

**Michigan Department of Consumer and Industry Services
Bureau of Health Services**

**Education Program Approval and
On-Site Program Evaluation Form
for Instructor Coordinator Course
6-11-03**

See text for detailed explanation of criteria.

NOTE: Criteria are divided into required and recommended categories.

Program Sponsorship-Required

- _____ 1. Provide documentation that verifies sponsor facility type. Programs must be sponsored by a facility that is either a post-secondary school (such as a university or a college), a high school or vocational/technical school, or proprietary school licensed by the Michigan Department of Education; an adult education center; a licensed life support agency, a hospital, a United States Military Service, or Medical Control Authority.
- _____ 2. Provide a written statement outlining sponsor responsibilities.

Program Sponsorship-Recommended

- _____ 3. Programs are sponsored by a facility that is dedicated to professional education.

Resources

Course Coordinator-Required

- _____ 4. Course Coordinator for the program is identified on application.
- _____ 5. Show proof of Michigan IC licensure and EMS provider licensure.
- _____ 6. Provide documentation of formal affiliation with program (employment verification letter) or copy of contract with sponsor.
- _____ 7. Provide written Course Coordinator position description.
- _____ 8. Statement on application is signed assuring licensed IC present during all classes.
- _____ 9. Provide documentation of previous experience as a Course Coordinator of initial training program.
- _____ 10. Provide documentation of previous teaching experience. (EMS Initial training or equivalent)

Course Coordinator-Recommended

- _____ 11. Provide documentation of other previous coordination experience.
- _____ 12. Provide documentation of previous general administrative experience
- _____ 13. Provide documentation of academic credentials at Associate, Baccalaureate, Masters, or Doctorate level education.

Instructional Faculty-Required

- _____ 14. Provide documentation that demonstrates instructors are proficient in the subject material presented.
- _____ 15. Provide Curriculum Vitae for instructors that identifies credentials, including copy of EMS license for each instructor, if applicable.
- _____ 16. Provide documentation that all instructors have previous teaching experience.
- _____ 17. Provide documentation that demonstrates instructor formal affiliation (employment verification letter) or copy of contract with program sponsor.
- _____ 18. Provide instructor's written position description (generic).
- _____ 19. Instructional Technique topics (except for Audio-Visual) and Measurement and Evaluation topics must be taught by a professional educator with a baccalaureate degree (or above), or a Michigan Secondary Education Certificate.
- _____ 20. The topics "Coordination Issues", "Review of MDCIS Requirements" and the "Practical Exam In-service" must be taught by a Regional Coordinator.

Instructional Faculty-Recommended

- _____ 21. Provide documentation that instructors are licensed I/C(s) in State of Michigan
- _____ 22. Provide documentation that instructors have academic credentialing.
- _____ 23. Provide documentation that instructors have previous EMS field experience.

Financial Resources-Required

- _____ 24. Provide a written statement from the sponsor that states there is financial support for the program.

Financial Resources-Recommended

- _____ 25. Provide a course budget **and** written statement from the sponsor financially supporting the program.

Physical Resources

Facility-Required (See facility requirements attachment)

- _____ 26. The facility meets all requirements in the attached appendix.

Facility-Recommended (See facility recommendations)

- _____ 27. The facility meets some recommendations in the attached appendix.

Supplies

Audio Visual-Required (See audio visual list attachment)

- _____ 28. All audio-visual equipment is identified as required in the attached appendix.

Audio Visual-Recommended (See audio visual list attachment)

- _____ 29. Some audio-visual equipment is identified as recommended in the attached appendix.

Learning Resources(Library)-Recommended

- _____ 30. Demonstrate availability of library resources related to the curriculum.
- _____ 31. Demonstrate availability of a dedicated EMS resource center.
- _____ 32. Demonstrate availability of internet access.
- _____ 33. Demonstrate availability of hospital library access.
- _____ 34. Demonstrate availability of college library with education related resources.
- _____ 35. Demonstrate availability of self-instruction resources (computer aided instruction).

