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1. Introduction

The Order of Malta Ireland Ambulance Corps is dedicated to developing and delivering high-quality courses that align with the Education & Training Standards established by the Pre-Hospital Emergency Care Council (PHECC). Recognizing that pre-hospital emergency care is a continuously evolving field, the organization acknowledges the necessity for training provision to adapt to ongoing changes and developments in best practices.

2. Definitions and Abbreviations

The following definitions and abbreviations are used throughout this policy:

- CFR: Cardiac First Responder
- FAR: First Aid Responder
- EFR: Emergency First Responder
- EMT: Emergency Medical Technician
- PHECC: Pre-Hospital Emergency Care Council

3. Policy Objectives (Revised):

- Courses will be based on the latest PHECC education and training standards, including amendments.

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- All course development will be guided by the Order of Malta's core educational values.
- Students' prior educational experiences will be assessed in line with the Recognition of Prior Learning (RPL) policy.
- The use of online environments will be considered for all training courses, with student access to online resources assessed before and during delivery.
- Course delivery proficiency will be continuously monitored using standardized evaluation metrics.
- Course planning and delivery will adhere to Order of Malta policy regarding structure, administration, student criteria, equipment, facility requirements, and evaluation processes.

4. Mechanism for Ensuring Course Development

To guarantee the consistent development and delivery of high-quality training courses, the following structured process will be implemented:

5. Pre-Course Planning and Approval

- For National Qualification in Emergency Medical Technology (NQEMT) courses, the EMT Training Officer will convene a meeting with the Medical Advisor, Facilitator, and Course Director (if a separate individual) at least two months prior to the course start date. The purpose of this meeting is to review and agree upon the course structure, proposed faculty, candidate selection criteria, and facility requirements.
- The Course Director is responsible for submitting a comprehensive course request form to the Training Staff Officer for approval. This form must include detailed information on the facilities, available equipment, proposed faculty members, and candidate details.

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6. Course Delivery and Evaluation

- During EMT courses, students will complete online evaluations after each module. These evaluations will be reviewed by the Lead course Tutor, who will implement any necessary improvements based on the feedback received.
- For all other courses, students will complete online evaluations or hard copy evaluation forms. Key points from these evaluations will be summarized and included in the final course report.

7. Post-Course Reporting and Review

- Upon course completion, the Course Director must complete a standard course report form and submit it, along with all results documentation, to the course one drive folder. These reports will be reviewed and, where appropriate, forwarded to the Responder Course Training Officer for further action.
- For EMT courses, after course completion, the EMT Training Officer will meet with the Course Director (if different), Facilitator, and Medical Advisor to review course results, student evaluations, and the course report.

8. Continuous Quality Improvement

- The EMT Training Officer will provide a report to the Assistant Director for Training, which will include:
 - Course results
 - A summary review of student evaluations
 - Key points and observations from the course
 - Details of any actions taken in response to evaluation feedback.

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9. Ongoing Oversight

The Assistant Director for Training, with input from the Assistant Director for Standards, holds overall responsibility for ensuring that these mechanisms are followed and that all training courses are subject to continuous review and improvement.

10. Responsibility

Responsibility for this policy lies with the Assistant Director for Training with input from the Assistant Director for Standards.

11. Summary

The Order of Malta Ireland Ambulance Corps is committed to continuous development of training courses and aims to provide high quality training in a progressive environment. Review and evaluation of training is a core element of our training courses with a view to constantly improving and evolving in keeping with the PHECC education & training standards.

Two key principles are:

1. development of courses in line with PHECC Education & Training Standards along with required changes that arise from time to time as advised by PHECC.
2. Evaluation of training provided to identify any improvements which are then implemented in future training.

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12. Revision History

Version	Revision date	Revision by	Purpose
1.0	2008	Ray Carney	Policy for development of training courses
2.0	2010	Ray Carney	Update to reflect PHECC Education & Training Standards 2010
3.0	2014	Ray Carney	Reviewed and changed to new OMAC policy guidelines
4.0	2015	Brian Power	Facilitator review for FAR application
5.0	10/09/2025	Robbie Cawley	Update to reflect PHECC Education & Training Standards 2025