



Pennsylvania State Fire Academy

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Minimum Standard for Accreditation (MSA)

September 1994

Course Title: Management of Emergency Medical Services (EMSM)

Length of Course: 16 Hours

Lecture/Lab Breakdown: 14/2

Prerequisites: Student should have at least two years in EMS

Referenced Texts: Non-profit Organization Handbook (Conner, Tracy D); Fair Labor Standards Act, U.S. Department of Labor

Course Goal: To improve the efficiency in the management of EMS in volunteer and career EMS organizations.

Description of Course: Management of EMS is intended for individuals who manage or supervise EMS organizations. Subjects to be covered include recruitment and retention of members, state and federal law and regulations effecting EMS operations, financial management, and dealing with external forcing effecting EMS in the 1990's.

Description of Methodology to be used: (Brief) The course presentation will be a mixture of lecture, group and individual exercise. The student will interact with other students to solve problems within their own organizations.

Student Equipment/Supply Needs: None

Equipment/Audiovisual/Supply requirements: Screen, VCR with monitor, overhead projector, chalkboard and chalk.

COURSE OUTLINE **(General - Not Detailed)**

<u>Time</u>	<u>Content</u>	<u>Instructor Notes</u>
2:00	Course Goals and Objectives; Introductions; Introduction to EMS	
2:00	Determining Cost Effectiveness of Your EMS System;	
2:00	Funding Alternatives; Third Party Billing; Subscription Drives; Taxation; Developing a Financial Plan	
2:00	Recruiting and Maintaining Members; Incentive Plans; Do you need paid personnel?	
2:00	Managing Day to Day Operations	
(continued)		

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2:00 Legislation Affecting EMS Operations
2:00 Problems Solving Exercises; Exam; Critique

Competency Evaluation Mechanism (Brief description-attach copy): Competence will be demonstrated by a review of individual exercises by the instructor. A true/false exam will be given at course end.

Course Objectives (specific):

1. To develop managerial skills needed to effectively manage an EMS organization.
2. To provide pertinent information regarding State and Federal statutes effecting the operation of EMS.
3. To evaluate and implement innovative solutions to problems facing EMS organizations including the recruitment and retention of members, financial and personnel issues.

**Questions/Comments: Contact Rita Wessel, Curriculum Specialist: Extension 106
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