



EMS Polices

Section

Statement from the Charlotte Hungerford Hospital

Requirements for obtaining Medical Control

ONE

- EMT-B / EMR
- AEMT
- Annual AEMT Competencies
- Paramedic

Maintaining Medical Control

TWO

- EMT-B / EMR
- Advanced-EMT
- Paramedic

AEMT Refresher Course Requirements

THREE

Medical Control for the MIC

FOUR

Management Service Organizations

FIVE

Continuous Quality Assurance

SIX

Preceptor Qualification and Requirements

SEVEN



**Charlotte Hungerford Hospital
Department of EMS**

Statement from The Charlotte Hungerford Hospital

The EMS field is advancing and changing at a rapid rate. In keeping with this progress, the expertise used by and the abilities of EMS providers has evolved resulting in a new and better ways in which care is delivered to patients. This expanded scope of practice by providers carries increased responsibility, requiring a need for continuous training and education in order to maintain the highest standards care and competency.

The Charlotte Hungerford Hospital (CHH) is designing its CME curriculum to meet the state OEMS requirements, national standards, and those needed to maintain NREMT certification. CHH is committed to providing it's sponsored EMS Providers with the tools they require to advance their education and training. This will ensure they learn and are exposed to the most current trends and developments in the EMS field.

Set forth below are the CME policies and requirements to maintain medical control authorization through the CHH Sponsor Hospital Program. We are looking forward, with excitement, to a future of development, growth, and change in EMS in Northwestern Connecticut.

Greg Schmidt, MD

Paul Rabeuf RRT, EMT-P
EMS Coordinator



**Charlotte Hungerford Hospital
Department of EMS**

Obtaining Medical Control EMT-B / EMR

Purpose: To ensure that all Mobile Intensive Care (MIC) personnel are properly trained and qualified, and meet the requirements set forth by the State of Connecticut Department of DPH and The Charlotte Hungerford Hospital

Policy:

1. Current affiliation with an Ambulance Service or First Responder Service.
2. The EMS service will provide the EMR / EMT with a copy of the policies and protocols.
3. Complete an Application for Medical Control Authorization
4. Documentation of successful completion of a State approved course and a valid State of Connecticut DPH Certification as an EMR / EMT.
5. Valid CPR / AED certification at the Healthcare Provider Level (AHA) or Professional Rescuer (ARC) Level. A current AHA or ARC Instructor Certification at these levels is also acceptable.
6. EMT-B's, AEMT, and Paramedics must successfully (80%) complete the Region Five BLS protocol; the test is available through the EMS Charts website.
7. Successful completion of an Orientation program through Ambulance Service



**Charlotte Hungerford Hospital
Department of EMS**

Obtaining Medical Control for the Advanced-EMT

Purpose: To ensure that all Mobile Intensive Care (MIC) personnel are properly trained and qualified, and meet the requirements set forth by the State of Connecticut Department of DPH and The Charlotte Hungerford Hospital

Policy: All new MIC AEMT's will complete a standardized process and successfully complete a field preceptorship prior to obtaining medical control to function at the Advanced-EMT level. Requirements:

1. Current affiliation with a service providing service at the AEMT level.
2. The EMS service will provide the Advanced-EMT candidate with a copy of the policies and protocols.
3. Complete an Application for Medical Control Authorization
4. Documentation of successful completion of a State approved course and a valid State of Connecticut DPH Certification as an EMT- AEMT.
5. Valid CPR / AED certification at the Healthcare Provider Level (AHA) or Professional Rescuer (ARC) Level. A current AHA or ARC Instructor Certification at these levels is also acceptable.
6. Minimum of 1 Combitube insertion
7. Successful completion of all Mandatory Annual Competencies
8. EMS Providers working at the AEMT level must complete the Region Five BLS protocol, with a minimum passing grade of 80%; the test is available through the EMS Charts website.
9. Successful completion of a regional protocol / EMT-I renewal test, with a minimum passing grade of 80%

**ALL THE STEPS FROM 1-9 (MUST BE COMPLETED AND
SUBMITTED PRIOR TO PRECEPTING)**

10. Minimum of 5 successful IV starts, through a CHH Sponsored EMS organization
11. Successful completion of a Clinical Orientation program through the Sponsor Ambulance Service

The simulation lab and or Competency maybe used to meet the medical control requirements for Combitube insertion.



