



EMS Information Bulletin 2024-11

DATE: June 7, 2024

SUBJECT: Advisory Committee Members and Minutes for Educational Institute Accreditation

TO: PA Regional EMS Directors
PA EMS Regional Educational Coordinators
PA EMS Educational Institutes
PA EMS Instructors

FROM: Anthony L. Martin, MBA, NRP
Director, Bureau of Emergency Medical Services
717) 787-8740

A handwritten signature in black ink, appearing to read 'Anthony L. Martin', with a horizontal line underneath it.

To provide guidance to PA educational institutes and those seeking accreditation as a PA EMS educational institute, the Bureau is providing guidance in relationship to PA EMS Regulations 28 Pa. Code §1025.1 Accreditation and operational requirements of EMS educational institutes, regarding subsection (c) *Advisory Committees*.

§1025.1 (c)(1) EMS educational institutes seeking initial accreditation or reaccreditation are expected to provide a list of representatives of the EMS communities in the educational courses they offer. This is to include a representative from the Regional EMS Council and the educational institute's medical director. EMS communities may include but are not limited to patients, healthcare facility representatives, students, EMS providers, EMS agency representatives, and/or other public service agencies, such as fire, law enforcement, and EMA. If an educational institute applicant provides EMS education at all provider certification levels, the Committee should have knowledge of each level to help make decisions.

§1025.1 (c)(2) provides the Advisory Committee must meet at least annually to assist the program personnel in formulating and periodically revising appropriate goals and objectives along with monitoring the EMS educational institute's performance. To ensure targeted improvement and ongoing quality assurance, a foundation of education is the appropriate setting of goals and objectives. Therefore, educational institutes seeking initial, or reaccreditation will need to provide evidence, usually through meeting reports, an EMS education institute formed an Advisory Committee and has met, at least annually. The provided documented should include a list of the educational institute's approved goals and objectives made by the Advisory Committee.

These requests for the above items must be produced during the initial and reaccreditation application process by attaching to the educational institute's electronic application as identified in §1025.1(m).

Should you have any questions, please contact Tim Reitz, Education Manager, at timreitz@pa.gov