Student Teaching-Required

- _____ 36. Provide a policy that demonstrates how the student's teaching opportunities will be arranged
- _____ 37. Syllabus identifies student teaching requirements, meeting minimum state requirements.
- _____ 38. Demonstrate a process that verifies students have met student teaching requirements.
- _____ 39. Provide a copy of the student teaching objectives that are provided to the student.
- _____ 40. Demonstrate in documentation how student teaching will have appropriate supervision.

Student Teaching-Recommended

- _____ 41. Demonstrate in documentation that student teaching is diversified (initial training both didactic and skills, CE, community, etc.).
- _____ 42. Demonstrate that a formal internship program exists.
- _____ 43. Demonstrate that access to a diverse student population exists. (age, race, previous education).
- _____ 44. Provide a copy of the contract between the program and the student teaching faculty (supervisory).

Student Policy/Syllabus-Required

- _____ 45. Provide a copy of the admissions policy.
- _____ 46. Provide a copy of the specific grading scale and definition of successful completion.
- _____ 47. Provide a copy of the attendance policy.
- _____ 48. Provide a copy of the appeals policy/procedure.
- _____ 49. Provide a copy of the academic guidance procedure.
- _____ 50. Demonstrate in documentation how a copy of the MDCIS IC Education Program Requirements and EMS Instructor Training Program - DOT, are made available to the students.
- _____ 51. Document in the syllabus that students will be provided a copy of:
 - a. the Michigan EMT Education Program Requirements (Objectives).
 - b. the Michigan Education Program Approval Packet (forms and packet)
 - c. the current Michigan EMS legislation (P.A. 368 of 1978 as amended)
- _____ 52. Provide a copy of the disclosure policy/procedure meeting the identified required areas in this section.
- _____ 53. Demonstrate that a primary textbook, or program resource is identified and required.
- _____ 54. Demonstrate in the syllabus the primary instructor availability, contact phone, and class cancellation procedure.
- _____ 55. Document in the syllabus that upon successful completion, students will be provided with licensure application and certificate, or letter of successful course completion.
- _____ 56. Document that the students are informed that a criminal history could impact the student's ability to become licensed.

Operational Policy/Procedures-Required

- _____ 57. Provide documentation that student records are maintained for 5 years, or as required by OSHA or other federal, state, or local policies, including:
 - a. an example of the final written exam,
 - b. admission criteria, and records of students denied admission along with reason,
 - c. individual student information
- _____ 58. Provide examples of student testing/evaluation methods for didactic, psychomotor (mini-presentations), affective and student teaching abilities.
- _____ 59. Provide a policy documenting the procedure for review of examinations/evaluation instruments.
- _____ 60. Provide copies or documentation of general liability policies in place which cover the faculty and students in the classroom.
- _____ 61. Demonstrate "fairness in advertising" in all course information. (Provide course announcement.)
- _____ 62. Provide a copy of the program's ADA policy.
- _____ 63. Provide a copy of the program's non-discrimination policy.
- _____ 64. Provide copy of the program's sexual harassment policy that is provided to students.

Program Evaluation-Required

- _____ 65. Document that a course evaluation process is performed, by the students, at the completion of each course.
- _____ 66. Document that the primary instructor is evaluated, for the purpose of providing feedback to the instructor, at least once during each course.
- _____ 67. Document how the program evaluates their effectiveness in developing terminal competencies that are consistent with the current MDCIS IC Education Program Requirements.
- _____ 68. Provide a copy of the final report that is made to the program sponsor. This report is maintained in course records. This final report includes:
 - a. a summary of each course's evaluations (from # 65)
 - b. facts on student attrition (number of students enrolled/completing)
 - c. the comparison of course outcomes to MDCIS licensing outcomes (#67)
 - d. an action plan for implementing necessary changes (from #65-67)

Program Evaluation-Recommended

- _____ 69. Evaluate the effectiveness of the program in developing competencies consistent with the needs of the graduates' employers.
- _____ 70. Document how instructor competency is demonstrated and how their education is extended.
- _____ 71. Demonstrate in documentation that the program utilizes an Advisory Committee and that they are active.

