



EMS Information Bulletin 2023-07

DATE: March 20, 2023

SUBJECT: PA Accredited EMS Educational Institute Checklist

TO: PA EMS Educational Institutes

FROM: John Englert, EMS Program Manager

This EMS Information Bulletin will serve as notification that as of April 1, 2023, the attached PA EMS Educational Institute Equipment Checklist, will replace the existing EMS Education Institute Accreditation Equipment Form, located on pages 71 thru 84, of the Pennsylvania Department of Health 2020, PA EMS Education Policy and Procedures Manual.

The new checklist must be utilized for all new EMS Educational Institute applicants, as well as those seeking EMS Educational Institute Reaccreditation commencing April 1, 2023.

Please do not hesitate to contact your PA Regional EMS Council in the event of any questions.

The following is a list of required documents to be included in application for accreditation or renewal of accreditation status

Document type	Present	Comments
Advisory Committee List		<i>Must include: representatives of the EMS communities that have an interest in the EMS provider educational courses the institute offers, representative of an appropriate regional EMS council and the institute's medical director.</i>
*Verification of advisory meeting annually		
Medical Director resume or CV		
Administrative Director resume or CV		<i>A BLS educational institute shall have an administrative director who has at least 2 years of experience in administration and 3 years of experience in prehospital care.</i>
Course Coordinator resume or CV		<i>3 years of clinical experience providing prehospital care as an EMS provider at or above the EMT level and Certification as an EMS instructor.</i>
Instructor list		<i>To include active certification level, EMS instructor status and number</i>
Clinical preceptors – <i>if applicable</i>		<i>List of names and level of credentials and/or current clinical agreement with clinical facility</i>
Field Preceptors - <i>if applicable</i>		<i>To include name, cert level and agency</i>
Disclosure to students and prospective students of the following:		<i>(In printed or electronic form)</i>
The institute's accreditation status.		
the contact information for the Department and the regional EMS councils where its courses are offered		
The institute's admissions, discipline, and discharge policies and practices.		
The requirements for completing each EMS provider educational course it offers, including, to the extent known, advance notice of the books and materials required for each course.		
The tuition fees and other costs involved in completing each EMS provider educational course.		
The policy and process for withdrawal from a course and the refund of tuition and other fees.		
Information as to how students may perform clinical work while enrolled in an EMS provider educational course		
*The percentage of students for the previous 3 years who enrolled in and completed each EMS provider educational course offered by the institute.		
*The percentage of students for the previous 3 years, for each EMS provider educational course, who obtained EMS provider certification, and a percentage of the students who obtained certification after a first examination.		

Disclosure to students and prospective students of the following: (continued)		(In printed or electronic form)
The regulatory requirements for testing leading to EMS provider certification.		
The EMS educational institute's policies for the prevention of sexual harassment.		
Operational Procedure documents		
Provide a mechanism by which students may grieve decisions made by the institute regarding dismissal from an EMS provider educational course or other disciplinary action.		
Have a policy regarding the transfer of a student into or out of an EMS provider educational course from one EMS educational institute to another.		
Adopt and implement a nondiscrimination policy with respect to student selection and faculty recruitment.		
Have a continuing quality improvement process in place for instructors, students and clinical evaluation		
Clinical performance parameters and expectations - if applicable		
Examples of, or process defined for clinical preceptor notification/communication of the skills and interventions their assigned student has been cleared to perform. - if applicable		Per EMS IB 2019-02
BLS Educational Institute requesting to offer Advanced EMT classes must also have the following		
Document type	Present	Comments
Course Coordinator resume or CV		3 years of clinical experience providing prehospital care of an ALS educational course shall be as an EMS provider above the AEMT level.
Instructor list		To include active providers at or above the AEMT level
Clinical Preceptors – if applicable		List of names and level of credentials and/or current clinical agreement with clinical facility
Field Preceptors list		To include name, cert level and agency
Clinical performance parameters and expectations		Hours; forms; clinical policies
Examples of, or process defined for clinical preceptor notification/communication of the skills and interventions their assigned student has been cleared to perform.		Per EMS IB 2019-02

*Required documents for renewal of accreditation status

Documents provided should reflect most recent date of review/update. If date on submitted documents does not reflect current month and year of renewal, statement from the Institute Director must be included to acknowledge that the documents in submitted application are current as of the date of accreditation/renewal request.

