

KITTITAS COUNTY EMS DIVISION

2021 GUIDELINES (INTRODUCTION AND REVIEW) KITTITAS COUNTY BLS ONGOING TRAINING and EVALUATION PROGRAM (OTEP)

(PLEASE READ!)

Please review the reminders below. Let us know if you have any questions, concerns, or suggestions. Thank you for your contribution to the Kittitas County EMS System!

I hope you have a great year! Cheryl Burrows, EMS Coordinator

- All Kittitas County BLS EMS providers are required to register for “24-7 EMS” online to participate in OTEP. Please contact us if you have not received notification or need assistance with registration.
- Most BLS OTEP module content is available for review and download via <https://osmanager4.com/247login.aspx> (if registered).
- **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 class participation.
- Supplemental “24-7 EMS” online content is required annually in addition to the class sessions. Requirements are noted on the annual Training Record. Required online content is recommended to correspond with a specific module. Completion is required by the end of the year unless noted otherwise.
- 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 following links: <https://app.leg.wa.gov/wac/default.aspx?cite=246-976-162> and <https://app.leg.wa.gov/wac/default.aspx?cite=246-976-171>
- 2021 OTEP M1 – Online Only (no classroom session) – due 3/31/21
- 2021 OTEP M2-M6 include an instructor lecture and skills session.
- A quiz score of 80% is required to participate in the skill session and get credit for class.
- Student Guides or Online module review via “24-7 EMS” is recommended when available, but not a substitute for the class participation.

The 2021 required supplemental online content is as follows:

- 1) **Lifting and Moving**
- 2) **Epinephrine and Narcan (will be assigned when available)**
- 3) **Additional MPD assigned content 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.

<http://www.kittitascountyems.org/operational-policies.html>

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 MPD approved 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 (state approved training program) coordinates a program that meets these requirements with a minimum of 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 – EMS Section.

We are starting a new three-year cycle (2021-2023). 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. 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 class participation. 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. See KC Operational Policy #1 for more details. Programs are subject to change and may be fulfilled through a variety of content.

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 current *WA State-DOH EMT/EMR Practical Skill Sheets* within twelve months of taking the written examination and MPD requirements.
- 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 certification/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 is not 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 must have the written approval of the provider's EMS agency Chief or Supervisor, and MPD approval. **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. All annual OTEP documents are email at the start of the training year and available on the EMS Office Website. The module 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 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, is considered 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. 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 checked off. When all applicable skill objectives have been met, the evaluator will sign the evaluation form.

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 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 circumstance are reviewed on a case-by-case basis.
 - You must have agency and MPD approval.
- OTEP makeup sessions do not make up for quarterly participation.
- Participants are required to register for Make-up sessions.

- 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 of time, please notify the EMS Office in writing via email.

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 CME, OTEP, 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 OTEP records from the EMS Office at any time.

For more information, see the Kittitas County Operational Policy #1 – CME/OTEP and Skill Maintenance Requirements.

<http://www.kittitascountyems.org/operational-policies.html>

Feel free to submit your feedback at any time on the class evaluation form available at OTEP sessions or directly to the EMS Coordinator or MPD at kcems@outlook.com.

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

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