Topic: Instructor Coordinator Program Sponsorship

- Requirement:** 1. All Instructor Coordinator (I/C) programs must be sponsored by a facility that is either a post-secondary school (such as a university or a college), a high school or vocational/technical school, or proprietary school licensed by the Michigan Department of Education; an adult education center; a licensed life support agency, a hospital, a United States Military Service, or Medical Control Authority.

Note: A licensed life support agency includes an ambulance operation, non-transport prehospital life support operation, aircraft transport operation, and medical first response service.

2. A statement outlining the sponsor's responsibilities will be a component of the written agreement between the sponsor and the Course Coordinator.

Recommendation:

3. It is strongly encouraged that the sponsoring facility be dedicated to professional education, such as in a college or university setting.

Topic: Course Coordinator

- Requirement:**
4. The coordinator of a IC course must be licensed in the State of Michigan as an EMS Instructor-Coordinator and hold an EMS provider license.
 5. The course coordinator must maintain these licenses throughout program approval period.
 6. This individual must be formally affiliated or contracted with the course sponsor. If the course coordinator is employed by the sponsor, they must provide an employment verification letter. If the course coordinator is on contract with the sponsor, a copy of the contract must be provided.
 7. The course coordinator will have a written position description outlining his or her responsibilities.
 8. An licensed IC must be present during all sessions of the IC program.
 9. The course coordinator will have previous experience as a coordinator of IC courses or EMS initial training programs.
 10. The course coordinator will have previous teaching experience.

Recommendation:

- 11-13. It is further recommended that the course coordinator have other previous experience in coordination of programs and general administrative experience. Academic credentials at the associate degree level or higher is desired.

Course coordinator CV (resume) should be available on-site for review of recommended criteria.

Topic: Instructional Faculty

- Requirement:**
14. Any instructor (including assistants, secondary faculty, special speakers) for the program must be proficient in their subject matter presented.
 15. Instructors' credentials must be documented on a CV, including a copy of their EMS license, if applicable.
 16. Instructors must have previous teaching experience. (Documented on CV.)
 17. Instructors must be employed or contracted with the program sponsor. The sponsor must provide an employment verification letter or a contract with the instructional faculty.
 18. Instructors must have a written position description on file outlining faculty duties and responsibilities.
 19. The topics in the "Instructional Techniques" and "Measurement and Evaluation" areas must be presented by a professional educator that is credentialed at the baccalaureate level, or higher, or possesses a Michigan Secondary Education certificate.
 20. The topics "Coordination Issues", "Review of MDCIS Requirements" and the "Practical Exam In-service" must be taught by a Education/Exam Regional Coordinator.

NOTE: An licensed instructor/coordinator must be present during all course sessions.

Recommendation:

21. It would be beneficial if any instructor utilized in the program is a licensed I/C.
22. All instructors possessing academic credentials, particularly in the field of education, would be very beneficial.
23. All instructors having previous EMS field experience will be very helpful.

Topic: Financial Resources

Requirement: 24. All programs must provide a written statement from the sponsor's Chief Financial Officer (or equivalent) assuring support of the course. The financial responsibility for the continuance of the program is the program sponsor's responsibility and it may not be assigned to another party.

Recommendation:

25. Provide a course budget **and** a statement from the sponsor's Chief Financial Officer (or equivalent) supporting the course. The course budget should demonstrate financial solvency.

Topic: Facility

Requirement: 26. The facility must be conducive to learning. The classroom must have sufficient writing space and chairs for each of the students. Sufficient bathroom facilities with an area to wash their hands is also required. Lighting must be adequate for day or night classes and the room must be able to be darkened adequately to allow for effective audio visual usage. There needs to be sufficient power sources for audio visuals and any other apparatus that would need power. The room must be adequately heated and ventilated to maintain a reasonable temperature. The facility must be handicapped accessible unless there is a documented waiver of this requirement. The lab facility must be clean and of sufficient size to carry out the practical portions of the program.

