UMBC

Department of Emergency Health Services

Critical Care Emergency Medical Transport Program

CCEMTP^{SM}

Course Information

Thank you for your interest in sponsoring a Critical Care Emergency Medical Transport (CCEMTP^{SM}) program. CCEMTP^{SM} was designed in response to the growing need for qualified specialists in the area of critical care inter-facility transfer. CCEMTP^{SM} will help 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 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 CCEMTP^{SM} program will assist the clinician in developing the necessary skills and knowledge to manage critical patients during a high risk transfer. Essentially, CCEMTP^{SM} is "post graduate education" for the paramedic or nurse that attempts to standardize training and levels of care in inter-facility transport.

CCEMTP^{SM} is offered annually at UMBC each July and throughout the year at sites across the country.

There are two (2) options available for offering the CCEMTP^{SM} course:

(1.) CCEMTP^{SM} 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 **CCEMTP^{SM}** courses according to a price structure designed for repeat courses. If you qualify as an educational institution, please contact UMBC for further information.

(2.) CCEMTP^{SM} Outreach Sponsor

Agencies or organizations that do not offer ALS allied health degree programs, or do not affiliate with such, may also sponsor a CCEMTP^{SM} course. These parties may contract with UMBC to conduct the course on a pay-for-course fee structure. If you qualify as an outreach sponsor, please contact UMBC for further information.

Sites may choose to offer a course as an Outreach Sponsor initially to determine local interest and become an ESL afterwards. Sites also have the ability to perform repeat outreach courses if desired.

Costs for both options are discussed on Page 5 under "CCEMTP^{SM} Expenses".

CCEMTP^{SM} Personnel

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

CCEMTP^{SM} Program Coordinator	CCEMTP^{SM} Program Administrator
Crista Lenk Stathers, MA, EMT-P	Sandra Hubbard
(410) 455-3781 or clenk@umbc.edu	(410) 455-6241 or shubbard@umbc.edu

The *Site Coordinator* has the overall responsibility of coordinating and managing the course. The Site Coordinator must have previously attended and successfully completed a CCEMTP^{SM} course. The Site Coordinator must keep their CCEMTP^{SM} certification current. The Site Coordinator is chosen by the ESL/Sponsor with final approval by the CCEMTP^{SM} Program Coordinator.

Educational Site License Coordinator (ESLC) and *Outreach Sponsor Coordinators*:

- the coordinator must have a current certificate of completion from the UMBC CCEMTP^{SM} program.
- must be on site for the **entirety** of the CCEMTP^{SM} course and adhere to the CCEMTP^{SM} Policies & Procedure Manual.
- operate with guidance from the CCEMTP^{SM} Program Coordinator and CCEMTP^{SM} Program Administrator.
- ensure that required paperwork is submitted on time, recruit and confirm local faculty, ensure sufficient facilities, equipment and resources for the program.
- maintain all course materials and attendance records.
- submits all required materials to the CCEMTP^{SM} Program Administrator upon completion of the course.

A *medical director* is **required** for the course. He/she should 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 CCEMTP^{SM} ESL 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.
- be willing to devote time to proctoring exam and be involved in course related matters.

CCEMTP^{SM} Participant Requirements

- CCEMTP^{SM} is open to any paramedic or registered nurse who has worked in that capacity for a recommended (1) one year.
- Copies of current professional licensure (EMT-P, RN, MD, etc.) must be submitted with each registration. Failure to submit these copies will disqualify the student from taking the final examination.
- Current CPR, ACLS, ITLS/PHTLS/TNCC or TNATC (or equivalent) and PALS/PEPP/PPC or ENPC (or equivalent) may be required or recommended for participants in CCEMTP^{SM} ESL courses as determined by the CCEMTP^{SM} ESL.

Continuing Education Units

This continuing education activity has been approved by UMBC, an organization accredited by the Continuing Education Coordinating Board of Emergency Medical Services (CECBEMS). To be eligible for continuing education units, all required paperwork and documentation must be on file with UMBC prior to the exam date.

