



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1469	Regulatory Authority: 12VAC5-31-1469
Title: Accredited BLS Psychomotor Competency Verification Policy	
Date of Issue: August 1, 2017	Effective Date: August 1, 2017

Accredited BLS Psychomotor Competency Verification Policy

TPAM Policy 1469

- I. Purpose – To establish policies for determining the eligibility and awarding permission for accredited BLS programs to evaluate psychomotor competency using criteria approved by the Office of EMS as a substitute for consolidated testing by students.
- II. Program Eligibility
 - A. The program shall possess BLS accreditation granted by the Office of EMS prior to initiating a program utilizing competencies in place of student capstone psychomotor exam at a Consolidated Test Site (CTS).
 - B. The program must at a minimum comply with the office approved competency list (TR-90).
 - C. The program must be accredited by course start date and remain accredited through the course end date as announced on the approved Course Approval form.
 - D. Courses that do not begin and end within the approved accreditation window are not included within this policy and graduates shall utilize the existing CTS process.
 - E. Any newly accredited program under a letter of review will require all cohorts to test at a CTS until such time that a complete site visit can be conducted and full accreditation granted.
 - F. Any new alternative sites will be considered having conditional accreditation and will require all cohorts to test at a CTS until such time that a complete site visit can be conducted and full accreditation granted.
 - G. Programs must be at or above the 16th percentile at the start of the course.
- III. Competency Based Education
 - A. Virginia Office of EMS accredited EMT programs must utilize competency based education for all courses announced under an accredited program.
 - B. Dated documentation of the required competencies must be approved by the program director, physician course director and the program's advisory board as evidenced by the signatures of the program director, EMS physician course director and the advisory board's chairperson.
 - C. Accredited programs shall use the most recent version of the competencies published by the Office of EMS, at a minimum (TR-90).
 - D. At the completion of the program, students shall have their program's psychomotor competency summary verified by the signature of the program's director and physician course director to verify entry level competency.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1469	Regulatory Authority: 12VAC5-31-1469
Title: Accredited BLS Psychomotor Competency Verification Policy	
Date of Issue: August 1, 2017	Effective Date: August 1, 2017

- IV. Accredited Program Responsibilities
 - A. The program director, physician course director and program advisory board shall create a list of minimum competencies required to become an entry-level competent provider.
 - B. The list shall include the skill and the number of successful iterations to be deemed competent in each skill. This list shall be reviewed annually and such review documented in meeting minutes.
 - C. The competency list shall include at a minimum, those competencies and successful attempts as listed by the Virginia OEMS on the published EMT competency Tracking Form (TR-90).
 - D. Prior to implementation of this policy the program director must submit to the Office:
 - 1. A notification of intent with the date of implementation signed by the program director, physician course director and Advisory Board Chairperson.
 - 2. A copy of the program minimum competency list or verification of adoption of the competencies in TR-90.
 - E. Annually on July 1, the program director shall submit to the Office:
 - 1. A letter indicating the program's intent to continue utilizing this policy, signed and dated by the program director, physician course director, and Advisory Board Chairperson.
 - 2. A copy of the current program competency list or verification of the continuing use of the competencies in TR-90.
 - F. For every class, the program will forward a copy of their course schedule that at a minimum includes: class dates, locations, times and topics being covered to allow for unannounced visits by Virginia OEMS staff for verification of competency education.
 - G. Upon completion of the program, the program director and physician course director shall review the collected documentation on a per-student basis to verify competency. A student's psychomotor verification shall not be submitted to Virginia OEMS until such review has been completed and documented.
- V. Procedures
 - A. Documenting Student Competency
 - 1. Programs shall utilize a standard documentation process to verify student acquisition of required skills and competencies.
 - 2. At a minimum, the retained documentation shall demonstrate the required minimum number of successful attempts at a skill to meet the established competency requirements.
 - a. Best practice, but not a requirement, is to keep all attempts by the student.
 - b. This practice allows for evidence of progress through the program.



EMS TRAINING PROGRAM ADMINISTRATION MANUAL	
TPAM Policy Number: T-1469	Regulatory Authority: 12VAC5-31-1469
Title: Accredited BLS Psychomotor Competency Verification Policy	
Date of Issue: August 1, 2017	Effective Date: August 1, 2017

- B. Reviewing Student competency
 - 1. At the conclusion of the course, the program director and physician course director shall review each student's file to verify compliance for all required competencies.
 - 2. Each student's folder shall at a minimum have documentation attesting to compliance with the program's minimum competencies as evidenced by the signature of the program director and physician course director on a form designed by the program capturing terminal competencies.
- C. Verifying Psychomotor Skills
 - 1. Once the program director and physician course director have reviewed and approved each student as entry-level competent, the program director shall notify the Virginia OEMS for the purpose of sending to National Registry verification of the student's psychomotor skills.
 - 2. Such notification shall be performed in a manner described by the Virginia OEMS.
- VI. Definitions referring to this TPAM policy
 - A. Competencies: Skills and the minimum number of iterations of such skill, as defined by the Virginia Office of EMS' EMT Competency Tracking Form (TR-90), program director, physician course director, and the program's advisory board.
 - B. Entry-Level Competent Provider: A provider who has met the minimum required competencies of an accredited education program.
- VII. Violations of this policy may result in, but not limited to:
 - A. Removal or suspension of ability to conduct in house verification of skill competency for certification.
 - B. Removal or suspension of the BLS accreditation.
 - C. Other enforcement actions that may be discovered during an investigation.