



TEXAS
Health and Human
Services

**Texas Department of State
Health Services**

Self-Study Guide for EMS Education Programs
Version 20190418

Table of Contents

- Introduction 5**
 - What is a Self-Study?..... 5
 - General Instructions and Information 5
 - Useful Websites 5
 - Special Guidance for Programs with Accreditation..... 5
- Self-Study..... 6**
 - Preparer Notes 6
 - Self-Study Submission 6
- Section A 7**
 - Preface 7
 - Cover page.....7
 - Application Summary.....7
 - (i) Organizational Chart 7
 - (ii) Ownership and Sponsorship..... 7
 - (iii) Financial Resources 7
 - (iv) Record Keeping 7
- Section B 8**
 - (v) Facilities..... 8
 - Description of the Facilities.....8
 - Statement of Ownership8
 - (vi) Learning Resources..... 8
 - Description of the Learning Resources8
 - Statement of Ownership8
- Section C..... 9**
 - (vii) Equipment and Supplies 9
 - Description of Equipment and Supplies9
 - Reporting Defective Equipment9
 - Repairing or Replacing Old or Broken Equipment.....9
 - Statement of Ownership9
- Section D 10**
 - (viii) Personnel 10
 - (ix) Personnel Credentialing, Evaluation and Continuing Education..... 10
 - Credentialing.....10
 - Evaluation.....10
 - Continuing Education.....10

Section E.....	11
(x) Clinical and Field Internship Sites	11
Internship Preceptors	11
Student Skills	11
Field Internship Medical Director	11
Internship Objectives.....	11
Evaluations	11
Agreements.....	11
(xi) Student / Patient Contact Tracking.....	11
Renewals and Upgrades	11
Section F.....	12
(xii) Text Books and Curriculum	12
Description of Text Books.....	12
Course Schedules.....	12
(xiii) Psychomotor Competency Evaluation.....	12
Description of the Psychomotor Competency Evaluation Process.....	12
Psychomotor Evaluation Skill Sheets.....	12
Psychomotor Review.....	12
Section G	13
(xiv) Policies and Procedures	13
(I) Attendance, Tardiness, and Participation	13
(II) Program Medical Director Change	13
(III) Cheating	13
(IV) Clinical and Field Internship	13
(V) Complaint Resolution	13
(VI) Conduct, Safety and Health	13
(VII) Counseling and Coaching of Students.....	13
(VIII) Dress and Hygiene Requirements	13
(IX) Grading	13
(X) Grievance and Appeals	13
(XI) Immunizations	13
(XII) Policies for the Prevention of Sexual Harassment.....	13
(XIII) Policies for the Prevention of Discrimination Based on Race, Sex, Creed, National Origin, Sexual Preference, Age, Handicap or Medical Problems	13
(XIV) Psychomotor Competency Evaluation	13
(XV) Record Keeping and Access to Records	13
(XVI) Student Faculty Relationships.....	13
(XVII) Student Screening and Enrollment	13
(XVIII) Test Review and Makeup.....	13
(XIX) Tuition and/or Fee Reimbursement	13
Section H.....	14
(xv) Advertisements and Documents Given to Students	14
Prospective / Potential Students.....	14
Enrolling / Enrolled Students	14
Exiting / Graduating Students	14

Section I	15
(xvi) Course Completion Requirements	15
Additional Documentation	16
Appendix A	17
Program Self Evaluation	17
Community	17
Potential Issues	17
Goals and Objectives	17
Student Pass Rates	17
Student / Program Evaluation	17
Appendix B	18
Medical Director Involvement	18
Medical Director Utilization	18
Medical Director Agreement	18
Appendix C	19
Advisory Council	19
Makeup	19
Selection Process	19
Chair Selection	19
Meeting Requirements	19
List of Members	19
Appendix D	20
National Accreditation for Paramedic Education Programs	20
Proof of National Accreditation	20
Accreditation Self-study	20
Correspondence	20

Introduction

What is a Self-Study?

