



Consolidated Testing

Section: Operational Policies

Policy Number: 06-004

Date Issued: September 21, 2016

Reviewed/Revised: September 21, 2016

Peninsulas EMS Council, Inc.

Approved By: Michael Player, Executive Director

Purpose: To establish guidelines for the administration and application of Virginia basic level Emergency Medical Services (EMS) Consolidated Testing at Peninsulas EMS Council, Inc. Consolidated Test Sites (CTS).

Policy: The Peninsulas EMS Council, Inc. will ensure standard and uniform administration and application of criteria and procedures for all basic level EMS course psychomotor examinations conducted at regional testing sites in accordance to the Virginia Office of EMS Psychomotor Exam Guide (PEG) – July 2016, and the supervision and direction of the Virginia Office of EMS.

Background: The Virginia Office of EMS transitioned to the National Registry at all levels of testing effective July 1, 2012. Basic level EMS courses that ended on or after July 1, 2012 test their psychomotor exam in Virginia at a Consolidated Test Site conducted by a Sponsoring Organization (Regional EMS Council or Accredited Teaching Organization) and their National Registry written exam at a Pearson Vue site. With this change, the Practical exam scenarios and check sheets were modified to follow the Virginia EMS Education Standards (VEMSES). In addition, Virginia BLS Re-entry, Equivalency/Challenges and Legal Recognition also require psychomotor exam.

Procedure:

I. Schedule for Consolidated Test site Dates and Locations

- a. The Peninsulas EMS Council, Inc. will establish CTS locations within the region in accordance with the guidelines stipulated by the Virginia Office of EMS in its PEG.
- b. By December 31st of each year, the Peninsulas EMS Council, Inc. CTS Committee will draft a CTS calendar for the next fiscal year (July 1 to June 30). When establishing the test dates, the CTS Committee will make every effort to rotate the test sites throughout the region, taking into account the various schools and other organizations that offer EMS basic life support courses. Because the Peninsulas EMS Council, Inc. and the Tidewater EMS Council, Inc. share the same Virginia Office of EMS Test Evaluators, the CTS Committee will make every effort to coordinate the draft consolidated testing schedule with the Tidewater EMS Council to ensure that the councils do not schedule testing for the same dates. To the extent possible, efforts should be made to space the test sites between the PEMS and TEMS sites such that individuals will have only two or three weeks between the sites to retest if necessary. Once drafted and de-conflicted, the schedule will be forwarded to the Executive Director of the Peninsulas EMS Council, Inc. for final approval and submission to the Virginia Office of EMS. Once the dates are established and approved, they will be posted on both the Peninsulas EMS Council and Virginia Office of EMS web sites.

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- c. If an EMS basic life support course coordinator believes that a special/additional test date/site is needed, they may submit their request to the Peninsulas EMS Council, Inc. Course coordinators requesting a special/additional test site must be able to meet the minimum of 15 candidates required for the Peninsulas EMS Council, Inc. to conduct a CTS. Such requests must be submitted at least 2 months (60 days) prior to the requested date to be considered.

II. Registration and Cancellation

- a. Graduates of basic level EMS courses seeking initial certification and electing to take their psychomotor exam at a Peninsulas EMS Council, Inc. CTS are required to register in advance with the Peninsulas EMS Council, Inc. office.
- b. Instructors/course coordinators may register for students electing to test through the Peninsulas EMS Council, Inc. It is recommended that instructors/course coordinators pre-register the course with a rough estimate of student numbers at the time they submit a course approval request. The earlier classes are registered, the more time is available to coordinate needed logistics for each site.
- c. Registrations are not final until the testing fees have been paid or invoiced.
- d. A minimum of 15 registered candidates is required to conduct a CTS. If a minimum number are not registered and paid for the psychomotor examination 10 days prior to the test date, the site will be cancelled. The Peninsulas EMS Council, Inc. is responsible for notifying all candidates, CTS workers and the Virginia Office of EMS Program Representative when this occurs.

