

# CoAEMSP

**Committee on Accreditation**  
of Educational Programs for the  
Emergency Medical Services Professions

## ***Standards Interpretations:*** **Medical Director Responsibilities**

**Patricia Tritt, MA, RN**

Quality Assurance Subcommittee Chair, CoAEMSP

Program Director, EMS Program, HealthOne / Arapahoe Community College, Denver, CO

**George W. Hatch, Jr., EdD, EMT-P**

Executive Director, CoAEMSP, Galveston, TX



# Mark Your Calendar!

## *Accreditation Workshops*

**June 3-4, 2011**  
Pittsburgh, PA

**September 14-15, 2011**  
Reno, NV

**November 14-15, 2011**  
Atlanta, GA

To register, visit <http://www.coaemsp.org/Meetings.htm>



# Objectives

- Describe the responsibilities of a medical director
- List the documentation required to support the medical director's involvement



Annual Reports

Evaluation Instruments

Fees

Personnel Changes

Policy & Procedures

Self Study Reports

Site Visits & Visitors

Standards & Guidelines

Contact Us

Home

## Standards & Guidelines

### 2005 version

[CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in the Emergency Medical Services Professions](#) [pdf 212KB]

### Standards and Guidelines Interpretations

[Standards Interpretations \(2/5/2011\)](#) [pdf 221KB]

### Sample Documents

Consortium Sponsorship agreement [sample](#) [doc 67KB]

[www.coaemsp.org](http://www.coaemsp.org)

Standards & Guidelines



2. **Medical Director**  
a. Responsibilities

The medical director must be responsible for all medical aspects of the program, including but not limited to:

- 1) review and approval of the educational content of the program curriculum to certify its ongoing appropriateness and medical accuracy,
- 2) review and approval of the quality of medical instruction, supervision, and evaluation of the students in all areas of the program,
- 3) review and approval of the progress of each student throughout the program and assist in the development of appropriate corrective measures when a student does not show adequate progress,
- 4) assurance of the competence of each graduate of the program in the cognitive, psychomotor, and affective domains,

2. There must be written documentation that the Medical Director fulfills each of the responsibilities:

- 1) Documentation could include a signed memorandum stating the nature of review activities, dates conducted, etc.
- 2) Documentation could include a signed memorandum stating the nature of review activities, date of review, etc. This responsibility does not mean that the Medical Director must be present for each type of activity – only that he/she reviews and approves. Review of evaluations is for those that relate to the students, not the faculty/staff. The Medical Director is not responsible for evaluation of program personnel.

There must be evidence of interaction between the Medical Director and the students.

- 3) Documentation could include descriptions of on-going activities, date(s) of communication with program director for such activities, etc.

- 4) Documentation must include a terminal competency form for each graduate signed and dated by the Medical Director; [A CoAEMSP Terminal Competency form is available on the CoAEMSP web site for use by the program, if so desired.]

# CAAHEP Standard III.B.2.a.

## *Medical Director Responsibilities*

### Standard

- The medical director must be responsible for all medical aspects of the program, including but not limited to:

### Interpretation

- There must be written documentation that the Medical Director fulfills each of the responsibilities:



# CAAHEP Standard III.B.2.a.1)

## *Medical Director Responsibilities*

### Standard

1) **review and approval** of the **educational content** of the program **curriculum** to certify its ongoing appropriateness and medical accuracy,

### Interpretation

1) Documentation could include a **signed memorandum** stating the nature of review activities, dates conducted, etc.



# CAAHEP Standard III.B.2.a.2)

## *Medical Director Responsibilities*

### Standard

2) review and approval of the quality of medical instruction, supervision, and evaluation of the students in all areas of the program,

### Interpretation

2) Documentation could include a **signed memorandum** stating the nature of review activities, date of review, etc. This responsibility does not mean that the Medical Director must be present for each type of activity – only that he/she reviews and approves. **Review of evaluations** is for those that relate to the students, not the faculty/staff. The Medical Director is not responsible for evaluation of program personnel.

There must **be evidence of interaction** between the Medical Director and the students.



# CAAHEP Standard III.B.2.a.3)

## *Medical Director Responsibilities*

### Standard

3) **review and approval** of the **progress of each student** throughout the program and assist in the development of appropriate **corrective measures** when a student does not show adequate progress,

### Interpretation

3) Documentation could include **descriptions of on-going activities, date(s) of communication with program director** for such activities, etc.



# CAAHEP Standard III.B.2.a.4)

## *Medical Director Responsibilities*

### Standard

4) assurance of the competence of each graduate of the program in the cognitive, psychomotor, and affective domains,

### Interpretation

4) Documentation must include a **terminal competency form for each graduate** signed and dated by the Medical Director); [[A CoAEMSP Terminal Competency form is available on the CoAEMSP web site for use by the program, if so desired.](#)]

At the conclusion of the program there must be a document signed by the Medical Director attesting to the competence of each graduate as an entry-level Paramedic.



# CAAHEP Standard III.B.2.a.5)

## *Medical Director Responsibilities*

### Standard

5) responsibility for cooperative involvement with the program director,

### Interpretation



# CAAHEP Standard III.B.2.a.6)

## *Medical Director Responsibilities*

### Standard

6) adequate controls to assure the quality of the delegated responsibilities.

### Interpretation

6) The Medical Director maintains final responsibility for items 1 thru 5.



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# Questions?

Patricia Tritt, MA, RN

[Patricia.Tritt@HealthOneCares.com](mailto:Patricia.Tritt@HealthOneCares.com)

George W. Hatch, Jr., EdD, EMT-P

[george@coaemsp.org](mailto:george@coaemsp.org)



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Thank You!

