

MUNICIPAL ORDER 36-2021

A MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE A MEMORANDUM OF AGREEMENT WITH OWENSBORO COMMUNITY AND TECHNICAL COLLEGE, MERCY AMBULANCE OF EVANSVILLE, INC. D/B/A AMERICAN MEDICAL RESPONSE, AND DAVIESS COUNTY FISCAL COURT TO COLLABORATIVELY OFFER COURSEWORK FOR THE EMERGENCY MEDICAL SERVICES (EMS) PARAMEDIC CERTIFICATE.

WHEREAS, the City of Owensboro, Kentucky through its Owensboro Fire Department, Mercy Ambulance of Evansville, Inc. d/b/a American Medical Response (AMR), and Daviess County Fiscal Court through its Daviess County Fire Department desire to collaborate with Owensboro Community and Technical College (OCTC) to provide coursework for their employees for an accelerated Emergency Medical Services (EMS) Paramedic Certificate, which program will better meet the need for paramedics in the area; and

WHEREAS, the Parties now seek to enter into a Memorandum of Agreement to establish the terms and conditions for their collaboration in providing coursework for the accelerated Emergency Medical Services (EMS) Paramedic Certificate program.

NOW, THEREFORE, BE IT ORDERED BY THE CITY OF OWENSBORO, KENTUCKY, AS FOLLOWS:

Section 1. That the Mayor of the City of Owensboro, Kentucky, be, and he hereby is, authorized and directed to execute a Memorandum of Agreement by and between the City of Owensboro, Kentucky, Owensboro Community and Technical College, Mercy Ambulance of Evansville, Inc. d/b/a American Medical Response, and Daviess County Fiscal Court for the purpose of collaboratively providing coursework for

the Emergency Medical Services (EMS) Paramedic Certificate. A copy of the Memorandum of Agreement is attached hereto and incorporated by reference herein.

Section 2. That the Mayor, City Manager and other city staff be, and they hereby are authorized to execute any and all other agreements, instruments or documents necessary and appropriate to effectuate and implement the purpose of the Memorandum of Agreement.

INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE READING, this the 21st day of September, 2021.

Thomas H. Watson, Mayor

ATTEST:

Beth Davis, City Clerk

MEMORANDUM OF AGREEMENT BETWEEN
OWENSBORO COMMUNITY AND TECHNICAL COLLEGE
MERCY AMBULANCE OF EVANSVILLE INC d/b/a AMERICAN MEDICAL RESPONSE
DAVISS COUNTY FISCAL COURT AND
THE CITY OF OWENSBORO

Purpose: The intent of this Memorandum of Agreement is to develop an arrangement resulting in Owensboro Community and Technical College (OCTC), Mercy Ambulance of Evansville Inc d/b/a American Medical Response (AMR), Daviess County Fiscal Court through its Daviess County Fire Department (DCFD), and the City of Owensboro through its Owensboro Fire Department (OFD) collaboratively offering the coursework for the Emergency Medical Services (EMS) – Paramedic Certificate. The goals of this agreement are to (1) support community by meeting workforce EMS-paramedic needs and (2) to offer an accelerated delivery of OCTC’s Emergency Medical Services (EMS) – Paramedic Certificate to employees at AMR, DCFD, and OFD. The accelerated program will be delivered at the Daviess County Fire Department Airport Station, 2145 Airport Road, Owensboro, KY 42301.

Now, therefore, this Memorandum of Agreement, effective **October 1, 2021**, is made between Owensboro Community and Technical College, American Medical Response (AMR), Daviess County Fiscal Court (County), and The City of Owensboro (City).

I. Criteria

The following criteria establish the parameters of the accelerated delivery of OCTC’s Emergency Medical Services (EMS) – Paramedic Certificate:

- The accelerated program will start in January 2022 and end in December of 2022.
- Student must complete pre-requisites at OCTC prior to the start of the accelerated program in January 2022.
- If not taken previously, the following general education courses must be taken through OCTC:
 - AHS 115 Medical Terminology
 - BIO 135 Basic Anatomy & Physiology, or equivalent.
- Cohort students must be a current employee of AMR, DCFD, or OFD.
- Cohort may not exceed 12 students. If, at any point in time, the roster of this cohort drops below 8 enrolled students, the cohort will halt. Remaining students who desire to complete the education program will join the existing (traditional schedule) OCTC paramedic cohort. Accommodations will be made as needed to ensure that affected students have opportunity for the entire program curricula.
- Cohort will meet at the instructional site located at the Daviess County Fire Department Airport Station, 2145 Airport Road, Owensboro, KY 42301.
- Upon completion of all academic requirements, students will be eligible to receive an accelerated delivery of OCTC’s Emergency Medical Services (EMS) – Paramedic Certificate from OCTC.
- Upon successful completion of the program each student will be eligible to sit for the National Registry of Emergency Medical Technicians – Paramedic Exam.

