

EMS TRAINING ALIGNMENT REVIEW

A practical pre-meeting worksheet for EMS leaders, educators and training teams

Use this review to take stock of your current EMS training program, identify the gaps that matter most and give our team enough context to prepare a focused conversation. Complete what you know; leave anything uncertain blank. This is not a test, and you do not need a perfect inventory.



What you will leave with:

A clearer priority list, practical next-step options and a training plan that matches your learners, equipment, budget and timing.

Organization & Contact

Tell us who the review should be built around.

Organization: _____

Primary contact and title: _____

Phone: _____

E-mail: _____

Training location or service area: _____

Preferred meeting date or planning window: _____

Who & What You Train

Check all that apply and add context where helpful.

☐ EMR or first responder

☐ EMT

☐ Advanced EMT

☐ Paramedic

☐ Fire service

☐ Transport or hospital-based EMS

☐ Community CPR & AED

☐ Other: _____

Approximate learners per year: _____

Number of instructors or training sites: _____

Required courses, credentials or internal competencies: _____

What Matters in the Next 12 Months

Choose up to three outcomes. These priorities will shape the meeting.

- ☐ Improve skill confidence or consistency

☐ Standardize training across sites or instructors

☐ Replace aging or unreliable equipment

☐ Increase scenario realism where it adds value

☐ Reduce setup, reset or instructor workload

☐ Improve feedback, debriefing or measurement

☐ Prepare for higher learner volume

☐ Build a phased or budget-aligned plan

☐ Other outcome or current concern: _____

Training Capability & Gap Check

For each area, check the one description that fits best. Use notes for the issue you want us to understand.

Training area	In Place	Needs Work	Not Offered	Unsure	Notes
High-quality CPR	☐	☐	☐	☐	
AED recognition & use	☐	☐	☐	☐	
BVM ventilation	☐	☐	☐	☐	
Basic airway management	☐	☐	☐	☐	
Advanced airway or intubation	☐	☐	☐	☐	
Suction or contaminated airway	☐	☐	☐	☐	
Naloxone or opioid response	☐	☐	☐	☐	
IV or IO access	☐	☐	☐	☐	
Trauma & hemorrhage control	☐	☐	☐	☐	
Pediatric or neonatal response	☐	☐	☐	☐	
Patient assessment & team communication	☐	☐	☐	☐	
Debriefing, feedback or performance data	☐	☐	☐	☐	

The First Five Minutes

Which actions must your learners perform confidently before additional resources arrive?

Critical actions or sequence: _____

Where performance currently breaks down: _____

Feedback or evidence you want instructors to capture: _____

Equipment & Utilization Snapshot

List the categories or key items that affect your priorities. Exact model numbers are helpful, but not required.

Category or Item	Brand or Model	Qty.	Approx. Age	Condition or Use	Parts, supplies, or issues

What Gets in the Way

Check the barriers that make training harder to deliver, maintain or expand.

- | | |
|---|--|
| ☐ Budget or approval timing | ☐ Limited instructor time |
| ☐ Slow setup or reset | ☐ Too few trainers or stations |
| ☐ Aging or damaged equipment | ☐ Parts or consumables availability |
| ☐ Inconsistent learner feedback | ☐ Different standards across sites |
| ☐ Storage or transport | ☐ Technology or platform complexity |
| ☐ Procurement or vendor coordination | ☐ Not sure what fidelity is needed |

The single biggest obstacle: _____

Timing & Funding

Share the timing you are working with, even if the budget is not yet approved.

- | | |
|--|---|
| ☐ Need within 0 to 3 months | ☐ Planning for 3 to 6 months |
| ☐ Planning for 6 to 12 months | ☐ Using remaining current-year funds |
| ☐ Building next-year budget | ☐ Grant or funding application |
| ☐ Budget approved | ☐ Budget not yet defined |

Known deadline, fiscal window or delivery constraint : _____

Set Your Top Three Priorities

Rank the work that would make the biggest difference. A priority can be a skill, program, equipment category or planning decision.

Priority Item	Why it Matters	Desired Timing	What Success Would Look Like
1.			
2.			
3.			

Choose the Help You Want from WorldPoint

Check the topics you would like the team to prepare for your review.

- | | |
|---|---|
| ☐ Compare training products or manufacturers | ☐ Match simulation fidelity to training outcomes |
| ☐ Review current equipment utilization | ☐ Build a replacement or refresh roadmap |
| ☐ Create a phased budget plan | ☐ Consolidate products into a practical quote |
| ☐ Plan consumables, replacement parts or readiness | ☐ Arrange a demonstration or deeper technical review |

Products, brands or approaches already under consideration: _____

Questions you want answered in the meeting: _____

Prepare for the Conversation

Bring what is easy to access. We can work with an incomplete picture.

- | | |
|---|--|
| ☐ This completed review | ☐ Current inventory or recent purchase list |
| ☐ Learner volume and program goals | ☐ Budget window or required quote date |
| ☐ Course objectives or internal competencies | ☐ Other stakeholders who should join |

WHAT HAPPENS NEXT

Send this review to your WorldPoint representative before your meeting. We will use it to prepare a focused discussion, clarify the gaps worth solving and outline practical options based on your program, priorities and timing - not a generic product presentation.

No obligation. No predetermined product. The goal is to help you decide what deserves attention now, what can wait and what will best support your training outcomes.