

## Purpose

The purpose of this policy is to establish clear qualifications, prerequisites, and competency standards for instructors who provide education on blood administration within the 911 setting. This policy ensures that all instructional personnel possess the appropriate clinical expertise, training, and experience necessary to deliver safe, accurate, and evidence-based education, thereby supporting high-quality patient care and maintaining organizational compliance with applicable medical and operational guidelines.

## Scope

This policy applies to all personnel responsible for delivering education, training, or competency validation related to blood administration within the 911 prehospital setting. It encompasses full-time, part-time, and adjunct instructors, including clinical educators, field training officers, and any designated subject-matter experts who provide instruction on blood product handling, administration procedures, documentation requirements, and associated patient-care protocols. The policy also applies to any contracted or external instructors engaged by the organization to teach or evaluate blood administration competencies.

## I. Definitions

- A. **Blood Administration:** The process of preparing, verifying, initiating, monitoring, and documenting the transfusion of blood products in accordance with approved medical protocols, WVOEMS standards, and organizational safety requirements.
- B. **Blood Products:** Any component derived from donated human blood, including but not limited to packed red blood cells, plasma, platelets, and whole blood, as authorized for use in the 911 prehospital setting.
- C. **Competency Validation:** A structured evaluation process used to confirm that an instructor or learner can safely and accurately perform required blood-administration tasks according to organizational protocols and WVOEMS guidelines.
- D. **Continuing Education (CE):** Ongoing professional learning activities required to maintain clinical certification, instructor eligibility, and up-to-date knowledge of blood-administration practices, consistent with WVOEMS continuing-education standards.
- E. **Co-Instructor:** An individual who assists a primary instructor in delivering blood-administration education by supporting instruction, facilitating skills practice, reinforcing protocol standards, and helping evaluate learner competency.
- F. **Qualified Instructor:** An individual who meets all WVOEMS-mandated requirements to deliver blood-administration education, including clinical certification, demonstrated competency, and completion of required instructor-level training.
- G. **Remediation:** A structured, targeted process used to address and correct a learner's specific knowledge or skill deficits related to blood-administration procedures. Remediation includes focused instruction, supervised practice, clear performance feedback, and re-evaluation to ensure the learner meets established competency standards. All remediation activities must follow organizational guidelines and be documented in accordance with policy.
- H. **Subject-Matter Expert (SME):** A clinician with advanced knowledge, experience, or specialized training in blood administration who may be designated to assist with instruction.
- I. **WVOEMS (West Virginia Office of Emergency Medical Services):** The state regulatory authority responsible for establishing EMS standards, certification requirements, clinical protocols, and operational guidelines governing prehospital care in West Virginia.

## II. Instructor Qualifications

All individuals delivering blood-administration education in the 911 setting must meet the organization's established minimum qualifications, including current clinical certification, demonstrated competency in blood administration, and completion of all required instructor-level training.

- A. Minimum of three (3) years as an active WVOEMS Licensed Paramedic
- B. Successful completion of the 911 Blood Administration Course
- C. Minimum of two (2) verifiable prehospital blood administrations
- D. Successful completion of the 911 Blood Administration Train the Trainer Course
- E. WVOEMS endorsement as a lead instructor

## III. Instructor Requirements

- A. **Maintain Active Clinical Certification:** Instructors must hold current EMS certification at the level required for blood-administration instruction and remain in good standing with WVOEMS.
- B. **Demonstrate Ongoing Competency:** Instructors must participate in periodic skills assessments, protocol reviews, and competency validations to ensure continued proficiency in blood-administration procedures.
- C. **Deliver Protocol-Compliant Instruction:** All education must align with WVOEMS policies.
- D. **Ensure Accurate and Complete Documentation:** Instructors are responsible for documenting all training sessions, learner evaluations, remediation efforts, and competency outcomes in accordance with WVOEMS policy.
- E. **Participate in Continuing Education:** Instructors must complete required CE related to transfusion safety, protocol updates, and instructional best practices to maintain eligibility.
- F. **Use Approved Curriculum and Materials:** Only WVOEMS-approved lesson plans, skills checklists, and instructional resources may be used when teaching blood-administration content.
  - i. Agency-specific education may be added; however, it must be clearly identified as such.
- G. **Support Learner Competency and Remediation:** Instructors must provide clear instruction, fair evaluation, and appropriate remediation to ensure all learners meet competency standards before performing blood administration in the field.
- H. **Maintain Professional Conduct** Instructors must model professional behavior, uphold patient-safety principles, and adhere to organizational expectations for ethical and effective instruction.
- I. **Report Safety or Compliance Concerns** Any deviations from protocol, equipment issues, or safety concerns identified during training must be reported through established organizational channels.

