

**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: 09-12-07 NOTICE OF PROPOSED ACTION PROBATION
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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, 2011.

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:

Continuing education approval. The following standards shall be applied for approval of continuing education:

d. Courses approved as formal education must meet the following criteria:

- (1) Involve live interaction with an instructor or be an Internet-delivered course approved by CECBEMS; and*
- (2) Be based on the appropriate department curricula for EMS providers and include one or more of the following topic areas: airway, patient assessment, trauma assessment and management, medical assessment and management, behavioral emergencies, obstetrics, gynecology, pediatrics, or patient care record documentation.*

IAC 641—131.4(6)

The training program shall use the following course curricula approved by the department for certification.

(1) EMS provider curricula and course length:

- 1. First responder—Current DOT FR curriculum plus department enhancements, 50 to 60 hours.*

IAC 641—131.5(1)a

A training program may conduct continuing education courses (utilizing appropriate instructors) pursuant to subrule 131.4(4).

b. Course approval shall be made prior to the course's being offered.

c. Each training program shall maintain a participant record that includes, as a minimum:

- (3) Certification number.*

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:

On August 14, 2009, Iowa Valley Community College (IVCC) completed a self-assessment application for renewal of its EMS Training Program. On November 24 and 25, 2009, a site visit was completed by the Department.

Upon review of continuing education records, it was noted that a video-taped course was issued a formal education number. Also, a Hazardous Materials Operations course, that did not contain requirements for patient care or documentation, was issued a formal sponsor number.

The program director stated that the IVCC First Responder Course is 56 hours of class time with an additional 16 hours of field and clinical requirements.

Continuing education rosters reviewed did not contain the student's certification number.

In addition, the Department finds that IVCC has failed to meet the following standards:

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.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,
- 6) adequate controls to assure the quality of the delegated responsibilities.

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.

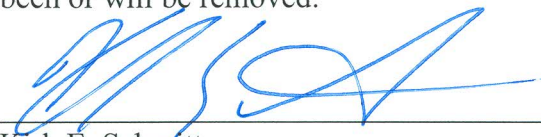
V.D. Student Records

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. IVCC 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 to the Department summarizing the medical director's involvement with the program.
- e. The program must schedule and participate in a site visit between August 1, 2011 and September 30, 2011.
- 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. Prior to scheduling a First Responder course, the training program must submit a course schedule that does not exceed 56 hours.
- 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 12th 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

12/17/2009

Date