



PARAMEDIC ONGOING TRAINING & EVALUATION PROGRAM (OTEP) GUIDANCE DOCUMENT

The Skagit EMS Commission has developed a countywide OTEP program for Paramedics. This process has been completed, reviewed, and approved by Dr. Slack.

There will be 12 OTEP classes offered per year. All Paramedics must meet the following minimum requirements:

YEARLY REQUIREMENTS:

1. Must attend minimum of 8 OTEP/Run Review sessions per year (3 of these may be done online)
2. All skill stations must be completed (makeup days to be scheduled as needed). Skill stations marked with a "*" on the calendar may be skipped if 2-day PHTLS class is completed during current certification period.
3. All listed EMS Online modules must be completed PRIOR to OTEP session.
4. Annual ALS Skills update

It is important to remember that each one of these classes and skills are **required every year.**

3yr CERTIFICATION PERIOD REQUIREMENTS:

1. Must maintain current ACLS, PALS, and CPR certification

OTEP FAQ's

There are several important points to remember and understand about OTEP and this program in particular:

1. Paramedics who complete the OTEP education plan are excused from taking the National Registry recertification examination.
2. Each OTEP Session will include a minimum of 1 EMS Online module from the King County Paramedic Tuesday Series lectures. The required EMS Online modules (as listed on the schedule) must be completed **PRIOR** to the OTEP Session and each attendee will bring proof of completion (printout of their completion certificate).
3. An approved OTEP evaluator will check off skills. Approval is granted by the State at the completion of an EMS evaluator class.

4. Paramedics may substitute PHTLS for Trauma OTEP's (see classes marked by an *). PHTLS needs to be done once per certification period regardless of card's expiration date. EMS Online modules must still be done for all OTEP sessions.
5. The State has indicated the individual Paramedic is ultimately responsible for completing and tracking their own CME. The Skagit EMS Commission will continue to track all ALS education as a courtesy.

WRITTEN ASSESSMENT

A written assessment of 15-25 questions is given for each didactic session. The Skagit EMS Commission or Guest Lecturer is responsible for developing this tool. A passing score of 80% is required in order to successfully pass a written examination.

REMEDIAL EDUCATION

The minimum passing score for the written assessment is 80%. If the Paramedic continues to fail a written or skill station after remedial education, consultation is made with the MPD for further action.

CLASS EVALUATIONS

All instructors are evaluated utilizing the Skagit EMS Commission's evaluation form. These evaluations will remain on file for one year, and are subject to audit by the MPD, DOH, or designee.