

Critical Care Emergency Medical Transport CCEMTPSM Educational Site License Memorandum of Agreement Information

The creation of CCEMTPSM was in response to the growing need for qualified specialists in the area of critical care inter-facility transfer. It helps to prepare paramedics and nurses to serve with competence and confidence in meeting the needs of critical care patients undergoing inter-facility transports. While traditional paramedic education programs teach essential skills and provide a knowledge base for the management of patients in the pre-hospital setting, these types of training programs frequently do not teach the skills and knowledge necessary to manage critical patients between hospitals, specialty referral centers, and extended care facilities. The CCEMTPSM program will assist the clinician in developing the necessary skills and knowledge to manage critical patients during a high-risk transfer. Essentially, CCEMTPSM is "post graduate education" for the paramedic or nurse that attempts to standardize training and level of care in inter-facility transport.

CCEMTPSM Educational Institution Site License (ESL)

Universities, colleges and accredited U.S. medical schools that offer ALS allied health programs are eligible to obtain an educational site license to conduct ongoing CCEMTPSM courses according to a price structure designed for repeat courses.

All sites interested in becoming an **ESL** must initially offer CCEMTPSM as an outreach course. Upon successful completion of the outreach course, UMBC will determine the sponsor's eligibility to pursue a CCEMTPSM **Educational Institution Site License**. UMBC does not guarantee all potential ESL sites will be permitted to become an ESL after the initial course sponsorship. UMBC retains the right to give final approval of all CCEMTPSM **ESLs**.

Current CCEMTPSM **Educational Institution Site Licensed** locations possess a guaranteed a 200-mile radius. Sites within the radius of an existing CCEMTPSM **ESL**, will not be considered for this designation unless written permission is given by the existing site. Please visit the following website for the locations of our current CCEMTPSM **ESLs**:

<http://ehspace.umbc.edu/ccemtp/SiteLicenses.php>

Expenses related to CCEMTPSM ESL Course Sponsorship appear on Page 5.

CCEMTPSM Personnel

The CCEMTPSM Program Director/Coordinator and CCEMTPSM Program Administrator are responsible for overall program management and quality in the course. The CCEMTPSM Program Coordinator is primarily responsible for curriculum and educational issues; the CCEMTPSM Program Administrator is primarily responsible for scheduling, contracts and administrative issues.

CCEMTPSM Program Coordinator
Crista Lenk Stathers, MA, NRP
(410) 455-3781 or clenk@umbc.edu

CCEMTPSM Program Administrator
(410) 455-6241 or ehspace@umbc.edu

The ESL Coordinator has the overall responsibility of coordinating and managing the course.
The ESL Coordinator:

- is chosen by the CCEMTPSM ESL Course Sponsor with final approval by the CCEMTPSM Program Coordinator.
- must have successfully completed a UMBC CCEMTPSM program and be current in status.
- must be employed by the CCEMTPSM ESL.
- will be required to sign a separate Memorandum of Understanding pertaining to the use of the curriculum.
- must be **in the classroom** for 100% of the CCEMTPSM course and adhere to the CCEMTPSM Educational Site License Policies & Procedure Manual.
- will operate with guidance from the CCEMTPSM Program Coordinator and CCEMTPSM Program Administrator.
- will ensure that all required paperwork is submitted as per the CCEMTPSM ESL Course Deadline sheet.
- will recruit and confirm local faculty.
- will ensure sufficient facilities, equipment and resources for the program.
- will maintain all course materials and attendance records.
- will submit all required materials to the CCEMTPSM Program Administrator upon completion of the course.

A medical director is **required** for the course. He/she must be familiar with critical care transport and have experience with medical education. The medical director should:

- be currently licensed to practice medicine in the state where the CCEMTPSM ESL course is located.
- be preferably employed in an emergency department or intensive care unit.
- be emergency medicine board certified or board eligible.
- have familiarity with practices/protocols of transport personnel and EMS audiences.
- assure medical accountability of the program and actively participate in planning and quality control of the program.

The Medical Director will be required to sign a Memorandum of Understanding pertaining to the use of the CCEMTPSM curriculum.

CCEMTPSM Participant Requirements

- CCEMTPSM is open to any currently licensed paramedic, RN, RRT, MD, or DO with a recommended one(1) year experience in that role.
- **ALL** participants in the course **MUST** provide a copy of their current professional licensure no later than Day 1 of the course. Failure to do so may prohibit the student from taking the course.
- Failure to submit a copy of one's current professional licensure **WILL** disqualify the student from taking the final examination.

