



## OMD Clinical Administrative Policy System Continuing Education

Draft for Review & Action 7/03/2024, Effective 8/1/2024, replaces prior versions  
Review Before 9/2026

### System Continuing Education

The Medical Control Board (MCB) and the Office of the Medical Director (OMD) requires personnel to complete specified quantities of continuing education each year. The purpose of this procedure is to standardize the administration and documentation of the Continuing Education (CE) among all System Provider Organizations. A thoroughly planned process helps assure that continuing education is timely, appropriate, accurately recorded and consistent among multiple agencies.

This procedure applies to all Continuing Education provided within the Regulated Service Area and by all System Provider Organizations.

### Procedure

Any System organization that receives medical oversight from the Medical Control Board (MCB)/Office of the Medical Director (OMD) with the intention of providing intra-agency continuing education will be required to develop a monthly CE plan. The plan must be submitted before close of business on the Thursday preceding the monthly scheduled System CQI and Education meetings to be approved by the Medical Director or designee from the OMD before delivery to field providers. At a minimum, the CE plan will address the following areas:

1. Instructor(s) list with inventory of relative qualifications if a non-System Credentialing Preceptor.
2. CE Content
  - a. Name of the course
  - b. Objectives
  - c. Lecture outline
  - d. PowerPoint or other visual media/references/resources
  - e. Exam
  - f. Exam key
  - g. Competency skills verification form
  - h. This will include the names and credentials of the members performing the competency verification.

National Component: Course content should be designed to cover the topics mandated by the National Registry of EMT's for re-certification at each level.

Local or State Component: A minimum of 15 hours of continuing education content will be determined and comprised of the Medical Control Board's Treatment Protocols, applicable MCB Policies and Procedures and other pertinent content that is in compliance with the National Registry Standards. The content should be designed to be relevant to what is important to a field provider.

Individual Component: Each provider must complete the necessary education to fulfill the requirements outlined by the National Registry of EMT's.



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All card courses (i.e., ACLS, BCLS, PALS/PPC, PHTLS etc.)/AHA equivalence training required by OSDH or MCB must have a MCB/OMD approved hands-on practical examination. If a card course certificate is submitted and is non-OMD approved, a MCB approved hands-on practical examination will have to be accomplished.

### CE Record Keeping

- a. All System Provider Organizations will comply with all Oklahoma State Department of Health Services regulations regarding CE records.
- b. OMD will have access to all EMS-related training and certification records with reasonable notice.