## IV. Educational Institute Qualifications

All educational institutes seeking approval to provide instruction on blood administration within the 911 setting must meet the following minimum standards, consistent with WVOEMS regulations and organizational policy.

- A. **WVOEMS Accreditation:** The institute must hold a current minimum endorsement as an ALS continuing education EMS educational institute through WVOEMS.
  - i. Endorsement must be maintained in good standing, with no active sanctions, suspensions, or compliance violations.
- B. **Compliance with WVOEMS Educational Policy:** The institute must adhere to all WVOEMS Educational Policies and Procedures, including course approval, instructor credentialing, and documentation requirements.

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- C. **Medical Oversight:** The institute must have a designated Medical Director approved by WVOEMS who provides clinical oversight for all blood administration education.
  - i. The Medical Director must sign an acknowledgement form, assuming all responsibility for the verification of the continued training of instructors in blood administration education.
  - ii. The Medical Director understands and acknowledges that instructors are chosen by WVOEMS based on performance and levels.
  - iii. The Medical Director shall reaffirm biennially (every 2 years) for each instructor approved to instruct blood administration education.
- D. **Administrative Infrastructure:** The institute must maintain an administrative structure capable of supporting course scheduling, student enrollment, record retention, and compliance reporting.
  - i. A designated Education Coordinator must oversee program operations and serve as the primary liaison with WVOEMS.
- E. **Curriculum Standards:** The institute must utilize WVOEMS-approved curriculum for blood administration education.
  - i. Supplemental or agency-specific content may be added; however, it must be clearly identified as such and approved by the Medical Director and submitted to WVOEMS for approval prior to inclusion.
- F. **Facilities and Equipment:** The institute must provide adequate classroom space, simulation equipment, and blood administration training tools to support hands-on skills practice and competency evaluation.
  - i. All equipment must meet safety and operational standards consistent with WVOEMS and organizational guidelines.
  - ii. The equipment must be dedicated to the education department. Pulling equipment from active EMS units is not permitted.
  - iii. The equipment must be the approved equipment outlined in the blood administration equipment list.
- G. **Quality Assurance:** The institute must implement a quality assurance process that includes periodic review of course content, instructor performance, student outcomes, and compliance with WVOEMS standards.
  - i. Records of audits, remediation actions, and corrective measures must be maintained and made available to WVOEMS upon request.
- H. **Record Retention:** The institute must maintain all training records, competency documentation, and ImageTrend submissions for a minimum of seven (7) years.
  - i. Records must be stored securely and be accessible for regulatory review.

### V. Educational Institute Requirements

- A. **Maintain Accreditation and Compliance:** The institute must maintain active WVOEMS accreditation and comply with all applicable state regulations, organizational policies, and medical director directives.
- B. **Course Submission and Approval:** All blood administration courses must adhere to the procedures outlined in this policy.
  - i. The institute must ensure cognitive exams are scheduled in accordance with this policy.
- C. **Quality Assurance and Audits:** The institute must implement a quality assurance process that includes:
  - i. Periodic review of course content and instructional practices.
  - ii. Monitoring of student outcomes and competency validation.
  - iii. Internal audits of documentation and compliance with WVOEMS standards.

- iv. Records of audits, remediation actions, and corrective measures must be maintained and made available to WVOEMS upon request.
- D. **Reporting and Documentation:** The institute must ensure accurate and timely documentation of:
  - i. Course rosters and attendance.
  - ii. Competency evaluations and remediation efforts.
  - iii. ImageTrend submissions and post-training records.
  - iv. All records must be retained for a minimum of seven (7) years.
- E. **Continuing Education and Updates:** The institute must ensure instructors complete required continuing education related to transfusion safety, protocol updates, and instructional best practices.
  - i. The institute must update curriculum and training materials promptly to reflect changes in WVOEMS protocols or legislative requirements.
- F. **Safety and Compliance Reporting:** The institute must have a process for reporting safety concerns, protocol deviations, or compliance issues identified during training.
  - i. Reports must be submitted through established organizational channels and, when required, to WVOEMS.
- G. **Professional Standards:** The institute must uphold professional conduct, patient safety principles, and ethical instructional practices in all educational activities.