Note: With regard to handicap accessibility, there are two building codes used in the State of Michigan: BOCA and CABO, these codes include the ADA criteria. If a building owner, or builder, wishes to vary from the building code within their county, they must apply for a variance. From this point, the building inspector will submit the request for variance to the County/City Construction Board of situation concerning ADA waiver, a letter would be issued by the Construction Board of Appeals stating that they have waived the ADA criteria.

Recommendation:

27. It would be beneficial if the facility was dedicated solely for the purpose of medical or general education. It would also be beneficial if the facility was air-conditioned and had adequate and accessible parking. Access to a telephone would also be recommended.

Attachment: Facility Requirement and Recommendation Checklist

Facility Requirements and Recommendations

The classroom should be conducive to learning.

Facility-Requirements as defined by Department of Education

- Sufficient restroom facilities available
- At least one chair per individual in the lecture area
- A writing space (table or desk) of sufficient size to accommodate a text book (opened) and a place to write
- Lighting adequate for day and/or night classes
- Suitable power source for audio-visuals
- The room able to be darkened suitably for audio-visual needs
- The room well ventilated and adequately heated to reasonably regulate the temperature
- Handicapped accessible or waiver
- Lab facility, sufficient size and clean (area for performance of practical skills)

Facility-Recommended

- Dedicated facility for medical education/training
- Dedicated facility for education/training
- Air conditioned
- Adequate parking facilities
- Telephone access
- Other (please specify)

Topic: Audio Visual

Requirement: 28. All I/C programs must have, at the course location, a chalkboard **or** dry erase board, each of which must be large enough for the entire class to see. A flip chart, a slide projector, an overhead projector, a computer with prepared presentations, and a VCR player with monitor must also be available for demonstration. All necessary accessories for this equipment must also be available (e.g. chalk, spare bulb, projection surface, etc).

Recommendation: 29. Each course site should have available a variety of other A/V equipment and supplies for demonstration purposes. Suggested equipment may include: document camera, audio-response systems, televideo conferencing, etc.

Attachment: Audiovisual Equipment Check List

Minimum Audiovisual Equipment List

Required Equipment

- ___ Instructor Writing Surface:
Chalkboard **or** Dry Erase Board
 - ___ Assortment of colored chalk and/or markers
 - ___ Large enough for class size

- ___ Flip Chart
- ___ Slide Projector
- ___ Overhead Projector
- ___ Computer with Computer Presentations
- ___ VCR player with monitor

Slide Projector

- ___ Extra bulb readily available
- ___ Remote to forward/reverse carousel
- ___ Additional carousels available
- ___ Lens provides large enough image for all to see
- ___ Electrical power readily available to power projector
- ___ Appropriate surface to project onto (i.e.: screen, white colored flat wall)

Overhead Projector

- ___ Extra bulb readily available
- ___ Blank transparencies
- ___ Electrical power readily available to power projector
- ___ Appropriate surface to project onto (i.e.: screen, white colored flat wall)
- ___ Assortment of colored transparency markers

Computer Presentations

- ___ Computer
- ___ Monitor(s) or video projector with image large enough for all to see
- ___ Appropriate surface to project onto (i.e.: screen, white colored flat wall) if using a projector
- ___ Second computer as backup (**recommended**)
- ___ Technical help readily available (**recommended**)

VCR with monitor

- ___ Video cassette recorder/player with monitor
- ___ Monitor(s) or video projector image large enough for all to see
- ___ Audio loud enough for all to hear
- ___ Backup monitor or projector bulb available
- ___ Appropriate surface to project onto (i.e.: screen, white flat wall) if using a projector

Recommended:

- Document Camera
 - __ Monitor(s) or video projector with image large enough for all to see
 - __ Appropriate surface to project onto (i.e.: screen, white flat wall) if using a projector

- Audience Response System
 - __ Monitor(s) or video projector with image large enough for all to see
 - __ Appropriate surface to project onto (i.e.: screen, white flat wall) if using a projector
 - __ Appropriate number of participant response control pads
 - __ Technical help readily available (recommended)

- Televideo conferencing
 - __ Monitor(s) or video projector with image large enough for all to see
 - __ Audio loud enough for all to hear
 - __ Appropriate number of microphones for participants
 - __ Technical help readily available

Topic: Learning Resources (Library)

Recommendation:30-35. It is strongly encouraged that the I/C program have available to the students and faculty, access to learning resources (library) related to the curriculum. The library does not need to be “on site”, however it must be reasonably accessible (distance and hours of operation) for students and faculty to utilize.

