

New EMS Ed Program Director Starter Triage



TASK	Triage	Status	Jurisdiction	% COMPLETE	DONE NOTES
Notify CoAEMSP of key personnel change <i>(within 30 days of change)</i>	Red	Understand the task	national	0%	<input type="checkbox"/> https://coaemsp.org/personnel
Notify your state agency of new directorship <i>(most have some kind of time limit)</i>	Red	Understand the task	state	0%	<input type="checkbox"/> Search online for the agency who holds your paramedic license--plus "EMS Education Rules". (Example: In Tx, it is "State Administrative Code" where regs are found; but DSHS has summarized them on their departmental site)
Add role to NREMT Account <i>(so you can give authorization to test; takes time to get verified)</i>	Red	Understand the task	national	0%	<input type="checkbox"/> https://www.nremt.org/partners/program-directors
Figure out what state cycles are and next audit/inspection	Red	Understand the task	state	0%	<input type="checkbox"/> check for your main program and also for your CE program-- some places they are under a single identifier; in others they are considered completely separate; IF IT IS YEARS OUT--you must thoroughly (and IMMEDIATELY) review existing mechanisms to ensure you are meeting requirements...(if it is soon, you'll find out as you prep for the inspection)
Find out how long until next CoAEMSP accreditation	Red	Understand the task	national	0%	<input type="checkbox"/> 5-year-cycles--if it's coming up you need to immediately get oriented to accreditation. If you cannot immediately lay hands on internal documentation, then check with CoAEMSP directly--THEY ARE YOUR FRIENDS. IF IT IS YEARS OUT--you must thoroughly (and IMMEDIATELY) review existing mechanisms to ensure you are meeting requirements...(if it is soon, you'll find out as you prep for the inspection)
When is the next CoAEMSP Program Director course?	Yellow	Understand the task	national	0%	<input type="checkbox"/> A requirement of accreditation and will help you A LOT. Typically offered at Accreditation in May/June
Determine if your state has any additional training requirements for PD	Yellow	Understand the task	state	0%	<input type="checkbox"/>
Determine your state requirements for COURSE NOTIFICATION <i>(many states require notice before you can give a class)</i>	Yellow	Understand the task	state	0%	<input type="checkbox"/> should be in same online place where you learned how to notify your state of the new director. --ensure your predecessor filed for current and/or those starting soon
Ensure space is available (reserved) for any upcoming lecture/lab needs	Yellow	Understand the task	program sponsor	0%	<input type="checkbox"/>
If classes are coming up, do students have access to everything they need (or do you need to order?)?	Yellow	Understand the task	program sponsor	0%	<input type="checkbox"/> books, uniforms, drug-testing service, background checks, etc
Are students aware of the change? Do they have contact info?	Red	Understand the task	program sponsor	0%	<input type="checkbox"/>
Advisory Committee: reach out via email to introduce self, acknowledge need for meeting, give tentative target time ("sometime this spring") for	Red	Understand the task	national	0%	<input type="checkbox"/> is there a contact list somewhere? Previous meeting minutes should have the members.
Clin/Field Affiliates: all SHOULD be represented on Advisory Committee. If not, reach out--also invite to join AdvComm	Red	Understand the task	program sponsor	0%	<input type="checkbox"/>
Clin/Field Affiliates: check expiration dates on agreements	Yellow	Understand the task	program sponsor	0%	<input type="checkbox"/> every affiliate should have a written/signed agreement; some are "evergreen" and don't need renewal; others are not
Who is your sponsor for "card" classes?	Green	Understand the task	program sponsor	0%	<input type="checkbox"/> AHA (you may have two different ones--PALS and NRP can be hard to find)? ITLS or PHTLS? EVOC? GEMS? Etc.
Record storage --retention requirement and location?	Red	Understand the task			<input type="checkbox"/> Min 5 years--your state may ask for more. Are the electronic records available on a community drive or locked behind your predecessor's username? Get IT to retrieve if no other access.
Revise online materials to reflect the new director	Green	Deferred/delayed	program sponsor	0%	<input type="checkbox"/>
Revise any hard-copy materials to reflect the new director	Green	Deferred/delayed	program sponsor	0%	<input type="checkbox"/>
		Understand the task			<input type="checkbox"/>