Additional Criteria included in electronic accreditation application

- Educational facilities: letters of agreement signed by both parties, for use of the facility. Include facility name(s), address, contact person(s), email address(es) and telephone number(s).
- Clinical Facilities: Include facility name address, contact person(s), email address(es) and telephone numbers. also provide a list of approved preceptors for the facilities which includes name, address, telephone number and credentials (certification, license, etc.)
- Field Affiliations: Include EMS service name, address, contact person(s), email address(es), telephone number(s), and the name of the Medical Director. Also provide a list of approved preceptors for the facility which includes name, address, telephone number and credentials (certification, license, etc.) Attach letters of agreement for use of the facility. Letters must be signed by the person or persons with this authority at the organization.
- Equipment: Provide an inventory (to include the number and type of equipment) for all sites any letter(s) of agreement for equipment to be used. Equipment is the responsibility of the EMS Education Institute; if equipment is shared an inventory list must accompany this with a letter of agreement from both parties.

Additional criteria not included in electronic accreditation application:

- Facilities and equipment inspection complete (refer to Required Classroom infrastructure and Minimum Equipment List)
- Inspection of student records performed. (which includes class performance, practical and written examination results, and reports made concerning the progress of the student during the EMS provider educational course. Other records for course completion, per the National EMS Education standards including records of attendance, clinical portion completion/required patient contacts, Hazardous Materials Awareness training, in accordance with Homeland Security Presidential Directive-5 and in recognition of Commonwealth EMS Agencies interoperability needs and entry provider safety and preparation, NIMS components completed and any other requirements determined by the institute to make the student eligible for certification exams.)

BUREAU OF EMERGENCY MEDICAL SERVICES

This document lists the minimum equipment required for initial EMS education classes. **Numbers in the “required quantity column” are necessary for each class being held up to 24 students.** Each level of instruction must possess the minimal equipment for the students to meet educational objectives. It is the instructor's responsibility to ensure that appropriate and adequate equipment is available for the number of students enrolled in the program. When instructors are teaching a skill/procedure to the students, the required 6:1 ratio of students to instructors must be met. Each lab session should have sufficient equipment (and related supplies) available so that each student group has access to the needed equipment/supplies necessary for the skill(s) they are learning. Multiple courses being held simultaneously and classes with more than 24 students, require additional documentation from the education institute. The institute shall identify a structured plan of equipment utilization between the courses.

Provider level codes	
R	Emergency Medical Responder
E	Emergency Medical Technician
A	Advanced Emergency Medical Technician
P	Paramedic

If a provider code (the single letter code from the table above) is listed for a piece of equipment, then initial education programs for that level of EMS Provider are required to have the listed equipment.

Classroom and Facility infrastructure				Levels				NOTES
# Present and Operating		Deficient	Corrected	Educational Site	R	E	A	P
				Facility sponsored by EMS Education Institute	R	E	A	P
				ADA Compliant facility*	R	E	A	P
				Sufficient restrooms in the facility where instruction is being held.	R	E	A	P
				Space for twenty-four (24) students to participate in kinematic learning and skill practice activities (6:1 student to instructor ratio)	R	E	A	P
				Adequate and secure storage space for instructional materials	R	E	A	P
				Audio, visual and kinematic aids to support and supplement didactic instruction	R	E	A	P

(continued) Classroom and Facility infrastructure					Levels				NOTES
				Provide basic instructional support material – including writing board surface (i.e. chalk, white or SMARTboard)	R	E	A	P	
				Controlled environment	R	E	A	P	**Reference Committee on Accreditation for EMS Professions (CoAEMSP) Standards and Guidelines (www.coaemsp.org)
General Equipment/Supplies					Levels				NOTES
# Present and Operating	Required Quantity	Deficient	Corrected	Personal Protection Equipment (PPE)					
	2 Boxes each			Exam Gloves (small, medium, large and x- large)	R	E	A	P	
	1			BSI Kits* (Each kit must contain: eye protection, gown/coat, surgical cap and foot coverings, exam gloves)	R	E	A	P	
	1			HEPA Mask/ N95	R	E	A	P	
	1			Surgical Mask	R	E	A	P	
	1			PPE set for Rescue Operations (set includes 1 pair of work gloves, eye protection, helmet and turn-out gear)	R	E	A	P	can be loaned thru agreement provided with application
General Equipment/Supplies					Levels				NOTES
# Present and Operating	Required Quantity	Deficient	Corrected	Manikins/Simulators (some devices may have multiple functions)					
	2			Adult Airway/Intubation Manikin	R	E	A	P	
	2			Infant Airway/ Intubation Manikin	R	E	A	P	
	2			Adult CPR Manikin	R	E	A	P	
	2			Child CPR Manikin	R	E	A	P	
	2			Infant CPR Manikin	R	E	A	P	
	2			Obstetrical Manikin	R	E	A	P	
	2			12-lead placement instruction capable manikin/simulation aid		E	A	P	
	4			IO capable manikin -at least 1 for adult insertion			A	P	
	1			Cricothyrotomy trainer				P	
	1			Chest decompression manikin				P	

