey or evaluation completed by the program.
- g. The program must submit, by January 1, 2011, a timeline for achieving Accreditation by the Commission on Accreditation of Allied Health Education Program.
- h. The program must schedule a site visit between March 1, 2011 and April 31, 2011.
- i. The program must submit a self-study application sixty (60) days prior to the scheduled site visit.
- j. 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