Texas Administrative Code 157.32(i)(1): A self-study is a self-evaluation and compilation of documents that describes the proposed or existing program's overall process. It shall explain and/or document the program's organizational structure, resources, facilities, record keeping, personnel and their qualifications, policies and procedures, text books, course delivery methods used, clinical and field affiliations, student to patient contact matrix, psychomotor competency evaluations, a copy of all advertisements, documents provided to students and describe what is necessary for students to complete the program.

General Instructions and Information

The program's self-study is a collection of information used to document the education program's compliance with EMS rules to obtain an approval/license. While the self-study is a snap shot of education program information, please consider it a living document. The program should refer to it and use it to make notes, insert new policies, make changes and write comments as the program matures. This will help the program document any changes and be ready for the next self-study update. All education programs in addition to addressing and/or providing the required information in the self-study must keep records and maintain documentation on problems, successes, administrative actions, and program revisions which unfold as the program progresses. All documentation will be reviewed during course audits and site visits.

Useful Websites

DSHS Education Webpage:

<http://www.dshs.texas.gov/emstraumasystems/educationprograms.aspx>

DSHS Licensing Services:

<https://vo.ras.dshs.state.tx.us/>

Texas Administrative Code 157.32 – Initial Education Program Rules:

<http://www.dshs.texas.gov/emstraumasystems/ruldraft.shtm>

Special Guidance for Programs with Accreditation

Along with the DSHS program application, DSHS will need a complete copy of the most recent self-study submitted to CAAHEP/CoAEMSP or a national accrediting organization recognized by the department and the approval letter or certificate proving national accreditation.

A supplemental self-study documenting ECA, EMT or AEMT will be required if not included within the accredited self-study. There is no need to repeat the information within the supplemental self-study; a statement may be submitted documenting which required sections are within the accredited self-study.

See "Appendix D" for additional information of what should be submitted when the program is accredited.

Self-Study

This portion of this guide describes all forms, attachments and documents which must be included in the self-study.

The outline on the following pages have been created in the order they are listed in Texas Administrative Code 157.32. This is intended to keep a uniform self-study and make it easier for the program and reviewer to verify all the rule requirements have been met. This guide can be printed and each section page used as a divider which lists everything that should be on the following pages.

Preparer Notes

Preparer – Please use the following outline to assist with the set up your self-study. This may be printed and used as a divider within the self-study so that each section has a table of contents. Every section should have matching documents or attachments explaining how the program meets the listed requirements. Please use consecutive page numbering, this will assist the reviewer in asking question or seeking clarification, if needed. Please retain a copy for the program's reference.

Self-Study Submission

When submitting the self-study, it should be one document to fit on 8.5 x 11 paper in portrait format. Please number all pages consecutively and submit one complete copy in PDF format on a USB drive or uploaded with your program application when applying online.

Please note: when submitting online the document size should not exceed 5 MB. This can be achieved by limiting the use of pictures and/or clipart and using the reduce file size feature in your PDF software. If size limit exceeds 5MB, submission may be split into six separate parts for uploading (for max upload size of 30MB).

When mailing: please use the correct coversheet found on the DSHS Education Webpage or your self-study may be lost.

Section A

Preface

Cover page

Include name and level of program – for initials and upgrades/downgrades list the level of program you are applying for.

Application Summary

If the program submits the State App online, and uploads the self-study, then a copy of the app summary is not necessary. If the program mails in the self-study, then they do need to send it with a copy of the online application summary, to ensure a duplicate application is not started in error.

Organizational Chart

An organizational chart which shows the sponsoring institution relationship under which the program operates and all persons directly involved with the program, including but not limited to: the program director, course coordinator, medical director, infection control officer, advisory committee, program staff/faculty and students.

(i) Ownership and Sponsorship

Provide the legal entity names and description of the owner and sponsor of your education program.

The ownership and sponsorship of an education program typically falls under three broad groupings:

- College / University
- EMS Provider
- Independent

If your education program does not fit under one of these categories, explain your organization.

You may find the requirements of program sponsors in Texas Administrative Code 157.32(d).

(ii) Financial Resources

Describe how the financial resources of the program are obtained in order to ensure funds are sufficient to assure the achievement of program goals. (i.e. tuition, grant funds, ESD funds, EMS Provider funds, etc.)