## VI. Procedures

- A. **Course Submission and Approval Through ImageTrend**
  - i. **Mandatory Pre-Approval:** All blood-administration courses must be submitted to WVOEMS through the ImageTrend system individually for review and approval **before** any instruction is delivered.
  - ii. **10-Day Submission Requirement:** Courses must be entered into the current LMS (ImageTrend) **no fewer than 10 days prior** to the scheduled training date to allow adequate time for WVOEMS review and scheduling of the required cognitive exam.
  - iii. **WVOEMS Review and Decision:** WVOEMS will review each submitted course for compliance with state standards, instructor qualifications, and curriculum requirements. Courses will be approved or denied within the ImageTrend system, and instructors will be notified of the decision.
  - iv. **Resubmission After Denial** If a course is denied, instructors must correct the identified issues and resubmit through ImageTrend for reconsideration.
- B. **Scheduling the Cognitive Exam**
  - i. **Exam Scheduling Requirement:** All students participating in blood-administration training must complete a WVOEMS-administered cognitive exam. This exam must be scheduled in advance as part of the course submission process.
  - ii. **Alignment With the 10-Day Rule:** The cognitive exam scheduling requirement is the reason courses must be submitted 10 days in advance rather than the standard 7-day minimum used for other educational activities.
  - iii. **Exam Logistics:** Instructors must coordinate with WVOEMS to ensure exam availability, proctoring requirements, and student roster accuracy.
- C. **Scheduling Educational Sessions (Post-Approval)**
  - i. **Publishing the Training Session:** Approved sessions should be added to the organization's training calendar and communicated through established notification channels.

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- ii. **Attendance Management** Instructors are responsible for monitoring enrollment, confirming attendance, and reporting any changes that may affect exam scheduling or course validity. This shall be done in accordance with the WVOEMS Educational Policy and Procedures

## D. Conducting the Training Session

- i. **Use of Approved Curriculum** Only WVOEMS-approved and organizationally approved lesson plans, skills checklists, and instructional materials may be used.
- ii. **Skills Practice and Evaluation** Instructors must provide hands-on practice and evaluate learner performance using standardized competency tools.
- iii. **Remediation and Re-Evaluation** Learners who do not meet competency must receive structured remediation and be re-evaluated according to policy.

## E. Post-Training Documentation in ImageTrend

- i. **Roster Completion** Instructors must ensure all participants are accurately listed in the ImageTrend course roster.
- ii. **Competency Documentation** Pass/fail outcomes, remediation notes, and skills checklists must be entered into ImageTrend following organizational documentation standards.
- iii. **Submission for Review** Completed course records must be submitted to the Clinical Education Department for quality review and retention.

## VII. Compliance and Enforcement

- A. **Adherence to Policy Requirements:** All instructors must comply with the qualifications, requirements, and procedures outlined in this policy, as well as all applicable WVOEMS regulations and organizational protocols.
- B. **Monitoring and Quality Assurance:** The Clinical Education Department will conduct periodic audits of training records, ImageTrend entries, instructional practices, and competency documentation to ensure compliance with state and organizational standards.
- C. **Corrective Action for Non-Compliance:** Instructors who fail to meet policy requirements may be subject to corrective action, which may include additional training, remediation, increased oversight, or temporary suspension of instructional privileges.
- D. **Revocation of Instructor Status:** Significant or repeated violations — including failure to follow WVOEMS procedures, inaccurate documentation, unsafe instructional practices, or falsification of records — may result in revocation of instructor status.
- E. **Reporting to WVOEMS:** Any violations that impact regulatory compliance, course approval, or student authorization shall be reported to WVOEMS as required by state rules and organizational policy.
- F. **Duty to Report Concerns:** Instructors, co-instructors, and educational staff must promptly report any suspected policy violations, safety concerns, or irregularities in training or documentation through established reporting channels.
- G. **Enforcement:** WVOEMS has direct authority to revoke these privileges if the Educational Institute or instructor has violated state code, legislative rule, or policy that they are governed by.

## VIII. Processes

The following outlines the process that an educational institute shall follow to begin the steps of becoming authorized to teach the 911 Blood Administration Course.

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- A. The following must be submitted to the West Virginia Office of EMS Education Department by the Educational Institute Official Representative:
  - i. A letter of interest on company letterhead for becoming a 911 Blood Education Institute, signed by the Official Representative
  - ii. A list of WVOEMS endorsed instructors meeting the qualifications to teach the 911 Blood Administration Course, who the institute feels should be authorized.
  - iii. A completed WVOEMS Blood Administration Acknowledgment Form
  - iv. Proof that the institute has the mandatory equipment related to teaching the course

**This policy is effective upon approval by WVOEMS, and shall remain in effect until amended.**