



To: All EMT Primary Instructors and Training Institution Officials
From: EMS Section/Indiana Department of Homeland Security
Date: February 7, 2020
Re: EMT Psychomotor Skills Portfolio

On January 17, 2020, the EMT Psychomotor Skills Portfolio Reference Manual was posted on the Indiana Department of Homeland Security's (IDHS) website. The manual is based on the National Registry of Emergency Medical Technicians' (NREMT) paramedic portfolio. The manual, compiled by the Primary Instructor Working Group, was introduced at the September 2019 EMS Commission meeting and approved at its November 2019 meeting. A revised version of the manual was given to the commission at its January 2020 meeting and was posted to the IDHS website.

It is important to remember that the EMS Commission approved the manual as a best practices document only; there is no requirement to use the commission-provided document. Institutions may develop their own version of a portfolio or use a commercially purchased product as long as all skills approved by the commission are addressed.

In streamlining the Indiana State EMT Psychomotor Examination, certain skills were dropped from state practical examination. As skills were reviewed, there was a need for training institutions to meet their obligation to train on all course skills and have a tracking mechanism to meet this obligation. The portfolio concept is intended to fill this need without having a rigid framework and allow flexibility in how the portfolio is implemented.

The Primary Instructor Working Group, with permission from the NREMT, put together a draft document using skill sheets from the NREMT Paramedic Portfolio, which ultimately was published as the Indiana EMT Psychomotor Skills Portfolio Reference Manual. Using the manual has allowed the commission to move the random skills to the portfolio and add bleeding and shock as the seventh station of the state practical. Because the manual is intended as a reference tool, you will not see a required number of times a student must perform a skill, and that is because completion is based on competency rather than the number of times a skill is practiced.

Any EMT courses starting on or after March 1, 2020, must include a psychomotor skills portfolio.

Minimum requirements for the portfolio are verifiable evaluation(s) for each of the following skills:

- Patient Assessment Trauma Patient
- Patient Assessment Medical Patient
- Cardiac Arrest/AED
- Ventilation of the Apneic Adult Patient
- Spinal Immobilization Supine
- Supraglottic Airway
- Bleeding Control and Shock Management
- Obtain a Patient History from an Alert and Oriented Patient
- Comprehensive Normal Adult Physical Assessment Techniques
- Comprehensive Normal Pediatric Physical Assessment Techniques
- Oxygen Preparation
- CPAP
- Joint Injury
- Long Bone
- Traction Splint
- Intravenous Therapy
- Intramuscular Medication Administration
- Intranasal Medication Administration
- Inhaled Medication Administration
- Glucometer
- 12 Lead Acquisition
- Normal Delivery with Newborn Care
- Abnormal Delivery with Newborn Care

The portfolio, or its equivalent, becomes part of the student's record to be maintained by the training institution. The primary instructor will then complete the revised version of the report of training to indicate that the student was deemed competent on all psychomotor skills included in the portfolio.

If you have further questions regarding the portfolio requirements or resources such as the reference manual, you may contact the EMS Section at IDHS. The agency will also be conducting EMS provider forums this spring/summer to update the many changes with Indiana EMS.

Sincerely,

EMS Section, Indiana Department of Homeland Security