

KITTITAS COUNTY EMS DIVISION

2024 OTEP GUIDELINES – REVIEW & INTRODUCTION KITTITAS COUNTY BLS ONGOING TRAINING and EVALUATION PROGRAM (OTEP)

Thank you to the EMS Instructors and Evaluators that continue to support the initial and ongoing training process.

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Thank you for your contribution to the Kittitas County EMS System!

We use the 24-7 EMS program in the classroom and online to meet the Kittitas County BLS ongoing training need. Please see the annual schedule and training record for in-person and online requirements. Let us know if you have any questions, concerns, or suggestions.

I look forward to working with you and hope you have a great year! Cheryl

Summary General Guidelines:

- All Kittitas County BLS providers are required to register for “24-7 EMS Online” to participate in OTEP for their level of certification. If you have not registered, contact me at cheryl.burrows@co.kittitas.wa.us.
- Most BLS OTEP module content is available for review online if registered via <https://osmanager4.com/247login.aspx>.
- The student guide and applicable protocols are included in the monthly emailed training announcement for review.
- Modules should be completed in the year they are assigned starting at the providers initial or recertification date. See the 2024 Schedule & Training Record for details.
- **REMINDER:** A minimum of quarterly participation is required for OTEP method of recertification. If you are not able to attend your regular OTEP session to maintain quarterly participation, completion of online content will be recognized as “participating” within reason, but not a substitute for classroom session.
- There is supplemental “24-7 EMS” online content required annually in addition to the class sessions. Required online content is recommended to correspond with a specific module, but not always required to attend the module. See 2024 Training Record form for more details.
- Most classroom sessions include a lecture or summary, a quiz w/score of 80% to pass, and skill assessment/review session to get credit for the module. The online content is available for review, but not required and not a substitute for the classroom session, unless specified.
- Annual OTEP information is posted at <http://www.kittitascountyems.org/training.html>
- **Not staying in compliance with OTEP is your choice.** The alternative method of recertification is the CME method. For details go to the WAC links listed below.

Continue on for more details about ongoing training and recertification as needed

OTEP INTRODUCTION / REFRESHER

For new EMS providers and not so new EMS providers!

Purpose of the Program

Kittitas County's Ongoing Training and Evaluation Program (OTEP) is designed for the recertification of EMS Providers per WAC and demonstrate ongoing didactic and practical skill competency outlined in WAC 246-976-161, 162, & 163 and Kittitas County Operational Policy #1 – CME/OTEP & Skill Maintenance Requirements.

Responsibilities of the EMS Provider/Student

Once an EMS provider is certified, regardless of what level, it is their responsibility to obtain continuing medical education (CME) through an ongoing training and evaluation program (OTEP)/criteria based training (CBT), or other continuing education program. In Kittitas County, this training is provided to EMS providers through OTEP. Washington State requires that EMS providers participating in OTEP have knowledge and skill assessments in various topics. Go to the following links for more details:

- WAC 246-976-161 - General education requirements for EMS provider recertification. <http://app.leg.wa.gov/wac/default.aspx?cite=246-976-161>
- WAC 246-976-162 - The CME method of recertification. <http://app.leg.wa.gov/wac/default.aspx?cite=246-976-162>
- WAC 246-976-163 - The OTEP method of recertification. <http://app.leg.wa.gov/wac/default.aspx?cite=246-976-163>

The Kittitas County EMS Division coordinates a program that meets these requirements and local and state updates with eighteen modules over a three-year training cycle approved by the Medical Program Director, the KC EMS and Trauma Care Council and the WA State Community Health Systems Office, Department of Health.

We are in the first year of a three-year cycle (2024-2026). BLS responders are required to attend six modules annually over a three-year certification period (a minimum of eighteen modules) and applicable online supplemental modules. The modules required may vary for EMR for content not required, and EMT-IV for additional content. Certification periods may last a minimum of three (3) years and no more than four (4) years. The provider is responsible for the prorated requirements no matter how long their certification cycle.

Participation in OTEP must be at least quarterly to be considered “ongoing”.

If you are not able to attend your regular OTEP session to maintain quarterly participation, completion of online content will be recognized as “participating” within reason, but not a substitute for required classroom sessions. Contact EMS Office with questions.

EMT-IV (special skill) providers are required to complete the IV OTEP modules annually as approved by the MPD, in addition to skill maintenance requirements. Supporting instructor

and student materials is subject to change and may be fulfilled through a variety of content. Content will be CAPCE accredited and/or state and MPD approved.

