

**RESTRICTED DELIVERY CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

Before the Iowa Department of Public Health

IN THE MATTER OF:  Iowa Valley Community College 3702 South Center Street Marshalltown, Iowa 50158  Training Program: 6	Case Number: 11-12-09  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 October 31, 2013.

The department may place a program on probation when it finds that the training program has failed to meet the applicable provisions of rules (*IAC 641—131.8(2)*) or committed any of the following acts or offenses:

*A training program may conduct continuing education courses (utilizing appropriate instructors) pursuant to subrule 131.4(6).*

*c. Each training program shall maintain a participant record.  
IAC 641—131.6(2)c*

*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(3)q*

The following incident resulted in this notice:

The Department previously placed Iowa Valley Community College on probation for a term of November 1, 2009 through October 30, 2011.

On September 27, 2011, the department completed a site visit for renewal of Iowa Valley Community College's EMS Training Program. The site visit was a term of the probation action issued by the Department on December 17, 2009.

Upon review of continuing education records, it was noted that some continuing education courses did not have include a roster of participants.

In addition, the Department finds that IVCC 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.

An advisory committee, which is representative of these communities of interest, must be designated and charged with the responsibility of meeting at least annually, to assist program and sponsor personnel

in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.

### **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.

#### **B. Qualifications**

The medical director must:

- 2) have adequate training or experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care,
- 3) be an active member of the local medical community and participate in professional activities related to out-of-hospital care,
- 4) be knowledgeable about the education of the Emergency Medical Services Professions, including professional, legislative and regulatory issues regarding the education of the Emergency Medical Services Professions.

### **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. The program 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 schedule and hold an Advisory Committee Meeting prior to July 1, 2012.
- d. The program must notify the EMS Regulation Manager 30 days prior to Advisory Committee meetings.
- e. Prior to December 31, 2012 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 to the department.
- f. The program 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:
  - i. Documentation of the medical director's involvement with the program.
  - ii. Documentation of any student counseling completed.
  - iii. 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.
  - iv. Documentation from the Training Program Director verifying complete continuing education rosters submitted for all approved courses.
- g. The program must schedule and participate in a site visit between August 1, 2013 and September 30, 2013.
- h. The program must submit a self-study application at least sixty (60) days prior to the scheduled site visit.
- 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.

  
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Gerd W. Clabaugh  
Deputy Director and  
Director, Division of Acute Disease Prevention and Emergency Response

1-11-12  
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Date