

MEMS PIFT Course Application Packet

Instructions:

A MEMS credentialed PIFT I/C must complete the following steps in order to conduct a PIFT Program.

- A PIFT Course Continuing Education Request Form must be filled out and returned to Maine EMS no less than 7 business days prior to the start of the course. MEMS will then verify that all the prerequisites are in place and if the course is approved, will forward to the instructor the entire course administration packet before the start of the program. At this time, Maine EMS plans to make the course materials accessible for download on the MEMS website for instructors to reproduce on their own. If the course is not approved, then MEMS will notify the instructor in writing the reasons for disapproval.
- Note: If instructors wish to develop their own visual aids (Power Points), MEMS would ask that they be submitted to the MEMS Education Coordinator for review as part of the PIFT course application packet.
- Once approved, the instructor/coordinator should then download course materials (instructor manual, pre-course packet, and student manual) from the Maine EMS website which can be found at this address: (<http://www.state.me.us/dps/ems/index.html>). Note: students will need to have the pre-course materials to review and complete at least 3 days prior to the start of the PIFT course.
 - The precourse document will include:
 - Introduction to PIFT
 - Basic Pharmacology Review Exercises
 - Pharmacology Math Review
- The instructor coordinator(s) then conducts the program utilizing the lesson plan, student manual, student pre-course packet, Power Point slides, and devices as specified in the lesson plan.
- At the conclusion of the program, the instructor completes and signs the course roster.
- This roster must be submitted to Maine EMS no more than 7 days following completion of the course. Note: Students who require immediate verification of course completion may use a signed copy of this roster as course completion verification.
- Instructors must identify students requiring further remediation both on the roster and by completion of a counseling form. Counseling forms should be attached to the course roster and submitted to MEMS.
- Upon receiving a completed roster, MEMS will issue course certificates and forward them back to the course instructor. It is the instructor's responsibility to distribute these certificates to his/her students. The Education Coordinator will also take steps to arrange specific remediation for those identified by remediation forms in concert with the paramedic's service medical director.
- MEMS will maintain a current database of paramedics who have successfully completed all PIFT course requirements.
- For any PIFT Course questions or concerns, please contact Don Sheets at Maine EMS at (207) 626-3862 or via e-mail at Donald.C.Sheets@Maine.gov

Maine EMS PIFT Continuing Education Hours Approval Request Form

It is required that this form be submitted to the MEMS office seven (7) business days prior to the date of the program in order to provide for proper processing.

Name of Instructor Coordinator: _____

Mailing Address: _____

Daytime Phone # _____

email: _____

Program Location: _____

Date(s): _____ Time(s): _____

The following equipment is required for the PIFT course. By checking the box you are stating that you have arranged for this equipment to be present in the classroom. MEMS may be able to assist in locating equipment, but does not guarantee that equipment will be available for your course.

1. PIFT Resource(s) (type) _____

2. Infusion Pump _____ 3. Chest Tube and Drain _____ 4. NG/OG Tube _____

5. Foley Catheter _____

Please attach visual aids if different from the standardized presentations available on the MEMS website.

Assistant Instructor(s): _____

Course Service Affiliation (not required): _____

Signature of person applying: _____

Please return application to:

**Maine EMS
152 State House Station
Augusta, ME 04333**

Approval Section (MEMS use only)

Received 7-days prior to start of course ___ Devices Available ___

Approved PIFT Instructor _____

Reason Course was not approved _____