II. Accreditation Requirements

To maintain federal, state, and programmatic requirements the following expectations must be adhered to by all parties:

- A. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires:
 - Prior to instruction, all instructional staff must supply a resume, applicable certifications, and an official transcript for approval.
 - Instructional staff must work with Paramedic Program Coordinator to maintain program and student learning outcomes.
- B. The Committee on Accreditation of Educational Programs for Emergency Services Profession (CoAEMSP) requires:
 - Cohort curricula, including all assessment and evaluation instruments, to be approved by Program Medical Director prior to administration to students.
 - Student Minimum Competencies which cannot be less than those recommended by CoA, to be approved by Program Medical Director and endorsed by Program Advisory Committee.
 - Students must fulfill all program requirements, including Summative Evaluation process described in Program Student Handbook, to earn Medical Director approval for National Registry testing.
 - Students and Instructional Staff to abide by all applicable KCTCS, KBEMS, OCTC, and program policy or regulation, including but not limited to KCTCS Code of Conduct, Program Student Handbook, etc.
 - KBEMS regulations regarding Paramedic education found here: <https://apps.legislature.ky.gov/law/kar/202/007/401.pdf> and here: <https://apps.legislature.ky.gov/law/kar/202/007/601.pdf>
 - Student Code of Conduct found here: <https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx>
 - Program Student Handbook posted in Blackboard.

III. Commitments of OCTC

To ensure students and partners are adequately supported as a part of this initiative, OCTC commits to:

- Complete and submit a prospectus to SACSCOC to add the Daviess County Fire Department Airport Station, 2145 Airport Road, Owensboro, KY 42301 as an approved instructional site.
- Assist with all applicable enrollment, financial aid, and graduation processes.
- Afford program students all support services offered by OCTC.
- The Paramedic Program Director (PD) will develop and administer Blackboard coursework, develop and/or assign high stakes exams, and oversee all aspects of didactic, skill lab, clinical, and field education.
- The PD will provide templates for syllabi, coursework, etc.
- The PD will work closely with lead and other instructional staff to assure compliance with didactic, skill lab, and clinical/field experience requirements.

- The PD and Medical Director will participate in the various aspects of student education.
- The PD and Medical Director will be available to consult with students during respective office hours, posted in Blackboard, as well as by appointment.
- PD will ensure that students and affected instructional staff receive training in the use of skill tracking and clinical/field experience software.
- Provide Microsoft software to instructional staff/students.
- Students who complete the EMS Paramedic Certificate program are eligible to complete the AAS in EMS- Paramedic through OCTC. Additional courses required for the AAS will be assessed at full tuition.

IV. Paramedic Program Requirements

To maintain a quality Paramedic program, AMR, DCFD, OFD agree to the following academic, clinical, and field expectations:

A. Academic

- Blackboard will be utilized as the learning management system for the didactic courses.
- Lab skills, scenarios, clinical patient contacts documentation, and high stakes exams completed in Fisdap.
- Grades will be calculated as described below, this information will be included in the course syllabi:
 - Didactic courses – 50% Blackboard work; 40% high stakes exam; 10% affective
 - Skill lab courses – 50% skills evaluation; 40% documentation; 10% affective
 - Clinical and Field courses – 50% skills evaluation; 40% documentation; 10% affective
- Grade policy will be described in course syllabi as follows:
 - A = 93-100
 - B = 83-92
 - C = 73-82
 - D = 70-72 (Programmatic Counseling Required)
 - E = below 70 (Failing)
- Attendance policy as described in course syllabi as follows:
 - No points are assigned for attendance
 - Students are allowed 1 excused absence per course without penalty
 - Unexcused absences or additional absences will be penalized at 5% off final grade (per occurrence)
- The textbook used will be consistent with OCTC program cohort(s).
- Instructional staff shall be Kentucky Board of Emergency Medical Services (KBEMS) Level III Educators (verified online through KBEMS).
- Proctored quizzes (weekly) and high stakes exams (end of module(s) and end of program) will be administered by instructional staff. For these, students will need a personal laptop/device, or access to a computer lab.
- Students must successfully complete each general education (prerequisite) and technical course of the program.
- Follow OCTC's Paramedic Program Remediation Policy.