Should the EMS provider **not** complete the OTEP program, the process to recertify may include:

- Making up any missed required subject material and hours (before completing the practical and written exams) per WAC 246-976-162 with MPD approval.
- Practical - Successfully complete applicable practical skill evaluations per the *WA State-DOH EMT/EMR Practical Skill Sheets* within six-twelve months of taking the written examination.
- Written - Pass the National Registry Assessment examination for your certification level. There is a fee per examination. The provider is responsible for the fee. Go to <http://www.nremt.org/> for more information or contact the EMS Office.
- Depending on circumstances, qualification for recertification may involve an EMT refresher course or retaking the EMT course.

Note: OTEP modules missed during the year **MUST** be made up by approved method before the end of that year. If modules are not made up in that year, the individual may not be in compliance with OTEP. In which case, the above recertification method (CME) may apply. Extenuating circumstances are considered on a case-by-case basis and may require approval of agency supervisor and MPD. **Please notify the EMS office in writing as soon as possible of any extenuating circumstances.**

In the first year of certification or recertification, providers are only expected to complete the modules that start after their initial certification or recertification date. The modules missed that year will cycle around before the individual is due to recertify in Kittitas County. **OTEP schedules vary between counties.**

Note: Participating in ongoing training is recommended if there will be a delay in completing the certification process, and may be required for recommendation by the Medical Program Director. Requirements will depend on time since course completion.

Description of OTEP Materials and OTEP Sessions

Each module is outlined in the Personal Record of Training and the Annual OTEP Schedule. The student guide for the month is emailed with the monthly training notice when available and review content is also available through <https://osmanager4.com/247Login.aspx>, if you are registered.

Students are expected to review OTEP modules and applicable protocols prior to class. Review of initial EMR or EMT+ Course manual may be appropriate per student's individual needs. Any EMS provider publication that meets current National Education Standards, applicable to certification level should be appropriate.

All current protocols are available online. See State Basic Protocols per certification level and **County-DOH Protocol Addendums per certification level at:**
<http://www.kittitascountyems.org/medical-director.html>

OTEP Sessions: Students will receive an instructor lecture followed by a knowledge assessment (quiz). The student must score 80% or higher to proceed to the skill assessment. Challenging the quiz and skipping the lecture is NOT an option.

The skill objectives shall be demonstrated for and approved by a Washington State EMS Evaluator or other qualified individual approved by the MPD. The practical skill session may contain multiple parts depending on the module objectives. The scenario will be presented by the evaluator. The skill assessment/objectives form is available at the start of class. The team leader is the individual being evaluated and is responsible to see that the skill objectives are completed either by themselves or by directing a team member to perform them. When applicable, each provider must be a team leader or perform specific skills to be evaluated and have the skills evaluation form checked off. When all the applicable skill objectives have been met, the evaluator will sign the evaluation form. Make sure forms are signed, dated, and complete for your records.

The objectives are checked only if the performance was satisfactory. When a “critical criteria” is missed, the evaluator will document it on the skill evaluation form. Students are allowed to retake the practical skill evaluation two (2) times and may be performed at the same class if time allows. Retests will be at the instructor’s discretion and by a different evaluator whenever possible. Other student’s evaluations will not be delayed for retesting. Retesting will be at the end of the class.

All knowledge assessments will be collected by the instructor and kept secure. Successfully completed skill assessments should be kept by the student. Unsuccessful skill assessments will be collected by the instructor and turned in to the EMS Office.

The instructor or coordinator will manage the training resources to the benefit of the majority.

OTEP Make-up Guidelines

- Quarterly participation is required to stay in compliance with OTEP method of recertification. Extenuating circumstances are reviewed on a case-by-case basis.
- OTEP makeup sessions do not make up for quarterly participation.
- Participants are required to register for all OTEP sessions (email EMS Office).
- Instructor or coordinator may turn students away who have not registered for the class if the class size exceeds the available resources and prevents class from completing on time.
- If you know you are going to be gone for an extended period, please notify the EMS Office in writing via email for tracking and assistance.

OTEP “Personal Record of Training”

The instructor or class coordinator will sign the student’s “Personal Record of Training” after the knowledge and skill objectives have been successfully completed. At which time, the instructor or class coordinator will document the student’s performance on the class roster. It is the student’s responsibility to show the instructor their completed assessments before leaving class and assure their performance has been documented on the class roster and their Personal Record of Training.

EMS providers (students) are ultimately responsible for the maintenance and documentation of their ongoing training and skill maintenance requirements and records. Records should be kept for approximately four (4) years after each certification period. Providers may request an electronic copy of their training records from the EMS Office at any time.

For more information, see the Kittitas County Operational Policy #1 – CME/OTEP and Skill Maintenance Requirements. WA State WAC 246-976 is currently under revision and these guidelines are subject to change.

We welcome your feedback at any time on the class evaluation form available at OTEP sessions or via email to:

EMS Coordinator: cheryl.burrows@co.kittitas.wa.us
Medical Program Director-Jack Horsley: kcems@outlook.com

If you have any questions, please contact the Kittitas County EMS Division.

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