

SAN FRANCISCO EMERGENCY MEDICAL SERVICES AGENCY

Policy Reference No.: 2010
Effective Date: August 1, 2008
Review Date: January 1, 2010
Supersedes: 3080

PUBLIC SAFETY FIRST AID TRAINING AND APPROVAL

I. PURPOSE

A. To provide guidelines for the approval of a public safety first aid training program in the City and County of San Francisco

II. AUTHORITY

A. California Code of Regulations, Title 22, Sections 100005 - 100041

III. POLICY

- A. A public safety agency wishing to offer a Cardio-Pulmonary Resuscitation (CPR) and/or First Aid training program authorized by the Emergency Medical Services (EMS) Agency shall submit a written request to the local EMS Agency.
- B. Program approval or disapproval shall be made in writing by the EMS Agency to the requesting training program within 90 days after receipt of all required documentation.
- C. Program approval shall be for four years following the effective date of program approval and may be renewed every four years by following the procedure outlined above for initial program approval
- D. All programs and program materials shall be subject to on-site evaluations by the EMS Agency and the State EMS Authority.
- E. Program director must ensure that the program maintains compliance with applicable sections contained in the California Code of Regulations, Title 22, Division 9, Chapter 1.5.
- F. When changes occur in regulations or local policy, the program director must notify the EMS Agency of compliance with changes within 30 days of the effective date of the regulations.
- G. Denial, Revocation, or Suspension of Approval
1. Non-compliance with any criteria required for program approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provisions of California Code of Regulations, Title 22, Division 9, Chapter 1.5, may result in suspension, or revocation of program approval by the local EMS Agency.
 2. The Program Director will be notified in writing of the deficiency and be given an opportunity to comply within a specified period of time.
 3. Failure to correct deficiencies and/or to otherwise respond to directions will be cause for the EMS Agency to:
 - a) Place the program on a probationary status with conditions for improvement and/or

- b) Denial, withdrawal, or suspension of program approval.

IV. PROCEDURE

- A. Applications for approval shall be made in writing and include:
 - 1. A statement verifying equivalency to American Heart Association (AHA) or American Red Cross CPR and/or First Aid standards which include learning objectives, skills protocols, and treatment guidelines.
 - 2. Session guidelines or lesson plans.
 - 3. A course outline if different than the AHA or Red Cross CPR and/or First Aid guidelines.
 - 4. Performance objectives for each skill.
 - 5. Samples of written and skills examinations used for periodic testing.
 - 6. A final skills competency examination.
 - 7. A final written examination.
 - 8. The name and qualifications of the program director and principal instructor(s).
 - 9. The location at which the courses are to be offered and their proposed dates.
 - 10. A copy of the course completion certificate.
 - 11. Table of contents listing the required scope of the course and required topics pursuant to the California Code of Regulations, Title 22, Division 9, Chapter 1.5, Sections 100019 and 100020.
- B. The EMS Agency shall be notified of all course offerings 30 days before the starting date of the course.
- C. Persons or agencies conducting an approved training program must notify the EMS Agency in writing, in advance when possible and in all cases within 30 days of any change in course content, hours of instruction, program director, or principal instructor(s), with name and qualifications of any new personnel.