Continuing Education Units

UMBC, an organization accredited by the Commission on Accreditation for Pre-hospital Continuing Education (CAPCE), has approved this continuing education activity.

UMBC will provide a draft document showing recommended course hours to the National Registry for EMT-Paramedic Refresher Category I and II continuing education requirements.

- The Site Coordinator is responsible for customizing this document to match the specific course and distributing this document to the students.

Scheduling a CCEMTPSM Course

A potential CCEMTPSM ESL, must the follow the steps below in order to schedule a course:

- the CCEMTPSM ESL Memorandum of Agreement must be fully executed and sent to UMBC;
- the CCEMTPSM educational site license fee must be received by UMBC; and,
- the CCEMTPSM ESL coordinator should carefully complete the course application and submit it to UMBC **a minimum of eight (8) weeks** prior to the requested course start date. *(The application allows the ESL to request specific course dates, however, UMBC must approve all course dates. UMBC will respond to the CCEMTPSM ESL coordinator to confirm, alter or deny the requested dates.)* For first time offerings please allow 3-4 months advance notice for scheduling of any courses due to processing of materials, and coordinator functions.

A CCEMTPSM ESL Sponsor has the option of offering a CCEMTPSM course at the location of their institution or within a 200-mile radius of that location. The CCEMTPSM ESL Sponsor may contract with any entity within that radius to hold a CCEMTPSM course. Regardless of the location of the course, the CCEMTPSM ESL Coordinator **MUST** be on site for 100% of the class.

UMBC recommends planning a course at least six months in advance. Some programs have offered a course within a shorter timeframe. Most educational institutions find the greatest success with extended preparation time.

When preparing to sponsor a CCEMTPSM course, the coordinator must allow sufficient time to:

- advertise and recruit students;
- recruit and contract with faculty;
- allow the faculty to review the instructional materials and prepare their lectures;
- arrange classroom/lab space; and,
- obtain the necessary equipment.

CCEMTPSM Copyright and Trademark

The entirety of CCEMTPSM material is copyrighted by the University of Maryland, Baltimore County (UMBC). All rights are reserved. Reproduction, distribution, display, retention or the production of derivative works of any of these materials without UMBC's expressed written permission is strictly prohibited. Violators may be subject to civil and criminal penalties under United States copyright law, Title 17 United States Code Section 101.

The CCEMTPSM curriculum in its entirety may only be used upon proper payment of fees and authorization from UMBC in conjunction with the course on file with UMBC.

Materials may not be used for continuing education purposes, conferences, seminars, or lectures outside of the realm of a UMBC authorized CCEMTPSM course.

Any unused CCEMTPSM Student Resource materials must be returned to the CCEMTPSM Program Administrator OR assigned exam proctor immediately upon completion or cancellation of the course.

Advertising a CCEMTPSM Course

- The CCEMTPSM ESL Course Sponsor is responsible for advertising and promoting the course.
- The ESL may produce its own announcements, flyers, brochures, etc. following UMBC guidelines.

- The UMBC CCEMTPSM Program Coordinator or Administrator must approve all course advertising, including brochures and flyers, **PRIOR** to distribution.
- UMBC's CCEMTP website advertises all UMBC/ESL courses unless specifically requested otherwise.

CCEMTPSM Course Schedule

The recommended twelve (12) day schedule may be conducted over a two- to ten- week period. Modification of the organization of the schedule to fit instructor schedules is acceptable; however, no change to the time allotment for any topic is allowed without permission from UMBC. The ESL site **MUST** teach all mandatory CCEMTPSM topics in the curriculum. The CCEMTPSM ESL Site may offer the optional topics at their discretion. The addition of additional skills labs and clinical rotations is highly recommended. The CCEMTPSM ESL Sponsor must submit their preferred schedule to UMBC for approval eight (8) weeks prior to the course start date.

CCEMTPSM Faculty

It is the responsibility of the CCEMTPSM ESL Coordinator to recruit credentialed faculty for each lecture of the course. To ensure the information is presented by faculty well versed in the topic they are recruited to lecture a diverse faculty must be utilized. It is **NOT** acceptable to use a few lecturers to present the entire course. If necessary, faculty recommendations are available from UMBC, and the CCEMTPSM Program Coordinator can assist the Site Coordinator in recruiting appropriate faculty. However, it is the responsibility of the Site Coordinator to contact and negotiate directly with any referral.

