

National Fire Academy Criteria for Contract Instructor Selection

Course: EMS Functions in ICS (F/W0166)

Curriculum: Emergency Medical Services

This course is designed to provide students with the skills and knowledge to structure Emergency Medical Services (EMS) resources within the guidance of the National Incident Management System (NIMS) Incident Command System (ICS), as appropriate to the needs of the different incident types.

The course is appropriate for emergency response personnel with responsibilities to implement the initial EMS functions of an ICS at medium- or large-sized incidents.

Areas of study include ICS organization, terminology and resource management and application of ICS for incident and event EMS management.

Applicants not meeting the basic National Fire Academy (NFA) criteria outlined in the general qualification criteria established by the NFA will not receive further consideration.

Criteria for Contract Instructor Selection

All new contract instructors shall be evaluated in three consecutive course deliveries in accordance with the 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 an associate's degree from an institution accredited by 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., EMS management, fire services management, public administration, emergency management, etc.
 - A bachelor's degree from an institution accredited by 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, NIMS An Introduction (IS-700), ICS-300, ICS-400, National Response Framework, An Introduction (IS-800), and Forms Used for the Development of the Incident Action Plan (IS-201). ICS Curricula Train-the-Trainer (E/L449) completion is preferred.

- c. “EMS Functions in ICS” 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 major operations, incident and event management, resource management, scheduled events and crisis incidents with identification of potential hazards, determining potential resource needs, determining how those resources may be acquired, and developing a plan using NIMS and ICS 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 Emergency Medical Services Educator 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 facilitation of scenario-driven class activities/exercises.

3. Documented Knowledge and Experience in the Subject Area

- a. Knowledge of the current and emerging standards and practices related to the EMS system, specifically the EMS/medical functions in ICS, incident and event management specific to EMS/medical functions, EMS specific resource management as demonstrated by experience during the current NIMS implementation in field delivery of EMS, to include prehospital (field) provider experience with initial ICS responsibility and operational experience in an EMS management position, such as field supervisor, district/division/battalion chief (EMS).
- b. Knowledge of current and emerging standards and practices related to NIMS ICS and multiple casualty incident operations as demonstrated by a one- to two-page written description of five mass casualty incidents and events the candidate was involved in, as ICS command or general staff (Branch Director or Unit Leader will be considered), using NIMS ICS. Descriptions should explain the justification for the organizational chart as set up for EMS responsibilities and the relationship that ICS had on the outcome of the incident or event. Submission of copies of ICS Form 201, Incident Action Plan and/or ICS Form 207, Incident Organization Chart, documenting position experience for these incidents/events is encouraged.

- c. 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 Submittal

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.

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;
- 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 using current research, standards, rules and regulations; or
- e. participation as command or general staff (Branch Director or Unit Leader will be considered), using NIMS ICS, during mass casualty incidents using the current version of NIMS.

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