The timeline for CTS reservations is as follows:

1. 14 days prior to the test, general registration is closed. Instructor Reserved registration is still available.
 2. 10 days prior to the test, those candidates who have not paid or made arrangements with PEMS will be removed from the roster. The site shall be hidden.
 3. 7 days prior to the test, unless organizations or Instructor Reserved reservations have paid or been invoiced, they are removed from the roster. New registrations will be considered on a case-by-case basis only. New registrations can only be approved with the approval of both the PEMS Council, Inc. and its CTS Coordinator.
- e. The Peninsulas EMS Council, Inc. is solely responsible for maintaining a reservation list of all candidates who will be attending a Peninsulas EMS Council, Inc. CTS. Every candidate who is planning on attending a Peninsulas EMS Council, Inc. must be on the specific CTS reservation list.

III. Consolidated Test Site Fees

- a. Consolidated Test Site Fees are established by the Virginia Office of EMS.

IV. Rules of Conduct

- a. Weapons are not permitted at a Peninsulas EMS Council, Inc. CTS, with the exception of sworn law enforcement personnel.
- b. The use of alcohol or illicit drugs during the testing process is prohibited.
- c. Photographing or reproducing any portion of the CTS examination in any way is prohibited.
- d. Providing assistance or communicating results to the examination is prohibited.
- e. Discussion of the examination scenarios is prohibited.
- f. Use of abusive or profane language or aggressive behavior is prohibited.
- g. The wearing of clothing considered too revealing or containing patches, designs, logos, embroidery, wording, etc. that is profane, inflammatory, obscene, or which depicts or encourage illegal activity is prohibited.
- h. CTS staff, except as defined in the PEG, shall wear business casual dress. Agency uniforms are not permitted.

V. Removal of a Candidate

- a. The Virginia Office of EMS Test Examiner has the sole authority to remove a candidate from a test site.

VI. PEMS CTS Evaluator Training

- a. PEMS shall conduct at least one CTS Evaluator training course annually.
- b. PEMS CTS Evaluators must:
 - 1) attend a state approved Evaluator class
 - 2) participate as a patient and EMT Assist prior to Evaluator precepting
 - 3) complete unpaid Evaluator precepting with a Senior Evaluator
 - 4) complete updates and training as required
 - 5) provide the PEMS Council with current personal contact and payroll information and notify them of any changes
- c. CTS Evaluators will be monitored by Senior Evaluators. Monitored sessions shall be documented and reviewed with Evaluators.

VII. Management of Complaints

- a. All complaints received at the CTS site shall be investigated by the CTS Coordinator and the Senior Evaluator.
- b. Complaints received after the CTS site closes shall be forwarded to the CTS Coordinator and PEMS staff representative for investigation.
- c. If complaint is valid and egregious, the parties involved will not be allowed to continue working the CTS site(s) until resolved. The CTS Coordinator has the authority to dismiss involved CTS staff from a CTS site.
- d. All complaints and/or issues will be brought to the Executive Director by the CTS Site Coordinator.

- e. Issues affecting the program will be brought before the CTS Committee.