(continued) General Equipment/Supplies					Levels				NOTES
# Present and Operating	Required Quantity	Deficient	Corrected	Miscellaneous equipment					
	1			CPR feedback device	R	E	A	P	
	1			Football Helmet	R	E	A	P	
	1			Motorcycle Helmet	R	E	A	P	
	1			Moulage Kit w/ Supplies	R	E	A	P	
	1			Vehicle Rescue Tool Set ¹	R	E	A	P	<i>Can be loaned thru agreement provided with application</i>
	1			Stair Chair	R	E	A	P	
	1			Wheeled Stretcher	R	E	A	P	
	1			Orthopedic/Scoop Stretcher	R	E	A	P	
	1			Folding Litter/collapsible device (i.e. Reeves)	R	E	A	P	
	48			Patient care report/transfer of care form (must include components to document assessment findings, interventions performed and clinical decision-making regarding patient handling, treatments and transport)	R	E	A	P	<i>Can be electronic form</i>
	1			Emergency Response Guidebook (current edition)	R	E	A	P	
	1 set			Triage Tags	R	E	A	P	
	4			Sterile Saline or Water (at least 250ml bottle)	R	E	A	P	

Assessment Equipment					Levels				NOTES
# Present and Operating	Required Quantity	Deficient	Corrected	Basic Assessment Equipment					
	4			BP Cuff Manual - Adult	R	E	A	P	
	2			BP Cuff Manual - Peds	R	E	A	P	
	2			BP Cuff Manual Thigh	R	E	A	P	
	4			Stethoscope	R	E	A	P	
	2			Stethoscope (dual -head training)	R	E	A	P	
	4			Pen Lights	R	E	A	P	
	2			Shears (Trauma or Bandage)	R	E	A	P	
	4			Cold Packs (can be simulated)	R	E	A	P	
	4			Hot Packs (can be simulated)	R	E	A	P	
	4			Pulse oximeter		E	A	P	
	4			Electronic glucose meter		E	A	P	
	48			Test strips		E	A	P	
	48			Lancets		E	A	P	

(continued) Assessment Equipment					Levels				NOTES	
# Present and Operating	Required Quantity	Deficient	Corrected							
				Advanced Assessment Equipment						
	4			IV arm			A	P		
	4			IO access device			A	P		
	4			IO needle kit (each kit includes one 45mm, one 25mm and one 15mm)			A	P		
	1			Pediatric Emergency length-based tape			A	P		
	2			End Tidal CO2 monitoring device			A	P		
	2			Continuous waveform capnography device			A	P		
Cardiac Equipment					Levels				NOTES	
# Present and Operating	Required Quantity	Deficient	Corrected							
				Cardiac monitoring and associated equipment						
	1			12-lead cables		E	A	P		
	240			electrodes		E	A	P		
	2			Cardiac Monitor - must be 12-lead capable. (May be a simulation device capable of capture and transmission)			A	P		
	1			Rhythm Generator				P		
	2			Cardiac Monitor- capable of 12-lead capture and transmission, Defibrillation, pacing and synchronized cardioversion (May be a simulation device)				P		
	2			Automatic External Defibrillator (must be compliant to current American Heart Association guidelines)	R	E	A	P		
	2			Adult defibrillator pads-compatible with Institutes cardiac monitor				P		
	2			Adult defibrillator pads-compatible with Institutes AED's	R	E	A	P		
	2			Pediatric defibrillator pads - compatible with Institutes cardiac monitor				P		
	2			Pediatric defibrillator pads-compatible with Institutes AED's	R	E	A	P		

(continued) Airway and Breathing Equipment				Levels	NOTES
# Present and Operating	Required Quantity	Deficient	Corrected	Advanced Airway Management	
	4			Adult Supraglottic ² Airway sets (each set includes at least 2 types, various sizes of each)	A P
	2			Pediatric Supraglottic ² Airway – various sizes	A P
	2			Commercial tube holder	A P
	2			Bougie introducer	P
	2			Intubation Stylet	P
				Endotracheal Tubes	
	2			2.5mm	P
	2			3.0mm	P
	2			4.0mm	P
	2			5.0mm	P
	2			6.0mm	P
	2			7.0mm	P
	2			8.0mm	P
	2			9.0mm	P
	2			Laryngoscope Handle	P
				Laryngoscope Blades	
	2			00 Miller	P
	2			0 Miller	P
	2			1 Miller	P
	2			2 Miller	P
	2			3 Miller	P
	2			4 Miller	P
	2			#0 Macintosh	P
	2			#1 Macintosh	P
	2			#2 Macintosh	P
	2			#3 Macintosh	P
	2			#4 Macintosh	P
	2			Cricothyrotomy Kit - kit to include: #10 scalpel blade 6.0mm cuffed et tube or shiley tube 35mm bougie 10cc syringe Curved forceps/hemostats News tracheal hook Tube securing device	P