**Charlotte Hungerford Hospital
Department of EMS**

Obtaining Medical Control for the Advanced-EMT

12. The field preceptors will complete a preceptor evaluation form for each call handled by the candidate and review the candidate's performance. These forms will be submitted to the Service Chief / President and submitted to the EMS Coordinator.
13. Upon meeting all of the above requirements the candidate will contact the EMS Coordinator to review their performance during the probationary period. The EMS Coordinator (or designee) may elect to do a personal field evaluation of the candidate prior to granting final authorization and/or may schedule a meeting to discuss performance issues and medical authorization.
14. Upon successful completion of the above, the Sponsor Hospital will issue a Medical Control Authorization letter to the Sponsor organization, and a copy placed in the personnel record of the MIC Advanced-EMT.
15. Upon successful completion of the above, the EMS Director/Coordinator will issue temporary medical control for a period not to exceed 90 days during which the candidate can practice ILS skills. The candidate will then be re-evaluated; it is the responsibility of the EMS organization to provide documentation of this review.
 - Medical control does not extend beyond the date documented on the medical control letter
 - Certified AEMTs with prior experience will be handled on a case by case basis
 - Out of State candidates will be handled as new AEMT's
 - AEMT's who have not maintained Medical Control through the Charlotte Hungerford Hospital within the last 12 months will be handled as new AEMT's.



Charlotte Hungerford Hospital Department of EMS

Annual Advanced-EMT Competencies

Purpose: To standardize the annual competency and training for Advanced-EMT for the following skills, intravenous access, and basic and advanced airway management.

Policy:

1. Only Agencies that maintain Medical Control at the Advanced level will be permitted to perform annual competencies.
2. Preceptors and attendee's must be affiliated with an EMS organization that maintains Medical Control through the Charlotte Hungerford Hospital (CHH).
3. Evaluators must be approved by Medical Control, and have completed CHH Airway train the trainer program, and have completed the IV train the trainer program.
4. Competencies must be completed during the months of November, and December annually.
5. Continuing education hours will **not** be awarded for competencies
6. All Annual Competency Sessions must be scheduled, 30 days in advanced, notification sent to the Medical Director / EMS Coordinator.
7. Annual Competency sessions should be open to all Advanced-EMTs
8. The Evaluator will complete the appropriate Competency Check List, and provide the EMS Coordinator with the original copies



**Charlotte Hungerford Hospital
Department of EMS**

Obtaining Medical Control for the Paramedic

Purpose: To ensure that all Mobile Intensive Care (MIC) personnel are properly trained and qualified, and meet the requirements set forth by the State of Connecticut Department of DPH and The Charlotte Hungerford Hospital

Policy: All new MIC Paramedics will complete a standardized process and successfully complete a field preceptorship under the medical oversight of the sponsor hospital prior to obtaining medical control to function as an EMT-Paramedic.

Pre-Requisites:

1. Current affiliation with a paramedic level service
2. The EMS service will provide the Paramedic candidate with a copy of the policies and protocols.
3. Complete an Application for Medical Control Authorization
4. Documentation of successful completion of a State of Connecticut approved course and State DPH license as an EMT-Paramedic.
5. Valid CPR / AED certification at the Healthcare Provider Level (AHA) or Professional Rescuer (ARC) Level. A current AHA or ARC Instructor Certification at these levels is also acceptable.
6. Current ACLS provider or instructor certification.
7. Current PALS provider or instructor certification.
8. Successful completion of all Mandatory Annual Competencies

Campion Ambulance Service	Charlotte Hungerford Hospital
Airway	Airway Management- Oral, Nasal ETT
CPAP	Varying difficulty -
Needle Decompression	Bougie
EZ-IO	Combitube
Needle Cricothyrotomy	IV Infusion Pump
Mechanical Ventilator	Mechanical Ventilator `

9. Successful completion of a regional protocol test, with a passing grade of 80%
ALL THE STEPS FROM 1-9 (MUST BE COMPLETED AND SUBMITTED PRIOR TO PRECEPTING)
10. Successful completion of a Clinical Orientation program through Campion Ambulance Service, and clinical oversight through The Charlotte Hungerford Hospital.