- The CCEMTPSM ESL Coordinator must submit a CV or resume to UMBC for approval for all CCEMTPSM course faculty a minimum of **four (4) weeks** prior to the course start date.
- The CCEMTPSM Program Coordinator must approve all CCEMTPSM faculty. The Site Coordinator must show that the recommended faculty has expertise in their fields.
- Faculty should be familiar with the management and transportation of critical care patients in the inter-facility environment.
- Acceptable CCEMTPSM faculty may include paramedics, physicians, respiratory therapists, nurses, physician assistants, and pharmacists.
- The CCEMTPSM ESL Course Sponsor is responsible for compensating faculty. The CCEMTPSM ESL Sponsor and Site Coordinator determine their compensation.
- All faculty participating in the CCEMTPSM course will be required to sign a Faculty Copyright Signature letter pertaining to the use of the CCEMTPSM curriculum.

CCEMTPSM Curriculum

UMBC will provide the CCEMTPSM ESL Coordinator with access to the CCEMTPSM coordinator's website. Once UMBC has an approved CCEMTPSM course application on file and after the CCEMTPSM ESL Coordinator has completed and submitted the required UMBC documents, the CCEMTPSM ESL Coordinator receives access to the UMBC BlackBoard to access the CCEMTPSM course curriculum eight weeks prior to an approved CCEMTPSM course start date.

CCEMTPSM Resources

Upon notification from the CCEMTPSM Site Coordinator as to the number of students in the course (30 days prior to the course start date), UMBC will ship the site coordinator CCEMTPSM resource guide supplies for each student.

In addition to access to Box, it is highly recommended that students receive a hard copy of the lecture outlines.

UMBC has selected the below-listed textbooks to supplement the CCEMTPSM curriculum. The supplemental readings in the student resource guide have been correlated to these texts, however, any equivalent textbooks may be used. In addition, texts on 12-Lead ECG, pharmacology, and laboratory values may be helpful.

Primary: You may utilize:

Critical Care Transport. AAOS, UMBC, ACEP. Jones and Bartlett, 2018. ISBN-13: 978-1284040999OR

or

Critical Care Nursing: A Holistic Approach (9th Ed.). Morton, P., Fontaine, D., Hudak, C., Gallo, B. Philadelphia: Lippincott, 2008. ISBN10: 0781768292 / 0-7817-6892-2

or

Introduction to Critical Care Nursing (5th Edition). Sole, Klein, Moseley. Philadelphia: W.B. Saunders Company, 2008. ISBN:1416056564

or

Air and Surface Patient Transport: Principles & Practice (4th ed.) Holleran, R. (Ed.). Philadelphia: Elsevier Health Sciences, 2009. ISBN-10: 0323057497 / ISBN-13: 978-0323057493

UMBC CCEMTPSM Student Resource Guide

CCEMTPSM Equipment and Facilities

The CCEMTPSM ESL Coordinator will be responsible for securing all necessary equipment, a comfortable classroom, and all audiovisual equipment. The Site Coordinator should contact local vendors for loan equipment and/or equipment demonstrations to enhance the learning experience. Due to the diversity of students attending the course, try to arrange to have as many brands of equipment and new items as possible.

UMBC does not endorse any particular product. If the course is for one particular service, be sure to include the brand of products used by that service. An exhaustive equipment list is available. It is paramount that you provide the students with the opportunity to have hands-on time with equipment.

CCEMTPSM Educational Site License Course Sponsorship Expenses

The CCEMTPSM Educational Site License fee is a one-time fee of **\$4000. (subject to change)**

- The license fee of **\$4000**. This fee is for the utilization of UMBC materials and is required to secure the CCEMTPSM site license with UMBC. The license fee covers the use of the curriculum, student resource supplies, final examination, certificates of completion, wallet cards, CCEMTPSM pins and patches, database management, curriculum updates and off-site UMBC consultation and administrative support.
- Initially, the potential ESL site will pay **\$3000** to sponsor a CCEMTPSM Outreach course plus **\$350** per student in the class.
- Upon approval to become a CCEMTPSM ESL, the site will pay the additional **\$1000** and receive all of the privileges granted to a CCEMTPSM ESL.
- Termination of the CCEMTPSM ESL by either party will result in the forfeit of all fees paid.
- If a site is not approved to become an ESL, there will be no refund of the previously paid fees.
- If for any reason the CCEMTPSM Educational Site shall cease to exist, all fees are non-refundable.
- The CCEMTPSM ESL is non-transferrable. If the CCEMTPSM educational site is assumed by another party, the CCEMTPSM shall cease to exist. This includes but is not limited to sale, name change, and/or bankruptcy.

Course and Participant Fees

In addition to the Site License fee, a student fee of **\$350 (subject to change)** is charged for each student appearing on the Day 1 sign-in sheet.