It is encouraged that a learning resource center (library) be on site with a section dedicated to EMS. Access to hospital libraries and a library with education related resources, is also recommended. In addition to the traditional resources available at a library, students should have access to the internet and computer aided instruction (self instruction resources).

Topic: Student Teaching

- Requirement:**
36. The program will have a policy that explains how student teaching assignments will be arranged. This is for the assurance that these opportunities will be available to all students prior to the completion of the program.
 37. Each student shall receive a syllabus that identifies the student teaching requirements, as set forth by MDCIS and outlined in the IC Education Program Requirements. The student will be provided a copy of the syllabus prior to the course start or at the first class session.
 38. The program will show verification of students' meeting student teaching requirements.
 39. The program shall provide student teaching objectives to the student.
 40. The program will demonstrate that students have received appropriate supervision while participating in the opportunity for student teaching.

Recommendation:

41. The program will demonstrate that each student has received a student teaching opportunity in diversified settings, such as presenting lectures, directing skill sessions, teaching continuing or community education
42. Following completion of the program, the student will participate in an internship program.
43. The program will demonstrate that student teaching of a diverse population has occurred. (Varied student age, race, previous education.)
44. The program will contract with the faculty providing supervision of student teaching.

Topic: Student Policies/Syllabus

It is recommended that student policies be compiled in to a student handbook or syllabus for ease in student access.

- Requirement:**
45. **Admission Policy:** Student admission will be made in accordance with practices which are clearly defined and published. Specific requirements for admission shall also be clearly defined and published prior to course start.
 46. **Grading Scale/Definition of Successful Completion:** Students will be informed at the beginning of the course of the grading scale to be used and of the requirements which must be met in order to successfully complete the course and be recommended to the State for licensure examination.
 47. **Attendance Policy:** Students will be informed at the beginning of the course of the attendance requirements for that program as it relates to grading and course completion. The policy shall clearly describe the consequences of the student's absence(s).
 48. **Appeals Policy/Procedure:** Students will be informed at the beginning of the course of the appeals process which is to be followed for course issues. This process should begin with the course coordinator and may ultimately end with the EMS Division of the Michigan Department of Consumer and Industry Services if not resolved at the program level.
 49. **Guidance Procedure:** Academic counseling services shall be made available to all students. These procedures will include documentation of regular and timely discussions with the instructor or instructor designee on student strengths, weaknesses, and progress in the program and provide evidence that the students are informed of fair practices, due process with regard to admission/retention policies, unfavorable evaluations, and disciplinary policies such as those for suspension and dismissal.
 50. **MDCIS IC Education Program Requirements:** The course coordinator is responsible to incorporate all of the information in the EMS IC Education Program Requirements and the EMS Instructor Training Program - DOT materials, into their program materials for presentation of lecture and student teacher sessions.

The program sponsor, or the course coordinator will explain to the student in writing that the education program objectives outline the terminal competencies for the student. A copy of these materials must be made available to the students.
 51. The program sponsor, or the course coordinator, will provide the following, to the students:
 - a. the Michigan EMT Education Program Requirements (Objectives)
 - b. the Michigan Education Program Approval Packet (forms and packet)
 - c. the current Michigan EMS legislation (P.A. 368 of 1978 as currently amended).

52. **Disclosure Policy/Procedure:** A disclosure policy/procedure shall be in place which informs the student regarding what information can be released to other parties and under what circumstances. It should define when student consent is necessary for release of information. (Refer to Family Rights and Privacy Act of 1974.)
53. **Textbooks:** The program sponsor will show how required textbooks, or program resource, are identified to the student and how they may acquire the text.
54. **Course Syllabus:** A course syllabus will be distributed to each student which will include all pertinent information including instructor availability, a means to contact the instructor outside of class, and a class cancellation procedure.
55. **Successful Completion:** In the syllabus it will be noted that upon successful completion, students will be provided with a license/examination application and certificate, or letter, of successful course completion.
56. **Criminal History:** Students must be informed that when applying for EMS or IC licensure, they will be asked if they have a criminal history, other than for a traffic violation. They will be asked for information on the nature of the conviction, the area where this conviction occurred and the judicial disposition. MDCIS will investigate the history and determine if the candidate is eligible to be licensed to practice in EMS.

