



Does Your Program Outsource?

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Many program sponsors work cooperatively with community partners to pool resources for their paramedic or AEMT courses. Examples of such arrangements may include partnering with a local EMS agency, hospital, college, or other affiliate to provide instructional services (instructors or other staff) or sharing equipment, space, or supplies in a cooperative effort on the campus. There may be a desire to offer a satellite at a different site or to use an alternate location to accomplish certain elements of the program, such as lab activities. In these examples, the program sponsor utilizes outsourced services and resources, and a formal written agreement that specifies the responsibilities of each party and is signed by a representative of each entity is required. An agreement is required even if there is no charge for any of the resources. The intent is to protect students by ensuring the continuity of resources assumed to be available through to the end of their program.

The agreement may take various forms: memorandum of understanding, agreement, contract, or another format, and must be signed and dated.

Considerations for potential inclusion in an outsourcing agreement include the following.

1. Instructional services: for example, instructors or other staff, not employees or contractors of the program sponsor, including adjunct instructors. In this situation, the outsourcing agreement must include the reporting structure and lines of authority. These individuals must be responsible and accountable to the Program Director of the accredited program sponsor.
2. Classroom or skill areas (instructional space)
3. Equipment
4. Supplies

A sample Potential Inclusions for an Outsourcing Agreement is available. Program sponsors should consult their legal advisors regarding agreement terms and conditions.

The outsourcing agreement is separate from and different from an articulation agreement, affiliation agreement, or consortium agreement.

Reference:

CoAEMSP Policies and Procedures for Programs (page 43)

XIII. Campus-Based Program, Alternate Locations, & Satellites

D. Agreement(s) for Out-Sourced Instructional Services, Space or Equipment

When a sponsor partners with one or more organizations to provide resources for the program, which may include, among other resources, instructional services, space, or equipment, there must be a current, written agreement(s) that specifies the responsibilities of the parties. Agreements for instructional services must specify the reporting structure and lines of authority to the program sponsor. This type of agreement is separate from a consortium agreement or an articulation agreement. If the agreement is for space, programs should follow procedures for the approval of alternate locations and satellites, as applicable.

If you have questions about whether your program participates in outsourcing, contact CoAEMSP at 214 703-8445.