

National Fire Academy Criteria for Contract Instructor Selection

Course: **Supervising Emergency Medical Services (F/W0146)**

Curriculum: **Emergency Medical Services**

This course provides an introduction to the knowledge, skills and abilities required to navigate current emergency medical services (EMS) management issues and the challenges in moving from EMS provider to EMS supervisor.

Course topics and activities include:

- The transition to leadership.
- Time and task management.
- Communication.
- Information and technology.
- Talent management.
- Health and safety.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated in 3 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 orientation (IS-700).
- c. "Supervising Emergency Medical Services" (F/W0146) 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 the transition to leadership, time and task management, communication, information and technology, personnel management, and health and safety, 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 level; state level; International Fire Service Accreditation Congress, Professional Qualifications Board level; or National Association of EMS Educators Instructor Course.
- 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 EMS system management at the first-line supervisory level, including the transition to leadership, time and task management, communication, information and technology, personnel management, and health and safety, as demonstrated by essay submission (item b under “Additional Submittals”).
- b. Recent (within the last 5 years) experience as an EMS system manager with responsibility supervising first-line supervisors.
- c. Current knowledge in the use of computers and related software for documentation, projects and presentations as demonstrated by the submission of clear, thorough application with resume and/or curriculum vitae and below required additional submittals.

4. Additional Submittals

- a. For 1 subject or course related to the EMS 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. This requirement may be waived by the training specialist after in-person observation of live instruction.

- b. Submission of a written essay not to exceed 500 words explaining how the instructor candidate has effected successful implementation or improvement of a first-line supervisory personnel program within EMS or related discipline.

5. Continuing Practice or Education

The ability to maintain currency in the field and the specific course by completing one of the following:

- a. Teaching a similar course at the college or university level.
- b. Taking a similar course with current standards, rules and regulations.
- c. Teaching the current-version course at the NFA or in the field.
- d. Writing and researching a paper or article related to the course topic for at least 1 of the fire/EMS service or related disciplines' trade journals using current research, standards, rules and regulations.

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

6. How to Submit an Application

The following documents are required for each application:

- a. A cover letter listing the courses you want to teach.
- b. Resume.
- c. Documentation that clearly addresses how you meet the instructor selection criteria for each course you want to teach. Incomplete packages will not be processed. List the criteria in this order:
 - Academic requirement.
 - Instructional experience.
 - Knowledge and experience with the subject.
 - Continuing practice or education.
- d. 3 references from persons who are knowledgeable about your character and your teaching ability. 1 reference letter should be from the department or agency head in your organization or certifying organization.
- e. Include a current email address so we can communicate efficiently with you.

Do not include your Social Security number or date of birth on any of the documents you submit.

Email your application to fema-nfainstructorapp@fema.dhs.gov. Upon receipt, an NFA training specialist will review your application. You will receive an email notification of its status within 30 days.