**Charlotte Hungerford Hospital
Department of EMS**

11. Letter of recommendation and proof of successful completion, from the Paramedic Training Coordinator upon completion of the orientation program



**Charlotte Hungerford Hospital
Department of EMS**

Obtaining Medical Control for the Paramedic

Clinical Orientation

Clinical site will be completed under the medical oversight of the Charlotte Hungerford Hospital

- a. Minimum of 20 medical histories.
- b. Minimum of 20 physical examinations.
- c. Minimum of 20 ALS calls
- d. Minimum of 5 Specialty care transports
- e. Minimum of 10 successful IV starts.
- f. Minimum of 5 successful medication administrations, at least two of which are IV push
- g. Minimum 1 defibrillation / cardio version
- h. Minimum of 10 correct EKG interpretations
- i. Minimum of 2 successful endotracheal intubations, minimum of one field intubation is required

The simulation lab may be used to meet the medical control requirements in the event the above requirements have not been met after the completion of the 120 hour orientation

1. The field preceptors will complete a preceptor evaluation form for each call handled by the candidate and review the candidate's performance. These forms will be submitted to the EMS Coordinator for review as they are completed.
2. Upon meeting all of the above requirements the candidate will contact the EMS Coordinator to review performance during the probationary period. The EMS Coordinator (or designee) may elect to do a personal field evaluation of the candidate prior to granting final authorization and/or may schedule a meeting to discuss performance issues and medical authorization.
3. Upon successful completion of the above, the EMS Coordinator will issue temporary medical control for a period not to exceed 90 days during which the candidate can practice ALS skills. The candidate will then be re-evaluated.
4. Upon completion of the 90 day probationary period the EMS organization is responsible for providing documentation of this review. The EMS coordinator and Medical Director will review the paramedic performance during this probationary period.
 - o **Medical control does not extend beyond the date documented on the medical control letter**



**Charlotte Hungerford Hospital
Department of EMS**

- **Paramedics with prior experience will be handled on a case by case basis**

Maintaining Medical Control for the EMT-B / EMR

Purpose: To ensure that all Mobile Intensive Care (MIC) personnel are properly trained and qualified, and meet the requirements set forth by the State of Connecticut Department of DPH and The Charlotte Hungerford Hospital

Policy:

1. Current affiliation with an Ambulance Service or First Responder Service.
8. The EMS service will provide the EMR / EMT-B with a copy of the policies and protocols.
9. Complete an Application for Medical Control Authorization
10. Valid CPR / AED certification at the Healthcare Provider Level (AHA) or Professional Rescuer (ARC) Level. A current AHA or ARC Instructor Certification at these levels is also acceptable.
11. A valid Stat of Connecticut EMR/EMT-B certification.
12. EMT-B's, AEMTs, and Paramedics must successfully complete the Region Five BLS protocol test with a minimum grade of 80%, annually; the test is available through the EMS Charts website.



**Charlotte Hungerford Hospital
Department of EMS**

Maintaining Medical Control for the Advanced-EMT

Purpose: This policy will provide the information necessary for the Advanced-EMT to ensure their medical control requirements are met, and that these requirements are understood by the EMS provider. As a sponsor Hospital, The Charlotte Hungerford Hospital (CHH) will offer continuing medical education for all EMS providers functioning under our Medical Control. All Advanced-EMTs receiving Medical Control must complete all continuing education requirements annually. The CME program is designed for the calendar year January 1st to December 31st.

Policy:

1. The Advanced-EMT must be listed on the Mobile Intensive Care (MIC) services roster, and be affiliated with a Charlotte Hungerford Hospital sponsor EMS organization.
2. Complete a current medical control application for The Charlotte Hungerford Hospital
3. Valid CPR / AED certification at the Healthcare Provider Level (AHA) or Professional Rescuer (ARC) Level and a current EMS certificate and EMS license. A current AHA or ARC Instructor Certification at these levels is also acceptable.
4. CME Lectures will be provided by The Charlotte Hungerford Hospital according to the schedule posted online. The Advanced-EMT will be required to attend a minimum of 6 CME hours per year at CHH. Changes will be posted online. CME lectures will be approved by OEMS and go toward the AEMT refresher certification.
5. A sign-in sheet will be available at every CME lecture. Each individual provider must sign in for the CME credit. **You must be present for the entire CME in order to receive credit.** Please sign-in on the Ambulance Service Specific sheet.