(iii) Record Keeping

Describe the record keeping process for maintaining program, course and student records.

Section B

(iv) Facilities

Description of the Facilities

Describe the facilities being utilized by the program, including satellite or distant learning locations and how the facilities meet the needs of the program. Include link to a Google earth image of the address of the facilities utilized by the program.

Statement of Ownership

Include a statement of ownership of all facilities owned by the program.

Usage / Lease Agreements

Should the program or sponsor not own any facilities being utilized, please answer the following:

Do you have a Lease Agreement?

If so, with whom?

When does the Lease Agreement expire?

(A copy of lease agreements will need to be available upon request by Texas DSHS personnel.

(v) Learning Resources

Description of the Learning Resources

Describe the learning resources utilized by the program, including how these resources meet the needs of the program.

Typical types of learning resources are: library, computer lab, simulation center, online subscription services, etc.

Statement of Ownership

Include a statement of ownership of all learning resources owned by the program.

Usage / Lease Agreements

Should the program or sponsor not own any facilities being utilized, please answer the following:

Do you have a Lease Agreement?

If so, with whom?

When does the Lease Agreement expire?

(A copy of lease agreements will need to be available upon request by Texas DSHS personnel.

Section C

(vi) Equipment and Supplies

Description of Equipment and Supplies

Include quantity; quantities must be sufficient for number of students and courses conducted.

Reporting Defective Equipment

Describe how the program staff will report defective equipment.

Repairing or Replacing Old or Broken Equipment

Describe the process for repairing or replacing old or broken equipment.

Statement of Ownership

Include a statement of ownership of all equipment owned by the program.

Usage / Lease Agreements

Should the program or sponsor not own any equipment being utilized, please answer the following:

Do you have a Lease Agreement?

If so, with whom?

When does the Lease Agreement expire?

(A copy of lease agreements will need to be available upon request by Texas DSHS personnel.)

Section D

(vii) Personnel

List of Primary Instructors who are associated with the program including name, position and qualifications.

(viii) Personnel Credentialing, Evaluation and Continuing Education

Credentialing

Describe the methods to be used to credential or select faculty and staff.

Evaluation

Describe the methods to be used to monitor and evaluate faculty and staff.

Continuing Education

Describe the methods to be used to assure faculty and staff obtain and maintain continuing education requirements.

Section E

(ix) Clinical and Field Internship Sites

Internship Preceptors

Describe how the program trains and evaluates internship preceptors.

Student Skills

Describe how the clinical or field internship site knows what a student can or cannot do during their rotation.

Field Internship Medical Director

Describe how the education program verifies that the physician medical director of the field internship site has approved students to participate in or provide patient care.

Internship Objectives

Include copies of all clinical and field internship objectives.

Evaluations

Describe how preceptor evaluations of students are collected and reviewed with students.

Agreements

Include copies of all current and field internship agreements.

(x) Student / Patient Contact Tracking

Description of how many patient contacts each student will have contact with. The overall number of patient contacts can include the combination of field rotations and hospital clinical rotations. New programs should estimate this number based on call volumes and patient census with affiliates.

Section F

(xi) Text Books and Curriculum

Description of Text Books

Provide textbook information to include text name, edition number, curriculum level (EMR, EMT, AEMT, or Paramedic). State whether text adheres to National Education Standards.

Include any online or alternative resources that may be used to supplement or replace printed educational materials.

Course Schedules

Include a sample of a schedule for each level of course you will be offering – do not include dates.

(xii) Psychomotor Competency Evaluation

Description of the Psychomotor Competency Evaluation Process

Describe the psychomotor competency evaluation process.

Psychomotor Evaluation Skill Sheets

Include copies of the psychomotor evaluation skill sheets to be used.

Psychomotor Review

Describe how the psychomotor evaluation will be conducted and reviewed with students.

Section G

(xiii) Policies and Procedures

(I) Attendance, Tardiness, and Participation

(II) Program Medical Director Change

(III) Cheating

(IV) Clinical and Field Internship

(V) Complaint Resolution

(VI) Conduct, Safety and Health

(VII) Counseling and Coaching of Students

(VIII) Dress and Hygiene Requirements

(IX) Grading

Evaluation

Describe how students will be evaluated during the course.