VI. PEMS Consolidated Test Site Administration and Logistics Management

- a. Site Selection, Notifications, Confirmation and Liability Insurance
 - 1) Every effort will be made to rotate CTS sites between approved locations within the PEMS council. However, the availability of particular sites and the testing needs of announced courses will also be considered.
 - 2) New CTS sites shall be located when the need arises and will be in accordance with the PEG.
 - i. Site review will be conducted by a PEMS staff representative, the CTS coordinator and a Virginia Office of EMS Test Examiner Supervisor or his/her designee.
 - ii. The Logistics Coordinator will be invited to participate.
 - iii. Once a proposed site has been approved for use by the state, the CTS Coordinator will present it to the Executive Director for approval for use as a CTS location.
- b. Administrative responsibilities
 - 1) CTS Coordinator:
 - i. Shall monitor registrations for minimum and maximum registrations
 - 1. Minimum of 15 candidates
 - 2. Maximum of 40 candidates for an evening test site
 - 3. Maximum of 60 candidates for a daytime test site
 - ii. 14 days prior to the test, will determine the number of skills stations for the upcoming CTS site based on the number of candidates registered.
 - iii. 13 days prior to the test, will solicit PEG qualified personnel to staff the CTS site utilizing email, phone notifications, and the closed FaceBook group. If insufficient PEMS CTS Evaluators are available, CTS Evaluators from neighboring regional councils may be used (as long as meet PEG qualifications and have successfully evaluated for their own regional council)
 - iv. 5 days prior to the test, will confirm participation of the staff solicited for the upcoming CTS site
 - v. On the day of the test, will print the registration from the online system and complete the needed state forms per the PEG.
 - vi. At the test site, will follow the guidelines set forth by the PEG and instructions issued by the Virginia Office of EMS Test Examiner
 - vii. Immediately following the test site, will notify the PEMS Executive Director or any site irregularities, complaints regarding CTS staff or misuse/damage of CTS equipment.
 - viii. No later than the first business day after the test, will deliver test site paperwork to the PEMS Council office
 - 2) CTS Registrar

- i. At any point prior to the test, will provide any authorized site representative, proof of PEMS Council insurance coverage for the scheduled CTS activity
- ii. 6 weeks prior to the test, will contact an authorized site representative and obtain an emailed confirmation of the reservation. Repeat until confirmation received.
- iii. 4 weeks prior to test, will check for paid but unconfirmed candidates.
- iv. 2 weeks prior to test, will notify unpaid candidates/instructors, update confirmed candidates, remind instructors of unused reservations.
- v. 10 days prior to test, will remove candidates who have not paid or invoiced by PEMS from the roster; will notify the CTS Coordinator and PEMS CTS representative if there are fewer than 15 candidates registered; will hide the site.
- vi. 7 days prior to the test, will contact an authorized site representative and re-verify site availability, access and utilities (heat/AC as appropriate).
- vii. 7 days prior to the test, will remove all registrations who have not paid or been invoiced. New registrations will be considered on a case by case basis only. New registrations can only be accepted with the approval of both the PEMS Council, Inc. and its CTS Coordinator.

3) The Logistics Coordinator

- i. shall account for and maintain the CTS equipment in the assigned PEMS CTS trailer.
- ii. prior to the test (no earlier than the day before), shall go the PEMS Council office and sign for the PEMS CTS trailer, obtain the keys and safely tow the PEMS CTS trailer to the CTS location in time to set up the site. The Logistics Coordinator shall be responsible for the safety and security of the PEMS CTS trailer and its content while it is in his/her possession
- iii. will supply the appropriate equipment to the stations as determined by the CTS Coordinator. Assigned CTS Evaluators shall sign for, setup stations, and test equipment. They shall notify the Logistics Coordinator of any equipment issues.
- iv. will assist the assigned CTS Evaluators with missing equipment or with any equipment issues.
- v. will be responsible for the orderly return and accountability of the equipment supplied to each skill station from the assigned CTS Evaluators.
- vi. will notify the CTS Coordinator of any supplies needed to replace consumables or when the capital items need to be replaced
- vii. will notify the CTS Coordinator of any misuse of equipment or supplies

- viii. following the test (no later than the day after), will safely return the PEMS CTS trailer to the PEMS Council and secure it in its designated parking area

VII. Stewardship of PEMS Consolidated Test Site Equipment and Supplies

- a. CTS Staff work with expensive equipment and supplies. Care must be taken in handling and using such equipment and supplies. CTS staff will be held responsible for equipment damage caused by carelessness, misuse, or neglect, and may be held responsible for the reimbursement for replacement or repair costs not covered by insurance. It is the responsibility of all CTS staff to steward the equipment and supplies provided to them for their work. They shall be responsible for immediately reporting any damaged, unsafe, inoperative or unusable equipment or supplies to the CTS Logistics Coordinator or CTS Coordinator.