



## ORANGE COUNTY AMBULANCE DRIVER/ATTENDANT LICENSE – TRAINING PROGRAM REQUIREMENTS

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### I. AUTHORITY:

*County of Orange Codified Ordinances, Division 9, 4-9-11(B), H&S Code, Division 2.5 §1797.204 & 1797.107; California Code of Regulations, Title 22 § 100061 & § 100063.*

### II. APPLICATION:

This policy describes the application process and curriculum requirements for approving an Orange County EMS Ambulance Driver/Attendant License training program.

### III. DEFINITIONS:

"**Approving Authority**" means Orange County Emergency Medical Services (OCEMS).

"**Emergency Medical Technician**" or "**EMT**" means a person who has successfully completed an approved EMT course which meets the requirements of OCEMS policy #510.00, has passed all required tests, and who has been certified by an EMT Certifying Authority.

**NOTE:** An individual currently certified in California as an EMT by another approved certifying entity is deemed to be certified as an EMT statewide.

### IV. ELIGIBLE TRAINING PROGRAMS:

Orange County EMT Ambulance Driver/Attendant License training may be offered only by approved Continuing Education (CE) providers or approved EMT training programs.

### V. APPLICATION FOR PROGRAM APPROVAL:

Eligible training programs shall submit a written request to teach the Orange County Ambulance Driver/Attendant License curriculum, to OCEMS. Information to be submitted shall include:

- A. A statement verifying usage of the Orange County Ambulance Driver/Attendant License curriculum which includes learning objectives, skills protocols and treatment guidelines.
- B. A statement verifying that the CE Provider or EMT Training program has appropriate equipment to conduct the training (see VIII below).
- C. A course outline, if different from the Orange County Ambulance Driver/Attendant License curriculum format.
- D. Skills competency examinations as approved or provided by OCEMS.
- E. A final written examination as approved or provided by OCEMS.
- F. The name and qualifications of the program director, program clinical coordinator, and principal instructor(s).
- G. The location at which the courses are to be offered and their proposed dates.
- H. Annual notification of skills competency verifiers.



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VI. COMPONENTS OF AN APPROVED PROGRAM:

An approved Orange County Ambulance Driver/Attendant License training program shall consist of the following:

- A. The approved Orange County Ambulance Driver/Attendant License course curriculum
- B. Final written and skill competency examinations.

VII. REQUIRED COURSE HOURS:

The Orange County Ambulance Driver/Attendant License course shall consist of not less than four (4) hours.

- A. A minimum of three (3) hours of classroom and laboratory instruction; and
- B. A minimum of one (1) hour for written and skills testing.

VIII. REQUIRED COURSE EQUIPMENT:

Each approved Orange County Ambulance Driver/Attendant License training program provider shall have the following equipment and resources to ensure for complete skills testing:

- A. Appropriate space to accommodate the number of students and is conducive to learning.
- B. Appropriate quantity of teaching staff to accommodate timely skills testing.
- C. Appropriate secured storage of student records for a minimum of four years.
- D. Appropriate supplies for teaching Orange County Spinal Motion Restriction procedure.
- E. Auto-injector trainers.
- F. Glucometer with required supplies.
- G. Airway manikin for endotracheal tube.
- H. Intravenous solution bag(s) and tubing.
- I. Metered-dose inhaler cartridge or trainer.
- J. Standard body substance isolation (BSI) equipment or personal protective equipment (PPE).
- K. Sharps Containers.
- L. 12 -lead electrodes or equivalent / mock leads.
- M. Naloxone Nasal Medication Trainer
- N. (optional) manikin for 12 lead placement (a student or volunteer may be used as appropriate).



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- O. Additional equipment, supplies, or further resources may be required with advance notice at the discretion of OCEMS.

**IX. PROGRAM STAFF REQUIREMENTS:**

Each Orange County Ambulance Driver/Attendant License training program shall provide for the functions of administrative direction, medical quality coordination, and actual program instruction. Nothing in this section precludes the same individual from being responsible for more than one of the following functions if so qualified by the provisions of this section.

Each CE Provider or EMT Training Program providing the Orange County Ambulance Driver/Attendant License training shall meet criteria as outlined in Title 22, Division 9 (Prehospital Emergency Medical Services), Chapter 11 (EMS Continuing Education), Section 100395 with regard to program director, clinical director and instructor qualifications.

**X. DIDACTIC AND SKILLS TESTING:**

All approved Orange County Ambulance Driver/Attendant License training programs shall assure that no more than five (5) students are assigned to one (1) principal instructor/teaching assistant during skills testing sessions.

- A. Each candidate for Orange County Ambulance Driver/Attendant License shall pass the written accreditation test with a minimum score of 80%.

\*Those candidates not meeting the 80% requirement may retake that exam. If a candidate does not pass the written license exam after two unsuccessful attempts, the candidate shall be required to participate in a second Orange County Ambulance Driver/Attendant License course.

- B. Each candidate for Orange County Ambulance Driver/Attendant License shall successfully complete the skills test, Orange County Ambulance Driver/Attendant License skills are determined by the OCEMS medical director.

**XI. APPROVAL PROCESS:**

- A. OCEMS shall notify applying training programs, for Orange County Ambulance Driver/Attendant License training program approval, if:

1. Written requests have been received.
2. The request contains or does not contain the information requested.
3. There is any missing information in the written request.

- B. Program approval or disapproval shall be made in writing by OCEMS within a reasonable period of time after receipt of all required documentation. The application review process shall not exceed three (3) months.

- C. OCEMS shall establish the effective date of program approval in writing upon satisfactory documentation of compliance with all program requirements.

- D. Programs shall be approved for four (4) years following the effective program approval date and may be renewed every four (4) years subject to the procedure for program approval specified in this policy.



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**XII. PERIODIC PROGRAM REVIEW AND REPORTING:**

- A. All program materials specified in this policy shall be subject to periodic review by the Approving Authority. Training programs must submit revised or updated information as OCEMS policy and Orange County Ambulance Driver/Attendant License training curriculum updates are made.
- B. All programs shall be subject to periodic on-site evaluation by OCEMS.
- C. Any person or agency conducting a training program shall notify OCEMS in writing, in advance when possible, and in all cases within thirty (30) days of any change in primary instructor, program director, or program clinical coordinator.

**XIII. WITHDRAWAL OF PROGRAM APPROVAL:**

Non-compliance with any criterion required for program approval, use of any unqualified teaching personnel, or non-compliance with any other applicable provision of this policy may result in suspension or revocation of program approval by OCEMS. An approved Orange County Ambulance Driver/Attendant License training program shall have no more than sixty (60) days from date of written notice to comply with this policy.

**XIV. COURSE COMPLETION RECORD:**

An approved Orange County Ambulance Driver/Attendant License training program provider shall issue a course completion certificate to each person who has successfully completed the Orange County Ambulance Driver/Attendant License training course.

The course completion record shall contain the following:

- A. The name of the individual.
- B. The date of course completion.
- C. Name of course completed "**OC Ambulance Driver/Attendant License 2023**" and the number of hours completed.
- D. The signature of Program Director or Primary Instructor.
- E. The name and location of training program issuing the record.
- F. The following statement in bold print. "**This is not an EMT Certificate**".

**Approved:**

Carl H. Schultz, MD  
OCEMS Medical Director

Tammi McConnell, MSN, RN  
OCEMS Administrator

Original Date: 10/19/2009  
 Reviewed Date(s): 4/1/2015; 4/1/2017; 3/28/2023; 7/20/2023  
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