(continued) Airway and Breathing Equipment				Levels	NOTES
# Present and Operating	Required Quantity	Deficient	Corrected		
	2			Chest Decompression Needle (3 ¼" over the needle catheter – 10g, 12g or 14g)	Y O G P
	1			Chest tube kit - kit to include: Petroleum gauge –3x18 scalpel curved forceps 18x25 sterile drape Sterile gloves Chest tube valve Clora prep swab sticks 4x4 split sponge	Y O G P
	1			Soft chest tube	Y O G P

Pharmacological Equipment				Levels	NOTES
# Present and Operating	Required Quantity	Deficient	Corrected		
				Fundamental pharmacological equipment	
	4			MAD (mucosal atomization device) for intranasal admin.	R E A P
	6			Plastic Biohazard containers	Y E A P
	4			Nebulizer Unit	Y E A P
	48			Alcohol preps	Y E A P
	4			Syringes 60cc	Y O G A P
	10 per student			10cc	Y O G A P
	10 per student			3cc	Y O G A P
	10 per student			1cc	Y O G A P

(continued) Pharmacological Equipment				Levels	NOTES
# Present and Operating	Required Quantity	Deficient	Corrected	Advanced pharmacological equipment: venipuncture/vascular access	
	10 per student				
	4				
	4				
	10 per student				
	10 per student				
	10 per student				
	10 per student				
	10 per student				
	30 per student				
	30 Per student				
	30 Per student				
				Medication placebos ³ ** Medication Placebo's should be clearly marked as not being intended for actual medication. The use of candy or breath freshener is encouraged to ensure safe handling. Placebos may be expired medications or commercial replicas. All appropriate precautions should be taken to ensure that no medication is actually capable of being delivered inadvertently	
	4				
	4				
	4				
	4				
	4				
	2			R	
	2			R	
	2				
	2				
	4				
	2				
	4			R	

(continued)				Medication placebos ³ ** Medication Placebo's should be clearly marked as not being intended for actual medication. The use of candy or breath freshener is encouraged to ensure safe handling. Placebos may be expired medications or commercial replicas. All appropriate precautions should be taken to ensure that no medication is actually capable of being delivered inadvertently				
# Present and Operating	Required Quantity	Deficient	Corrected					
	2			Nerve agent antidote kit, autoinjector only (may include atropine, pralidoxime, and diazepam)	R	E	A	P
	2			Nitroglycerin, sublingual spray		E	A	P
	2			Nitroglycerin, sublingual tabs		E	A	P
	4			Oxygen size "D" or "E" cylinders (filled)	R	E	A	P
	4			IV solutions -Normal Saline Solution			A	P
	4			Lactated Ringers			A	P
	4			Dextrose 5-50%			A	P
	4			DiphenhydrAMINE HCl			A	P
	48			EPINEPHrine HCl 1 mg/mL			A	P
	4			EPINEPHrine HCl 0.1 mg/mL			A	P
	4			EPINEPHrine HCl, racemic			A	P
	4			Glucagon			A	P
	4			Ketorolac			A	P
	4			Naloxone <i>Note — intranasal and autoinjector listed separately</i>			A	P
	4			Ondansetron			A	P
	4			Adenosine				P
	4			Amiodarone				P
	4			Atropine sulfate				P
	4			Calcium chloride/calcium gluconate				P
	4			Diazepam				P
	4			Diltiazem				P
	4			DOPamine				P
	4			Enalapril				P
	4			Lidocaine HCl				P
	4			Magnesium sulfate				P
	4			MethylPREDNISolone				P
	4			Sodium bicarbonate				P

