

National Fire Academy Criteria for Contract Instructor Selection

Course: Hot Topics Research in Emergency Medical Services (R0139)

Curriculum: Emergency Medical Services

This course provides learners with the knowledge and skills to identify and research hot topics in Emergency Medical Services (EMS) to ultimately identify, promote and embrace evidence-based system or service improvements. Skills addressed include problem statement identification, research strategy and proposal, literature and data evaluation, and project status briefing. Students will bring a topic important to their agency/community to base the research on and will construct a program proposal, begin the research process, and present a project status briefing.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated in three consecutive course deliveries in accordance with the National Fire Academy's (NFA's) Contract Instructor Evaluation program. Existing contract instructors are subject to evaluation in accordance with this program.

1. Academic Requirement

- a. A minimum of a bachelor's degree from an organization recognized by the U.S. Department of Education. The degree should be in a discipline closely related to the subjects covered in this course, i.e., fire or EMS service management, public administration, business administration, public health, etc.
 - A graduate level degree from an organization recognized by the U.S. Department of Education, in a discipline closely related to the subjects covered in this course, is preferred.
 - An equivalent combination of college-level coursework and experience may be considered for meeting this requirement.
- b. Documentation of successful completion of ICS-100, ICS-200, and National Incident Management System An Introduction (IS-700).
- c. "Hot Topics Research in Emergency Medical Services" course attendance, participation and completion with an "A" or "B" grade during a current version offering.

2. Instructional Experience

- a. Documented ability to explain current and emerging standards and practices for EMS, specifically those related to evidence-based, research-driven service improvements, to a diverse student population with a broad range of training and experience.

- b. Documented successful completion of a recognized adult educational methodology course at the college/university, state, International Fire Service Accreditation Congress, professional qualifications board, or National EMS Educators Certification level.
- c. Ability to instruct courses or materials similar to the course content, at the community college, state or regional level, demonstrated by documented experience and copies of multiple supervisor and/or end-of-course student evaluations of instructional ability from courses taught with similar content.

Experience should include presentation of prepared material, facilitation of group discussion on specified topics, facilitation of group activity work, and constructive feedback to students on evaluated assignments.

3. Documented Knowledge and Experience in the Subject Area

- a. Knowledge of the current and emerging standards and practices related to research review and analysis and process improvement for application to EMS system management or patient care management as demonstrated by an essay submission. (See “Additional Submittals,” b.)
- b. Current knowledge in the use of computers and related software for documentation, projects and presentations as demonstrated by the submission of a clear, thorough application with resume and/or curriculum vitae and instructional video.

4. Additional Submittals

- a. For one subject or course related to this curriculum, provide a 12- to 18-minute video or digital video disk demonstrating your instructional style. This video will be used to evaluate your teaching style in a student-centric adult learning environment.
- b. Submission of a written essay not to exceed 500 words explaining how the instructor candidate has effected successful organizational change within EMS, or related discipline, through the use of evidence acquired through validated research.

5. Continuing Practice or Education

Ability to maintain currency in the field and the specific course by:

- a. teaching a similar course at the college or university level;
- b. taking a similar course within the last five years;
- c. teaching the course at the NFA or in the field within the last two years; or
- d. writing and researching a paper or article related to the course topic for at least one of the fire service or related disciplines’ trade journals within the last two years.

Failure to provide approved documentation of ongoing training or instruction may result in revocation of the contract instructor status.

Submit cover letter and documentation to:

National Fire Academy
Deputy Superintendent for Curriculum and Instruction
16825 South Seton Ave.
Emmitsburg, Maryland 21727
fema-nfainstructorapp@fema.dhs.gov