- Skill lab equipment and disposable supplies shall be provided by OFD/DCFD/AMR.
- All required Competencies, Skills, Ages, Differential Diagnoses, and Complaints on Patients in Clinical, Field Experience, or Capstone Field Internship must be achieved as outlined in the Student Minimum Competency Table (See Appendix I).

B. Clinical and Field Requirements

- Students are required to maintain student liability insurance through OCTC. Students are encouraged but not required to carry personal liability coverage.
- Instructional Staff will notify PD of clinical sites and ensure OCTC MOA is signed for each site.
- Students and Instructional Staff shall follow terms of college/facility MOA and all applicable policy and regulation of host agency (hospital, clinic, EMS, etc.).
- Students and Instructional Staff shall wear ID badge identifying as student or instructor of program, and follow dress code for clinical site or agency.
- Students and Instructional staff shall provide proof of all facility/agency required legal documents (background check, annual drug screen, vaccination record or titers, TB skin test, etc.).
- Student clinical and field shifts shall be approved in advance by receiving facility, coordinated with other OCTC paramedic cohorts, and scheduled in data management system by faculty or instructional staff.
- Students must meet KBEMS required Advanced Life Support (ALS) Contacts and Team Leads to complete field internship/Capstone (75 Contacts; 50 Team Leads).
- Students assigned to clinical or field shifts must be off duty or not subject to call. Students can be paid during this time but must remain in the student role.
- Field internship and Capstone shifts must be scheduled with EMS agencies providing patient transport to approved healthcare facilities/agencies.

V. Associated Costs

A. Student Tuition

- OCTC will charge AMR, DCFD, OFD cohort students the published state-wide dual credit rate (currently 40% of the regular tuition rate) for the MOA driven EMS- Paramedic courses. OCTC will waive the remaining 60% of tuition and applicable fees. OCTC will pay KCTCS Fire Commission the 40% of tuition received from the initiative.
- OCTC will charge and retain full tuition for the general education prerequisite courses taken by the AMR, DCFC, and OFD student cohort. Courses assessed at full tuition are as follows:
 - AHS 115 Medical Terminology
 - BIO 135 Basic Anatomy & Physiology, or equivalent.
- Students not enrolled in the MOA driven EMS-Paramedic program will not be subject to the reduced tuition rate.
- Student liability insurance, fees, books, etc. are the responsibility of the student and/or employer.

B. SACSCOC Fees

- OCTC will pay SACSCOC incurred expenses for an additional instructional site.

C. Other

- AMR, DCFD, and OFD will be responsible for employee payment for any employee-student working/participating in the cohort.
- AMR, DCFD, and OFD will jointly cover the expenses associated with Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) Satellite fee (\$500 annually + additional costs if existing at time of a CoA site visit) and KBEMS course application fee (\$200 per cohort).
- Student and/or employer is responsible for providing a computer to meet class requirements.

VI. Agreements of All Parties

- OCTC, AMR, DCFD, OFD agree to create and monitor the program extension site for the mutual success of students and the community.
- Any published materials regarding this Agreement must be approved by OCTC.

VII. Amendments

This Agreement may be amended by the agreement of all parties at the end of each academic semester as deemed necessary. All amendments must be in writing and signed by all parties to be effective.

VIII. Renewal

This Agreement will be reviewed for the possibility of renewal on an annual basis.

IX. Cancellation

Any party may cancel this AGREEMENT at any time for cause or may cancel without cause upon written notice of 30 days.