Topic: Operational Policies/Procedures

- Requirement:** 57. The program sponsor must have a policy on maintaining student records as well as program operation records. Operations records would include examples of examination tools, admission criteria, records of students denied admission along with reason for denial. Student records would be individual for each student containing performance evaluations, exam records, student teaching hours, etc. These records should be kept minimally for five years or as required by OSHA or other federal, state, or local policies.
58. The program sponsor must develop student evaluation tools for the purpose of conducting student evaluations on a recurring basis and with sufficient frequency to provide both the student and program instructor with valid and timely indicators of the student's progress toward and achievement of the competencies and objectives stated in the approved curriculum. The methods used to evaluate the students will verify the achievement of the objectives which are stated in the course curriculum and should include didactic, psychomotor (mini-presentations), affective and student teaching session evaluation.
- Evaluation methods must be consistent with the competencies and objectives being tested. Students should have adequate time to correct any identified deficiencies in knowledge and/or performance prior to the completion of the program. Examples of evaluation tools (didactic, psychomotor, affective, student teaching) must be available for review.
59. The program sponsor will have a policy documenting the procedure used to review test instruments. These reviews will evaluate the effectiveness of student evaluation tools and test instruments, and will be done frequently. These reviews, when appropriate, must result in the update, revision, or formulation of more effective tests or evaluation methods.
60. The program sponsor must have in effect a general liability insurance policy that covers personal injury or damages in the classroom locations. This policy would cover students, faculty, ancillary staff, volunteers, etc. The recommended amount is \$1,000,000.
61. Course Announcements/Catalogs/Syllabi/Handbooks will demonstrate "Fairness in Advertising". Students shall be provided accurate information regarding program requirements, tuition and fees, institutional and program policies, procedures and supportive services. A descriptive synopsis of the current curriculum, a statement of course objectives, class schedules, student teaching requirements, etc. All of the above information must also be available to prospective students.
62. The program sponsor will have in effect and publish a policy regarding the "Americans with Disabilities Act".
63. The program sponsor will have in effect and publish a non-discrimination policy.
64. The program sponsor will have in effect and publish a sexual harassment policy.

Topic: Program Evaluation

- Requirement:** 65. There will be a process for evaluation of the course by the students at the completion of every course. This will be demonstrated by providing copies of evaluations completed by all students.
66. There will be a demonstrated method for the primary instructor(s) to receive feedback from the students and/or supervisory faculty at least once during a course to facilitate change if necessary. This will be demonstrated by providing copies of completed feedback tools.
67. The program sponsor will document how they have evaluated their effectiveness in developing student competencies consistent with the MDCIS IC Education Program Requirements. This should be done by comparing course completion performance scores against MDCIS licensure exam scores.
68. The course coordinator will provide to the sponsor, a final report summarizing the student (performance) outcomes of each course, thus informing the sponsor of the course success. This will include a summary of the student evaluations (#65), facts on student attrition, numbers of students completing the course successfully, number of students passing the MDCIS exams on initial attempt (#67), and a written action plan for implementing changes as needed.

The final report will be kept with the course records. This information will be useful in identifying trends in student performance and helps to monitor changes after implementation of the action plan. The report will be completed and available at the completion of each program following receipt of licensing exam results.

Recommendation:

69. The program sponsor will develop a process to evaluate the program's effectiveness in preparing the student for employment. This could be done by soliciting feedback from the employer of each student.
70. Document how instructors are asked to demonstrate competency and extend their education. This could be demonstrated by proof of their participation in professional education programs or continuing education courses.
71. Demonstrate that the program utilizes an Advisory Committee and how the committee is active in their role.