



Petersburg Volunteer Fire Department (PVFD) Policy:

Annual Review and Revision of EMS Training Programs

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1. Purpose

The purpose of this policy is to establish a mandatory process for the Petersburg Volunteer Fire Department (PVFD), operating as an Emergency Medical Services Training and Educational Institution (EMS-TEI), to conduct an annual review and necessary revision of all its Emergency Medical Services (EMS) training courses and programs. This ensures continuous compliance with all relevant state and national regulatory updates, accepted educational standards, and best practices in pre-hospital care.

2. Policy Statement

The PVFD EMS-TEI shall formally assess and update all active EMS training courses and programs annually. This mandatory annual review is designed to ensure that all course content, instructional methods, and practical skills align with the most current medical protocols, regulatory requirements, and educational standards as established by applicable governing bodies (e.g., state EMS authorities, National Highway Traffic Safety Administration (NHTSA), and the National Registry of Emergency Medical Technicians (NREMT)).

3. Procedures

3.1 Annual Review Requirement

- Frequency: The review and revision process must be completed no later than December 31st of each calendar year for all courses and programs to be offered in the subsequent year.
- Scope: The review must encompass all components of each course or program, including:
 - Curriculum content and learning objectives.
 - Instructional materials (textbooks, presentations, handouts).



- Practical skills evaluation criteria and scenarios.
- Required student performance standards and grading policies.
- Alignment with current state EMS curriculum requirements and certification standards.

3.2 Documentation of Annual Review and Updates

An EMS-TEI Annual Review and Update Report shall be created for every course and program assessed. This report must document, in writing, the following:

- **Date of Review:** The specific date the review was conducted.
- **Reviewers:** The names and titles of the individuals involved in the assessment (e.g., Program Coordinator, Lead Instructor, Medical Director).
- **Standards Consulted:** A list of the latest standards, protocols, or regulations consulted during the review (e.g., current state protocol updates, latest CPR/ECC guidelines, new NREMT cognitive or psychomotor examination standards).
- **Summary of Findings:** A summary of any discrepancies, outdated information, or areas requiring enhancement or revision identified during the review.
- **Required Updates:** A detailed list of all resulting revisions, changes, or updates made to the course/program, including changes to lesson plans, instructional materials, or evaluation tools. If no changes were required, this must be explicitly stated.

3.3 Report Certification and Maintenance

- **Certification:** The written Annual Review and Update Report must be signed and dated by the PVFD Program Coordinator (or the owner, if the roles are separate). This signature certifies that the review was conducted and that all necessary updates have been implemented to maintain compliance.
- **Record Keeping:** The certified report, along with any supporting documentation of the curriculum changes, shall be immediately filed and permanently maintained in the specific course or program file (physical or digital). These records must be readily accessible for internal audit and external regulatory inspection.

4. Responsibilities

- **EMS Program Coordinator:** Responsible for initiating, managing, and completing the annual review process for all EMS training programs, ensuring that updates are implemented, and certifying the final documentation.

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- **PVFD Fire Chief/Director:** Responsible for oversight to ensure compliance with this policy and for providing the necessary resources for the successful execution of the review and revision process.

END OF POLICY

Policy Approved By:

Approved on (Date): 02/02/26

Brian K. Copeland
EMS Coordinator

[Brian Hall \(Feb 2, 2026 08:38:04 EST\)](#)

Brian Hall
Assistant Chief (Chief Elect)

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Final Audit Report

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