Scott Williams
Owensboro Community and Technical College
President

Date

Jimmy VanCleve
Kentucky Community and Technical College Fire Commission

Date

Joe Dennison
Owensboro Community and Technical College
Paramedic Technology Program Coordinator

Date

Brian Short
American Medical Response Services
Senior Program Director
AMR Owensboro and Air Evac Lifeteam Bases 17 and 46

Date

Al Mattingly
Daviess County Fiscal Court

Date

Thomas H. Watson, Mayor
City of Owensboro

Date

APPENDIX I

TABLE 1				
Required Competencies, Skills, Ages, Differential Diagnoses, and Complaints on Patients in Clinical, Field Experience, or Capstone Field Internship	CoAEMSP <u>Recommended</u> Minimum Numbers	Program Required Minimum Numbers	Average [most recent graduating cohort]	Range (provide actual numbers)
				[lowest number] — [highest number]
Trauma	30 Total	30		—
Trauma - Pediatric	6	6		—
Trauma - Geriatric	6	6		—
Pediatrics	18 Total	18		—
Newborn	2	2		—
Infant	2	2		—
Toddler	2	2		—
Preschool	2	2		—
School-Aged	2	2		—
Adolescent	2	2		—
Medical	60 Total	60		—
Medical - Pediatric	12	12		—
Medical - Geriatric	12	12		—
Stroke and/or TIA	2	2		—
Acute Coronary Syndrome	2	2		—
Cardiac Dysrhythmia	2	2		—
Respiratory Distress and/or Failure	2	2		—
Hypoglycemia or DKA or HHS	2	2		—
Sepsis	2	2		—
Shock	2	2		—
Toxicological Event and/or OD	2	2		—
Psychiatric	6	6		—
Altered Mental Status	2	2		—
Abdominal Pain	2	2		—
Chest Pain	2	2		—
Skills				
IV Medication Administration	20	20		—
IM or SQ Injection	2	2		—
Inhaled Medication (MDI, Nebulizer)	2	2		—
Team Leads in Capstone Field Internship	20 Total	50		—

TABLE 2								
Sequence of Learning Progression:	Individual Skill Evaluation		Individual Skill Scenario		Live Application Individual Skills		"Putting it all together" Evaluation of Skills in a Comprehensive Laboratory Scenario or Live Patient Encounter	
	Individual Student Competency Evaluation in the Laboratory (Min # of Times)		Individual Student Competency Evaluation in a Laboratory Scenario (Min # of Times)		Isolated Skill Competency Performed and Evaluated on Live Patient ONLY (Total Min # of Times)		Skill Competency Performed and Evaluated in a Laboratory Scenario or on a Live Patient in the Clinical or Field Experience (Total Min # of Times)	
Required Competencies and Skills Prior to Capstone Field Internship *must have at least one successful instructor evaluated and documented performance before starting the related individual skill scenario	CoAEMSP Recommended	Program Required Minimum	CoAEMSP Recommended	Program Required Minimum	CoAEMSP Recommended	Program Required Minimum	CoAEMSP Recommended	Program Required Minimum
*Obtain a Patient History from an Alert and Oriented Patient	2	2					8	8
*Comprehensive Normal Physical Assessment - Adult	2	2						
*Comprehensive Normal Physical Assessment - Pediatric	2	2	2	2	2	2		
*Direct Orotracheal Intubation - Adult	10	10	2	2			12	12
*Direct Orotracheal Intubation - Pediatric	10	10	2	2			12	12
Nasotracheal Intubation - Adult	2	2						
Supraglottic Airway Device - Adult	2	2	6	6			12	12
*Needle Cricothyotomy (Percutaneous Translaryngeal Ventilation)	2	2	4	4			2	2
CPAP and PEEP	1	1	2	2			2	2
*Trauma Physical Assessment - Adult	2	2	2	2	6	6	6	6
Trauma Endotracheal Intubation - Adults	2	2	2	2			2	2
*Pleural Decompression (Needle Thoracostomy)	2	2	2	2			2	2
*Medical including Cardiac Physical Assessment	2	2	2	2	40	40	10	10
*Intravenous Therapy	2	2	10	10	20	20	15	15
*IV Medication Administration	2	2	2	2	2	2	10	10
*Intravenous Piggyback Infusion	2	2	2	2				
*Intraosseous Infusion	2	2	4	4			2	2
*Intramuscular Medication Administration	1	1	1	1			1	1
*Subcutaneous Medication Administration	1	1	1	1			1	1
*Synchronized Cardioversion	2	2	4	4			10	10
12-Lead ECG Placement					4	4		
*Defibrillation	2	2	4	4			10	10
*Transcutaneous Pacing	2	2	4	4			10	10
Normal Delivery with Newborn Care	1	1	2	2			4	4
*Abnormal Delivery with Newborn Care	1	1	2	2			4	4
Neonatal Resuscitation Beyond Routine Newborn Care	1	1	2	2			4	4
Totals	60	60	64	64	74	74	139	139