Maintaining Medical Control for the Advanced-EMT

6. CME hours may also be obtained through a variety of means. These may be included but not limited to: EMS Conferences, EMSC, and State of Connecticut approved Continuing education through hospitals within CT.
7. Successful completion of annual competencies and protocol testing, BLS and AEMT tests. This will include Intravenous access, basic airway management and Combitube insertion.
8. All required paperwork with copies of the appropriate certifications must be turned in annually (EMS agencies annual MIC due date)
9. It is the regulatory responsibility of the sponsor hospital to maintain files on all EMS providers to which we extend medical control authorization. This includes having complete personnel files that include copies of all current certifications and accurate mailing addresses. It is the responsibility of the individual providers to forward copies of updated certification cards prior to the expiration date as well as mailing addresses.
10. Any Advanced-EMT who is delinquent in any continuing education category or skills / competencies is subject to suspension or loss of medical control.
11. Hardship cases will be handled on a case by case basis at the discretion of the Medical Director and EMS Coordinator.



**Charlotte Hungerford Hospital
Department of EMS**

Maintaining Medical Control for the EMT- Paramedic

Purpose: The purpose of this policy is to establish standards relating to the continuing education of EMT-Paramedics, and establishing the standards of medical control. As a sponsor Hospital, The Charlotte Hungerford Hospital (CHH) will offer continuing medical education for Paramedics functioning under our Medical Control.

Policy:

1. Medical Control for Paramedics will be the calendar year January 1st to December 31st.
2. All paramedics granted Medical Control is required to possess and maintain the following certifications: in CPR /AED Healthcare Provider (AHA) Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS) in addition to their State of Connecticut Paramedic license.
3. The Charlotte Hungerford Hospital requires that each Paramedic complete at least 24 hours of continuing education (Paramedic level or higher) per year.
4. Attendance and participation for all mandatory in-services and skills competencies
5. CME Lectures will be provided by The Charlotte Hungerford Hospital according to the schedule posted online. EMT-P's will be required to attend a minimum of 6 CME hours per year at CHH. The Continuing Education Schedule will be maintained and updated online.
6. CME hours may also be obtained through a variety of means. These may be included but not limited to: EMS Conferences, trade journal CE articles (JEMS, EMS Magazine), internet based CME's approved by CECBEMS (Continuing Education Coordinating Board for Emergency Medical Services, Paramedic level continuing education required)



Charlotte
Hungerford
Hospital

ONE THOUSAND CAREGIVERS. ONE JOB. YOUR HEALTH.



Charlotte Hungerford Hospital Department of EMS

Maintaining Medical Control for the EMT- Paramedic

7. A sign-in sheet will be available at every CME lecture. Each individual provider must sign in for the CME credit. **You must be present for the entire CME in order to receive credit.** Please sign in on the Ambulance Service Specific sign-up sheet.
8. It is the responsibility of each individual provider to submit current copies of all required certifications to The Charlotte Hungerford Hospital's EMS Coordinator's office.
9. All CME and skill documentation must be received in the EMS Coordinator's office by 12:00 Hours on December 15th
10. The EMS Medical Director will maintain control over validating any. Responsibility for CME documentation lies with the individual. Records will be maintained by the EMS Coordinator.
11. It is the regulatory responsibility of the sponsor hospital to maintain files on all EMS personnel to which we extend Medical Control Authorization. This includes having complete personnel files that include copies of all current licenses and certifications and accurate mailing addresses. It is the responsibility of the individual providers to forward copies of updated certifications cards prior to the expiration date as well as mailing addresses.
12. Any Paramedic who is delinquent in any CME categories or skills is subject to suspension or loss of medical control.



Charlotte
Hungerford
Hospital

ONE THOUSAND CAREGIVERS. ONE JOB. YOUR HEALTH.



Charlotte Hungerford Hospital Department of EMS

Paramedic CME Requirement Outline

1. Certifications required for Paramedics
 - a. State of Connecticut EMT-P License
 - b. ACLS (3 ALS hours)
 - c. PALS (3 ALS hours)
 - d. CPR/AED Healthcare Provider (AHA)
2. **CME mandatory Content for Paramedics**
 - a. Core education subjects
 - Cardiology
 - Pulmonary
 - Medical Emergencies
 - Trauma
 - Pediatrics
 - OBGYN

Courses must be approved as:

The Charlotte Hungerford Hospital Sponsored CME lectures
EMS conferences and accredited courses



Charlotte Hungerford Hospital Department of EMS

Advanced-EMT Refresher Course

Purpose: To ensure that all Mobile Intensive Care (MIC) personnel are properly trained and qualified, and meet the requirements set forth by the State of Connecticut DPH of OEMS and The Charlotte Hungerford Hospital. The Charlotte Hungerford Hospital will provide the Sponsor Hospital's EMS providers with a flexible Advanced-EMT refresher course. The schedule will be posted and classes made available throughout the Sponsor hospital's EMS Organizations. Hours from State Hospital's will be accepted with proof of attendance and the corresponding Course Approval number. Attendance at EMS conferences and will also be accepted CME's approved by CECBEMS (Continuing Education Coordinating Board for Emergency Medical Services), and OEMS CT.