Scheduling a CCEMTP^{SM} Course

To become an ESL or an Outreach Sponsor and schedule a CCEMTP^{SM} course at your site, contact UMBC at (410) 455-6241 or shubbard@umbc.edu to request further details explaining criteria and costs. A formal application is required each time an ESL/Sponsor wishes to conduct a CCEMTP^{SM} course. It is highly recommended that a site allows several months to effectively plan and coordinate a course.

Advertising a CCEMTP^{SM} Course

All course advertising, including brochures, flyers and advertisements must be approved by the CCEMTP^{SM} Program Administrator **PRIOR** to distribution.

- The ESLC/Sponsor is responsible for advertising and promoting the course.
- The ESLC/Sponsor may produce its own flyers and brochures in accordance with the previously stated regulations.
- ESLC/Sponsors must provide UMBC with their federal tax identification number, website link, e-mail address, and agency logo.
- ESLC/Sponsors may provide brochures to UMBC for distribution at nationally held conferences and should send these brochures directly to the conference hotel.
- All ESLC/Sponsor courses will be advertised on the CCEMTP^{SM} website maintained by UMBC unless specifically requested otherwise.

CCEMTP^{SM} Course Schedule

The recommended eleven (11) day schedule can be conducted over a two- to ten- week time frame. The organization of the schedule may be modified to fit instructor schedules, however, permission must be obtained for changing time allotment for any topic. Additional topics and clinical rotations may be added, but none of the required CCEMTP^{SM} topics may be deleted. Some sites conduct courses over a college semester as flexibility is allowed within reason.

CCEMTP^{SM} Faculty

It is the responsibility of the Site Coordinator to recruit credentialed faculty for each section of the course. If necessary, faculty recommendations are available from UMBC, and the CCEMTP^{SM} 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. It is not acceptable to limit the number of faculty to only a few to teach the course.

- A CV or resume for CCEMTP^{SM} course faculty must be forwarded to UMBC **PRIOR** to the course start date.
- CCEMTP^{SM} faculty must be approved by the CCEMTP^{SM} Program Coordinator. 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 CCEMTP^{SM} faculty may include paramedics, physicians, respiratory therapists, nurses, physician assistants, and pharmacists.
- The ESL/Sponsor is responsible for compensating faculty. The compensation is determined by the Sponsor and Site Coordinator.

CCEMTP^{SM} Curriculum

ESL Courses:

UMBC will provide the ESL with a coordinator manual, access to the complete course curriculum including Power Point presentations, instructor notes, video clips, self-assessment questions, and module quizzes. UMBC will also provide a student CD containing course objectives, declaratives, outlines, introductory materials, self assessments, module quizzes and notebook covers/spines and inserts for each student resource guide upon request from the ESL. The ESL site is responsible for printing the student outlines for distribution to the students.

Outreach Courses:

UMBC will provide the Outreach Sponsor with the complete CCEMTP^{SM} course curriculum including a coordinator manual and CD, instructor notes, CDs containing video clips, electronic files containing the Power Point presentations, self-assessment questions, module quizzes, as well as, a CCEMTP^{SM} resource guide for each of the students.
The coordinator manual, CD and video clip CDs MUST be returned upon completion or cancellation of the course.

CCEMTP^{SM} Textbooks

UMBC has selected the below-listed textbooks to supplement the CCEMTP^{SM} curriculum. The supplemental readings in the student notebook have been correlated to these books, 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 the UMBC text, **Critical Care Transport**

Critical Care Transport. AAOS, UMBC, ACEP. Jones and Bartlet, 2009. ISBN10: 076371223X. ISBN13: 978-0763712235

OR

Introduction to Critical Care Nursing (5th Edition). Sole, Lamborn, Hartshorn. Philadelphia: W.B. Saunders Company, 2001. ISBN: 0-7216-0520-6

OR

Critical Care Nursing: A Holistic Approach (9th Ed.). Hudak, C., Gallo, B., Morton, P. Philadelphia: Lippincott, 2004. ISBN: 0-7817-2759-6

CCEMTP^{SM} Equipment and Facilities

- The Site Coordinator will be responsible for securing all necessary equipment, a comfortable classroom, and all audiovisual equipment.
- To enhance the learning experience, it is recommended that the Site Coordinator contact local vendors for loan equipment and/or equipment demonstrations. 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 being taught for one particular service, be sure to include the brand of products being used by that service. It is paramount that you provide the students with the opportunity to have hands-on time with equipment.