Medical Equipment					Levels				NOTES	
# Present and Operating	Required Quantity	Deficient	Corrected							
				Emergency Childbirth Management						
	4			Obstetrical Kits (Each kit must include: bulb syringe, 2 umbilical clamps; under pad, iodine prep, scalpel., OB napkin, sterile gloves, OB towelettes, twist ties, plastic bag, baby covering/disposable towel)	R	E	A	P		
	2			Meconium aspirator				P		
Trauma Equipment					Levels				NOTES	
# Present and Operating	Required Quantity	Deficient	Corrected							
				Splinting/immobilization Equipment						
	8			Triangular Bandages (cravats)	R	E	A	P		
	8			commercial tourniquet (for hemorrhage control)	R	E	A	P		
	1			Long Spine Board		E	A	P		
	1			Short spine board		E	A	P		
	1			Vest type spinal immobilization device		E	A	P		
	4			Blankets	R	E	A	P		
	2			Pillow	R	E	A	P		
	1 set			Cervical Immobilization device		E	A	P		
	6			9' Straps (may substitute spider straps or speed clips for 3 straps)		E	A	P		
	1			Traction Splint (adult)		E	A	P		
	1 set			Pneumatic Splints (air or vacuum)	R	E	A	P		
	2 sets			Rigid Splints	R	E	A	P		
	4			Flexible extremity splints	R	E	A	P		
	4			Rigid/Semi-rigid neck immobilizer set	R	E	A	P	(each set must include a collar capable of adjusting to/or is the following sizes no-neck, S, M, L, tall)	
	1			Rigid/Semi rigid neck immobilizer – pediatric size	R	E	A	P		
				Equipment supplies for bandaging/dressing						
	4			Multi Trauma (10 × 30)	R	E	A	P		
	4			Occlusive (3 × 4)	R	E	A	P		
	25			Sterile Gauze Pads (4 × 4)	R	E	A	P		
	6 rolls			Soft self-adhering dressing	R	E	A	P		
	4			Multi Trauma (10 × 30)	R	E	A	P		

Trauma Equipment				Levels	NOTES
(continued)					
# Present and Operating	Required Quantity	Deficient	Corrected	Equipment supplies for bandaging/dressing	
	4 rolls			R	E A P
	1			R	E A P
	48			R	E A P
	1				P

* **According to the American with Disabilities Act (ADA)**, architectural barriers are physical elements of a building that prevent movement or access for people with disabilities. For example, if the only way to get to the entrance of a business is by using stairs, those stairs are a barrier for wheelchair users. If the facility is a State or local government owned building, State and local governments are required by Title II to provide program access. The program access requirement makes sure that individuals with disabilities are not excluded from any program, service, or activity provided by the state or local government because existing buildings and facilities are inaccessible. State and local governments must look at their programs, services and activities in their entirety or as a whole to ensure that they are accessible to individuals with disabilities.

¹ Vehicle Rescue tool-set must consist of the following “Simple access” tools: hammers, center punches, pry bars and hacksaws; “Complex access” tools: Pneumatic, electric and/or hydraulic devices capable of brake or gas pedal displacement, dashboard roll-up, door removal, roof opening, seat displacement, steering column displacement and steering wheel removal, jacks, cribbing, basket stretcher, rescue stretcher, self-contained breathing apparatus (SCBA)

² Available SGA sizes by manufacturer:

Brand	Classified pediatric sizes	Classified Adult sizes
iGel (color-coded)	1, 1.5,2,2.5 pink, light blue, gray, white	3,4,5 yellow, green, orange
King Airway (color-coded)	0,1,2,2.5 clear, white, green, orange	3,4,5 yellow, red, purple
Laryngeal Mask Airway	1,2,2.5	3,4
Combitube	No pediatric sizes available	37f, 41f
Air-Q (color-coded)	1.0, 1.5, 2.0, 2.5, light blue, green, orange, yellow	3.5, 4.5 red, purple

³ It is the requirement of the Accredited Institute to provide each primary certification course instruction in *all* medications in accordance with the National EMS Education Standards which delineates the practices and minimum competencies for each level within the National EMS Scope of Practice Model published and distributed by the U.S. Department of Transportation, National Highway Traffic Safety Administration. The medications listed for Paramedic classes includes medications used commonly across the Commonwealth and is not all inclusive of the approved medication list published in the Pennsylvania Bulletin Under 28 Pa. Code §§ 1027.3 (c) and 1027.5 (b), or all listed in the National EMS Scope of Practice for the Paramedic level.

The National EMS Education Agenda for the Future: A Systems Approach (2000) calls for national accreditation of Paramedic programs. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). CAAHEP is the only national agency that offers Paramedic educational programmatic accreditation and is used or recognized by most states. Recognition of national accreditation remains the responsibility of each state. ²The 2019 and 2021 updated *National Scope of Practice Model* call for national accreditation of AEMT programs. The target for full implementation of AEMT program accreditation is January 1, 2025. Until that date, AEMT programs should reference the existing infrastructure suggestions within this document. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).CAAHEP is the only national agency that offers EMS programmatic accreditation and is used or recognized by most states.