- The ESL coordinator is required to fax a copy of the Day 1 sign-in sheet by the end of the first day of class. The number of signatures on this sign-in sheet determines the amount the ESL will be charged. **After the Day 1 sign in sheet is received by UMBC no adjustments will be made to the invoice.** Payment is due upon receipt.
- Failure to pay the invoice will result in cancellation of future courses and may prohibit the site's current class from taking the examination.

The CCEMTPSM ESL is required to return any unused CCEMTPSM Student Resource materials to the CCEMTPSM Program Administrator OR assigned exam proctor immediately upon completion or cancellation of the course. The CCEMTPSM ESL will receive an invoice for any unreturned materials.

*There is a 10% mandatory University overhead fee charged for all expenses billed.

The CCEMTPSM ESL sponsor and not UMBC determines student registration fees. Student fees have ranged from \$400 to \$1200 based on location and organizational expenses.

CCEMTPSM Exam

- A UMBC representative must administer the INITIAL final examination. All examination expenses associated with travel for this representative will be the responsibility of the CCEMTPSM ESL Sponsor.
- If, upon the completion of the first course, UMBC determines the site adhered to all CCEMTPSM policies and procedures, the CCEMTPSM ESL Medical Director can be eligible to proctor subsequent exams.
- Or, upon the completion of the first course, UMBC determines all CCEMTPSM policies and procedures have been adhered to, the CCEMTPSM ESL may elect to utilize an authorized testing center to proctor the final exams.
- Or, at the request of the CCEMTPSM ESL, a UMBC representative may proctor the final exam.
- UMBC may/may not allow the authorized testing center to grade the final examinations.
- At no time can the CCEMTPSM ESL sponsor or coordinator have access to any of the final exam materials.
- UMBC reserves the right to rescind the privilege of the medical director and/or testing center from proctoring the exam due to failure to comply with the CCEMTPSM policies and procedures.

Travel expenses

The CCEMTPSM ESL Sponsor will be responsible for all travel expenses of the CCEMTPSM Program Coordinator (or designee) for administration of the initial final exam. UMBC also charges a 10% overhead fee (**subject to change**) for all reimbursable expenses.

Expenses will include:

- roundtrip airfare;
- parking expenses;

- ground transportation;
- meals (as determined by the State of Maryland per diem);
- suitable lodging; and,
- necessary business expenses that may be incurred directly related to the trip.

Travel arrangements can be made by the CCEMTPSM ESL sponsor or the UMBC representative, however, UMBC must approve any flight itineraries prior to the ticket being purchased. Upon completion of the course, the CCEMTPSM Program Administrator will provide the Site Coordinator with an invoice for actual travel expenses incurred.

CCEMTPSM Certificates, Patch and Pin

UMBC will provide a CCEMTPSM certificate of attendance to all students with 100% attendance regardless of their exam result. This certificate is suitable for proof of continuing education hours earned. Also, UMBC will provide a CCEMTPSM certificate of completion and CCEMTPSM lapel pin or patch to all participants successfully completing the course and passing the CCEMTPSM final examination. The renewable CCEMTPSM certificate is valid for three (3) years. This certificate is not a license or certification. It is the responsibility of the individual to maintain their CCEMTPSM status with UMBC.

CCEMTPSM Retests

- The CCEMTPSM ESL sponsor may request to schedule a CCEMTPSM retest for students within 72 hours of the initial exam. **THIS REQUEST MUST BE MADE ON THE INITIAL APPLICATION.** If the CCEMTPSM ESL Medical Director is proctoring the initial exam, he/she must be available for the retest date also. Otherwise, no retests may be offered at the course site subsequent to the initial exam.
- The student may retest twice within one year of the course completion date for a total of three attempts to successfully complete the examination.
- A fee of \$75 (**subject to change**) will be charged to the student for each retest.
- Students may retest anywhere a CCEMTPSM or PNCCTSM exam is scheduled or at UMBC on any regular business day Monday through Thursday.
- All retests must be pre-arranged by the student. Unless the retest is held subsequent to the initial exam, the student must submit a CCEMTPSM Request for Retest form and retest fee directly to UMBC at least ten (10) days prior to the requested date.

Once the information contained in this document is thoroughly reviewed and the potential CCEMTPSM ESL Sponsor is ready to proceed in obtaining a CCEMTPSM Educational Site License, please contact EHS PACE at 410-455-6241 or you may email ehspace@umbc.edu. Thank you for your interest in our CCEMTPSM course.