(X) Grievance and Appeals

(XI) Immunizations

(XII) Policies for the Prevention of Sexual Harassment

(XIII) Policies for the Prevention of Discrimination Based on Race, Sex, Creed, National Origin, Sexual Preference, Age, Handicap or Medical Problems

(XIV) Psychomotor Competency Evaluation – unless previously stated

(XV) Record Keeping and Access to Records – unless previously stated

(XVI) Student Faculty Relationships

(XVII) Student Screening and Enrollment

(XVIII) Infection Control Officer responsibilities and procedure for an event

Selection Process

Describe the student selection process.

Transfer Students

Describe how the program will accept transfer students from other programs – if not offered, state not offered.

Equivalency Programs

Describe how the program will offer equivalency programs for persons with other allied health education and/or licenses – if not offered, state not offered.

(XIX) Test Review and Makeup

Exam Results

Describe how exams will be delivered and results will be reviewed with students.

(XX) Tuition and/or Fee Reimbursement

Section H

(xiv) Advertisements and Documents Given to Students

Prospective / Potential Students

Include a copy of all advertisements and any documents provided to prospective students. This should include any emails, documents, flyers, advertisements, etc. that all students receive.

Enrolling / Enrolled Students

Include a copy of all advertisements and any documents provided to enrolling students. This should include any emails, documents, flyers, advertisements, etc. that all students receive.

Exiting / Graduating Students

Include a copy of all advertisements and any documents provided to exiting students. This should include any emails, documents, flyers, advertisements, sample course completion certificate, etc. that all students receive.

Section I

(xv) Course Completion Requirements

Include a summary of any and all requirements for a student to complete a course.

Additional Documentation

The information listed in the following appendices will be asked for and reviewed during site visits and possibly during random audits. While not required to be included in a self-study they should always be readily available for review.

A self-study may contain as many or as few appendices as needed, please consider them, as well as the self-study, living documents. Modify, make notes, insert new practices and update program goals as you go along. Remember, constant self-evaluation as a program is an important practice to help the program achieve larger goals.

Appendix A

Program Self Evaluation

Community

Describe the community the program serves.

Potential Issues

Discuss potential issues such as financial constraints, availability of medical experiences, etc.

Goals and Objectives

List and discuss the program's goals and objectives.

Student Pass Rates

Describe how the program will monitor the passing rate on the national examination for certification.

Student / Program Evaluation

Describe how students will evaluate the program, course, class, lab, instructor(s), preceptor(s), and clinical / field internship sites.

Evaluation Review

Explain how the student evaluations will be reviewed and used to improve the program.

Evaluation Sheets

Include copies of all evaluation sheets used by the program.

Appendix B

Medical Director Involvement

Medical Director Utilization

Describe how the medical director will be utilized to:

- review and approve curriculum.
- review and approve psychomotor skills.
- review student performance.
- assure student competency.

Medical Director Agreement

Include copies of the medical director agreement and/or contract (compensation amounts can be redacted for submission is acceptable; however, full agreement should be available upon request of Texas DSHS personnel.)

Appendix C

Advisory Council

Makeup

Describe the composition of the program's advisory council.

Selection Process

Describe how members of the council are selected.

Chair Selection

Describe how the chair is selected.

Participation Requirements

Describe how often the advisory council will meet.

List of Members

Include a list of advisory council members.

Appendix D

National Accreditation for Paramedic Education Programs

Proof of National Accreditation

Provide proof of accreditation by CAAHEP/CoAEMSP, or a national accrediting organization recognized by the department; or provide documentation stating the education program has submitted the appropriate documentation that indicates it being in pursuit of accreditation.

Accreditation Self-study

If the program holds National Accreditation, a copy of the self-study submitted to the National organization (recognized by the Department), can be submitted with the state application.

If the accreditation self-study does not address Basic programs, a separate Basic Program self-study will be required.

Correspondence

Any correspondence or updates to or from the national accrediting organization that impact the program's status.

This includes but is not limited to: any applications, status changes, disciplinary actions, or address changes.