

POLICY 1.6

TITLE: EMD COURSE MATERIALS AND EQUIPMENT

DATE: January 2015

The following is a list of the minimum and optional equipment and materials for EMD Course sessions:

I. Student Materials

- A. Each student will be issued a Trainee Guide which is approved by OETS for Emergency Medical Dispatch training by the State of New Jersey.
- B. Each student will have either individual or shared access to a set of EMD guidecards approved by the State of New Jersey
- C. Department of Health. Optional supplemental material developed at the local level to enhance the base curriculum may be supplied to each student.

II. Instructor Materials

- A. The Lead Instructor shall maintain master copies of all forms associated with the processing of this course including:
 - 1. New Jersey EMD Course Schedule and Instructor Requirements (Appendix 1)
 - 2. Class Registration Form (Appendix 2)
 - 3. Student Registration Form (Appendix 3)
 - 4. Course Evaluation Form (Appendix 4)*
 - 5. Instructor Evaluation Form (Appendix 5)*
 - 6. Scenario Evaluation Form (Appendix 6)*
 - 7. Scenario Tracking Form (Appendix 7)*
 - 8. NJ-EMD Certification Check List (Appendix 8)*
 - 9. PST and EMD Certification and In-Service CTE tracking Form (Appendix 9)*

10. NJ-EMD Recertification Application Form (Appendix 10)*
11. NJ-EMD Instructor Recertification Application Form (Appendix 11)*
12. NJ-EMD Request for Reciprocal Certification Application (Appendix 12)*
13. NJ Department of Health, Office of Emergency Medical Services CEU Application, and associated processing forms (Optional)

* Forms provided by training vendor or NJOETS.

- B. Each instructor must have a copy of an EMD Instructor Guide which is approved by OETS for conducting Emergency Medical Dispatch courses in New Jersey.
- C. The instructor may utilize standard emergency care reference texts and other training aids obtained from outside sources to supplement the base curriculum.

III. Course Materials

- A. The following materials will be loaned by OETS to the Lead Instructor for the duration of the course on an "as available" basis:
 1. Appropriate Emergency Medical Dispatch Guide Cards (NJOETS or approved by OETS) for use during the course.
 2. Audio and visual training aids.
 3. Appropriate Student Written Exam Books and Answer forms (for NJ OETS class or vendor supplied).
- B. It will be the responsibility of the Lead Instructor to arrange for delivery and return of all loaned materials and to ensure the careful handling and security of the materials while on loan.

IV. Training Facility Materials and Equipment

- A. The basic requirements for a training facility are outlined in Policy 1.1 Section III.B. The following is a listing of optimal and optional classroom equipment, beyond the basic environmental and standard teaching aids listed in Policy 1.1. This equipment will allow for realism and learning reinforcement. It is further expected that when trainees return to their respective agencies they will be provided with hands-on, supervised training on the specific equipment used at that agency.

B. Optimal and Optional Classroom materials and equipment:

1. Telephone trainers--a pair of working telephones in separate areas. This will lessen eye contact between trainees and instructors during emergency call simulations.
2. Radio dispatching console or mock-up.
3. Paging equipment or mock-up.