

DEPARTMENT OF HEALTH SERVICES  
COUNTY OF LOS ANGELES

SUBJECT: **MOBILE INTENSIVE CARE NURSE (MICN)  
DEVELOPMENT PROGRAM APPROVAL  
REQUIREMENTS**

(MICN)  
REFERENCE NO. 904

PURPOSE: To establish criteria for the approval of a Mobile Intensive Care Nurse (MICN) development program in Los Angeles County.

AUTHORITY: Health and Safety code, Division 2.5, Section 1797.56 & 1798.207.

POLICY:

I. Program Eligibility

An MICN development program shall be sponsored by an approved Los Angeles County base hospital or the EMS Agency.

II. Program Staff Requirements

Each MICN development program shall include a medical director, course director and instructor(s) who meet the requirements. Nothing in this section precludes the same individual from being responsible for more than one (1) position.

A. Medical Director

The medical director monitors the overall quality of the program.

1. Medical director qualifications shall be based on the following:

- a. Currently licensed and in good standing in the State of California as a physician.
- b. Minimum of two (2) years academic, administrative, or clinical experience in emergency medicine or prehospital care within the last five (5) years.

2. The duties of the medical director shall include, but are not limited to:

- a. Approving the instructor(s) in conjunction with the course director.
- b. Review and approve the educational content of the program curriculum and certify its ongoing appropriateness and medical accuracy.
- c. Review and approve the quality of medical instruction, supervision, and evaluation of the students in all areas of the program.

EFFECTIVE: 2-15-99  
REVISED: 10-1-07  
SUPERSEDES: 2-15-99

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APPROVED: \_\_\_\_\_

  
Director, EMS Agency

  
Medical Director, EMS Agency

B. Course Director

The course director shall provide administrative and instructional direction of the program.

1. Course director qualifications shall be based on the following:
  - a. Completed course work of at least forty (40) hours in teaching methodology. Following, but not limited to, are examples of courses which meet the required instruction in teaching methodology:
    - i. Forty (40) hours of teaching methodology course work.
    - ii. California State Fire Marshall "Fire Instructor 1A and 1B."
    - iii. National Fire Academy "Fire Service Instructional Methodology Course" or equivalent.
    - iv. National Association of EMS Educators "EMS Instructor Course."
    - v. Courses which meet the U.S. Department of Transportation/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors.
  - b. Los Angeles County MICN certification:
    - i. Current and in good standing.
    - ii. A minimum of two (2) years.
2. The duties of the course director shall include, but are not limited to:
  - a. Administering the MICN development program and ensuring adherence to state regulations, guidelines and established Los Angeles County policies.
  - b. Approving course content and instructional objectives in conjunction with the medical director.
  - c. Assigning course hours.
  - d. Approving all written and practical evaluations.
  - e. Approving instructor(s) in conjunction with the medical director.
  - f. Signing all course completion records and maintaining records in a manner consistent with Section VIII. of this reference.

- g. Attending all mandatory educational updates given by the EMS Agency.

C. Instructor(s)

Each instructor shall be knowledgeable, skilled and current in the subject matter of the course or activity assigned to teach and approved by the medical director and course director based on one of the following qualifications:

1. Currently licensed or certified in their area of expertise.
2. Have evidence of specialized training which may include, but is not limited to, a certificate of training or advanced education in their given subject area.
3. Have at least one (1) year of experience, within the last two (2) years, in the specialized area in which they are teaching.

III. Program Requirements

- A. Candidates shall meet the minimum eligibility requirements for initial certification per Ref. No. 1010 Section I.A.1 & 2 prior to the start of the MICN development course. Nothing in this reference precludes programs from requiring additional eligibility criteria.
- B. Programs shall meet, at minimum, the Los Angeles County MICN Core Objectives.
- C. The MICN development program shall consist of no less than forty-eight (48) hours.
- D. Base Hospital contact simulations, and/or interactive field care audits, to include base form documentation evaluation shall be incorporated throughout the program.
- E. Assessing, reporting, therapeutic modalities, pertinent anatomy and physiology, and relevant policies shall be included in each of the appropriate categories.
- F. The MICN development program shall include EMS Agency mandatory training programs which reflect current practice.
- G. The MICN development program should be based on the following resources:
  1. Los Angeles County EMS Prehospital Care Policy Manual
  2. Los Angeles County EMS Medical Guidelines Manual
  3. Current American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care