TABLE 3								
Total Minimum Number of Scenarios Where the Student serves as <u>Team Leader</u> <u>OR</u> Total Minimum Number of Scenarios Where the Student serves as <u>Team Member</u> but Prior to Capstone Field Internship								
Laboratory Scenario Pathology or Patient Complaint	CoAEMSP <u>Recommended</u> Minimum # as <u>Team Leader</u>	Program Required Minimum # as <u>Team Leader</u>			CoAEMSP <u>Recommended</u> Minimum # as <u>Team Member</u>	Program Required Minimum # as <u>Team Member</u>		
		Pediatric	Adult	Geriatric		Pediatric	Adult	Geriatric
Respiratory Distress and/or Failure	1 Pediatric	1			Total of 10 Team Member Evaluations in ANY Scenario*			
Chest Pain								
Cardiac Dysrhythmia and/or Cardiac Arrest	1 Adult		1					
Stroke	1 Geriatric			1				
Overdose								
Abdominal Pain								
Allergic Reaction and/or Anaphylaxis								
Hypoglycemia or DKA or HHNS								
Psychiatric								
Seizure								
Obstetric or Gynecologic	1 Adult		1					
Delivery with Neonatal Resuscitation	1 Neonate	1						
Trauma (blunt, penetrating, burns, or hemorrhage)	1 Pediatric & 1 Adult	1	1					
Shock								
Sepsis	1 Geriatric			1				
Elective (any two additional from above)* *A total of ten (10) Team Lead Evaluations are required; eight (8) are recommended for each student. How many elective Team Lead Evaluations does the program require for each student? Please Note: The program will be required to identify those electives for each student in the summary tracking documentation.	2 (any two additional from above)	2			*A total of ten (10) Team Member Evaluations are required for each student. How many Team Member Evaluations does the program require for each student? Please Note: The program will be required to identify those Team Member Evaluations for each student in the summary tracking documentation.		10	
Minimum Number of Team Lead Evaluations (with all recommended minimums achieved)	10	5	3	2	Total of 10 Team Member Evaluations in ANY Scenario		10	

TABLE 4

Basic Competencies to be Evaluated in Laboratory Prior to Any Live Patient Encounters in Clinical, Field Experience or Capstone Field Internship	Peer Evaluation with Instructor Oversight		Instructor Evaluation in Scenario Prior to Capstone Field Internship	
	CoAEMSP <i>Recommended</i>	Program Required Minimum	CoAEMSP <i>Recommended</i>	Program Required Minimum
Basic Competencies Lab overseen by instructor as students check off each other (peer evaluation). There must be at least 1 peer evaluation for each of the following Competencies.				
Spinal Immobilization Adult (Supine Patient)	1	1	2	2
Spinal Immobilization Adult (Seated Patient)	1	1	2	2
Joint Splinting	1	1	2	2
Long Bone Splinting	1	1	2	2
Traction Splinting	1	1	2	2
Hemorrhage Control	1	1	2	2
Intranasal Medication Administration	2	2	2	2
Inhaled Medication Administration	2	2	2	2
Glucometer	2	2		
12-lead ECG placement	2	2	2	2
CPR Competencies Lab equivalent to AHA BLS for Healthcare Providers overseen by instructor as students check off each other:				
1 & 2 Rescuer CPR for Adults	1	1	2	2
1 & 2 Rescuer CPR for Children	1	1	2	2
1 & 2 Rescuer CPR for Infants	1	1	2	2
Bag-Mask Technique and Rescue Breathing for Adults	1	1	1	1
Bag-Mask Technique and Rescue Breathing for Children	1	1	1	1
Automated External Defibrillator	1	1		
Relief of Choking in Infants	1	1	1	1
Relief of Choking in Patients 1 Year of Age and Older	1	1	1	1