CCEMTP^{SM} Certificate, Patch and Pin

UMBC will provide a certificate of completion and CCEMTP^{SM} lapel pin or patch to all participants successfully completing the course and passing the CCEMTP^{SM} final examination. The renewable certificate will be valid for three (3) years. This certificate is not a license or certification. It is the responsibility of the individual to maintain their CCEMTP^{SM} status with UMBC.

CCEMTP^{SM} Course Sponsorship Expenses

Course and Participant Fees

- The CCEMTP^{SM} educational site license fee is $4000 plus $300 per participant. The check should be made payable to "UMBC." The site license fee of $4000 includes securing your status as an ESL, the course curriculum, UMBC consultation, administrative support, final examination, certificates of completion and advisory capabilities for course changes, updates and revisions.
- The CCEMTP^{SM} course utilization fee for outreach sponsors is $3000 plus $300 per participant. The check should be made payable to "UMBC." The course utilization fee of $3000 includes the **ONE-TIME USE** of the curriculum, student materials, accompanying audiovisuals, final examination, certificates of completion, and off-site UMBC consultation and administrative support. The deposit will be refunded if UMBC cancels the course. A request for a refund of the deposit (less 10%) must be received in writing no later than six weeks (42 days) prior to the start of the course or the deposit will be forfeited. Should the Sponsor cancel the course for any reason, including insufficient enrollment, less than six weeks prior to the start of the course, the deposit will be forfeited. If the sponsor decides to postpone the course and reschedule within six months of the original course dates, there will a 5% transfer fee. Cancellation of the second course (prior to six weeks of the course start) will result in a 15% cancellation fee. **The curriculum and supplies must be returned to the CCEMTP^{SM} Program Administrator immediately upon completion or cancellation of the course**.
- Registration fees for individual courses are determined by the ESL/Sponsor and Site Coordinator, and not by UMBC. Courses have ranged from $400 to $1200 based on location and organizational expenses.

Travel expenses

The ESL/Sponsor will be responsible for all travel expenses plus 10% (University overhead) of the CCEMTP^{SM} Program Coordinator (or designee) for administration of the final exam.

Expenses will include:

- roundtrip airfare;
- parking expenses;
- ground transportation;
- meals (at the State of Maryland per diem);
- suitable lodging; and,
- any necessary business expenses that may be incurred directly related to the trip.

Travel arrangements can be made by the Sponsor or the CCEMTP^{SM} Program administrator, however, UMBC must approve any flight itineraries prior to the ticket being purchased. Upon completion of the course, the CCEMTP^{SM} Program Administrator will provide the Site Coordinator with an invoice for actual travel expenses incurred. It is to the benefit of the sponsor to prepay as many travel expenses as possible (University overhead will only be charged on items paid by UMBC).

Copyright and Trademark

The materials for this course including the logo, manual, and cd rom/slides are the intellectual property of the University of Maryland, Baltimore County (UMBC) and any reproduction without the expressed written permission of UMBC is prohibited. CCEMTP^{SM} is trademarked and the program curriculum is copyrighted, including the course outline and schedule. CCEMTP^{SM} and the curriculum, outline, Power Point presentations, and schedule may only be used upon proper payment of fees and authorization of the CCEMTP^{SM} Program Administrator. All course advertising, including brochures, flyers, and advertisements must be approved by the CCEMTP^{SM} Program Coordinator or CCEMTP^{SM} Program Administrator prior to distribution. Unauthorized use or copying of the curriculum, outline, schedule, logo or name is strictly prohibited.

The course sponsor, both ESL and Outreach, may not use any of the CCEMTP^{SM} materials to conduct trainings/updates/refreshers/in-services or otherwise unsanctioned programs or distribute materials to other persons or organizations for same.