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4. U.S. Department of Transportation (DOT) Emergency Medical Technician-Paramedic National Standard Curriculum
  5. Los Angeles County EMS Base Hospital Form Instruction Manual
- H. Each course requires a final examination with a recommended minimum passing score of 80%.
- I. Program shall have a written plan of quality improvement (QI) evaluation methodology for monitoring the effectiveness of training.
- IV. Program Approval
- A. The course director shall obtain an application packet from the EMS Agency and submit a request for program approval which shall include:
1. Program Application.
  2. Total course length and course schedule to include specific topics with an hourly breakdown.
  3. Course curriculum documentation to include one of the following:
    - a. Lesson plan, course outline, lectures, behavioral objectives, student resources, and reference materials.
    - b. A letter stating the program will be using the current Los Angeles County MICN Development Course Curriculum.
  4. Base Hospital contact simulations, field care audits, and base form documentation method of evaluation.
  5. All quizzes with answer keys.
  6. Final exam with answer key.
- NOTE: The final exam should meet the minimum specified content weight in each category and number of questions as outlined in the current EMS Agency MICN written examination standards.**
7. Curriculum vitae for the medical director and course director with a copy of current licenses and certifications in their field of expertise and if applicable, evidence of specialized training.
  8. Statement of student qualifications, passing criteria, and re-test policy.
  9. Sample of course completion record.
- B. The EMS Agency shall notify the applicant within fifteen (15) days that the application was received.

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- C. The EMS Agency shall notify the applicant in writing within sixty (60) days from the receipt of a complete application of its decision to approve or disapprove the program.
  - D. Program approval may be issued for up to four (4) years. This approval is not transferable from person to person or organization to organization unless authorized by the EMS Agency.
- V. Denial/Revocation/Probation of MICN Development Program
- A. The EMS Agency may for cause:
    - 1. Deny any MICN development program.
    - 2. Revoke MICN development program approval.
    - 3. Place the MICN development program on probation.
  - B. Causes for these actions include, but are not limited to the following:
    - 1. Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate any of the terms of Division 2.5 of the California Health and Safety Code or Los Angeles County Emergency Medical Services Prehospital Care Policies.
    - 2. Failure to correct identified deficiencies within the specified length of time after receiving written notice from the EMS Agency.
    - 3. Misrepresentation of any fact by an MICN development program or application of any required information.
    - 4. Noncompliance with any criteria required for MICN development.
    - 5. Using teaching personnel who do not meet the requirements as specified in Section II.C. of this reference.
  - C. The EMS Agency may take such action(s) as it deems appropriate after giving written notice specifying the reason(s) for denial, revocation, or probation.
- VI. Program Review and Reporting
- A. All MICN development courses shall be subject to periodic on-site evaluations by the EMS Agency.
  - B. During the approved program period the EMS Agency shall be notified in writing, a minimum of thirty (30) days in advance of a scheduled course, of the following:
    - 1. All scheduled MICN development course(s) with requirements specified in Section IV.A.2. of this reference.

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**NOTE: All programs shall coordinate with the EMS Agency's Office of Certification for scheduling of the MICN certification examination.**

2. Changes in medical director.
  3. Summary of changes to curriculum
- C. Course director shall issue a tamper resistant document (method determined by program) as proof of successful completion of development course.
- D. Course director shall forward copies of completion document and final exam roster to the EMS Agency within five (5) days of course completion.
- VII. MICN Development Program Re-approval

The MICN development program shall submit a complete application packet for re-approval at least sixty (60) days prior to the expiration date.

VIII. Record Keeping

Each program shall maintain the following records for four (4) years.

- A. All required documentation as specified in Section IV.A.2-9 of this reference.
- B. MICN Development Course Roster.
- C. Documentation of course completion certificates issued.
- D. Original documentation or summaries of student performance and course evaluations.
- E. Curriculum vitae for instructors with a copy of current licenses and certifications in their field of expertise, or evidence of specialized training.

IX. Fees

Payment of the established fee is due at the time of the program approval or re-approval application.

CROSS REFERENCES:

Prehospital Care Policy Manual:

Ref. No. 803, **Paramedic Scope of Practice**

Ref. No. 803.1, **Paramedic Scope of Practice**

Ref. No. 1010, **Mobile Intensive Care Nurse (MICN) Certification/Recertification**

Ref. No. 1013, **EMS Continuing Education (CE) Provider Approval and Program Requirements**

Los Angeles County EMS Continuing Education Program Manual