

## **National Fire Academy Criteria for Contract Instructor Selection**

**Course:**       **Emergency Medical Services: Quality Management (R0158)**

**Curriculum:** **Emergency Medical Services**

This course provides the critical components, background and principles associated with the implementation, or enhancement, of a department's quality management program. The course teaches students how to create, implement and maintain a quality management program, including historical examples, current models and best practices of quality management and improvement, process improvement, and data collection and analysis.

Throughout the course, students work on culminating activities relating to the development of a quality management program. Students present the culminating activity with classmates and instructors at the end of the course, allowing all students to take examples of quality management programs to their departments.

### **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 Emergency Medical Services (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. "Emergency Medical Services: Quality Management" 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 quality management, data collection and analysis, research review and analysis, and process improvement 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 level, 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,” No. 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 a quality management program.

## **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.

## **6. How to Submit an Application**

The following documents are required with each submission:

- a. A cover letter listing the courses you want to teach.
- b. Your résumé.
- c. Documentation that clearly addresses how you meet the instructor selection criteria for each course you are seeking to teach (e.g., academic requirement, instructional experience, knowledge and experience in the subject matter, and continuing practice or education). This document needs to be written in that order. Incomplete packages will not be processed.
- d. Three references from persons who are knowledgeable about your character as well as your teaching ability. One 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 more efficiently with you.

Application package(s) must be submitted to:

National Fire Academy  
[fema-nfainstructorapp@fema.dhs.gov](mailto:fema-nfainstructorapp@fema.dhs.gov)