Policy:

- *The State of Connecticut Required EMT-B refresher will not be provided; EMS personnel will be responsible for the EMT-B refresher, and CPR/AED Healthcare provider (AHA), Professional Rescuer (ARC) on their own.*
1. The Emergency Departments Medical Director and EMS Coordinator will maintain overall control whenever validating any program and for maintaining attendance records. Responsibility for CME documentation lies with the individual practitioner. Advanced – EMT's are required to submit all of their CME records annually to the EMS Coordinators office 30 day's prior to the renewal date of the Advanced-EMT's affiliated EMS Organization MIC Application expiration date.
 2. It is the regulatory responsibility of the sponsor Hospital to maintain files on all providers to which we extend Medical Control authorization. This includes having complete personnel files that include copies of all current State of Connecticut licenses / certifications and accurate mailing addresses.
 3. Any AEMT who is delinquent in any of the required CME categories or skills (competencies) will not be able to have their AEMT certification renewed. An opportunity will be provided for EMS providers to meet the requirements through The Charlotte Hungerford Hospital while meeting all the State of Connecticut AEMT refresher requirements.
 4. Lectures will be provided through The Charlotte Hungerford Hospital. AEMT's will be required to attend a minimum of 6 CME hours per year through attendance at a CHH sponsored course. (12 hours per 24 month period, or 18 hours per 36 month period). The educational calendar will run from January through December. The



**Charlotte Hungerford Hospital
Department of EMS**

months of December, July and August will be taken off to accommodate vacation schedules.

Advanced-EMT Refresher Course

- 5. EMS agencies obtaining medical control through the Charlotte Hungerford Hospital at the AEMT level will have the ability to host and conduct onsite training, that will be included in the AEMT-Refresher T-1. This will be limited at one class per year. Requests must be made by October 1st 08:00 for the following year.
- 6. Requests must be accompanied with the completed application, outline, and class syllabus.
- 7. The class schedule will be posted online. The schedule will be updated as needed.
- 8. Each Advanced-EMT is required to complete Combitube, and Intravenous competencies and protocol test annually as part of the refresher requirements.

Categories	
Medical Emergencies – Cardiac, Pulmonary, Airway management	Trauma
Pediatrics	OBGYN
Other (limit 4 per 24 month period or 2 per year) NIMS, and WMD etc	

- 9. A sign-in sheet will be available at every CME lecture. Each individual provider must sign in for the CME credit. You must be present for the entire CME in order to receive credit. Please sign in on the Ambulance Service Specific signup sheet.
- 10. All CME and skill documentation must be received in the EMS Coordinator’s office annually.
- 11. The EMS provider will be responsible for submitting the following records required for the AEMT recertification: records for continuing education at the Advanced-EMT level, proof and documentation completing a State of Connecticut approved EMT-B refresher, including the T-4 form and submitting the Completed State of Connecticut 202 form (State of Connecticut EMS Provider Certification application) to the EMS Coordinator.



**Charlotte Hungerford Hospital
Department of EMS**

Medical Control Requirements for the MIC

Purpose: This policy will provide the information necessary for the EMS organization, to ensure their medical control requirements are met, and that these requirements are understood by the EMS organization and the individual providers.

Policy:

1. The EMS organization must submit the entire completed MIC application to the EMS Medical Director.
2. The MIC application must be filled out, and signed.
3. An updated roster must accompany the MIC application
4. Include Management Service Organization's personnel on the MIC roster
5. Any changes to the roster will be submitted to the sponsor hospital and OEMS
6. All EMS Personnel listed on the roster will complete an annual application
7. All EMT-B, and AEMT will successfully complete the BLS protocol test annually
8. AEMT's that maintain medical control at the AEMT level must submit a log of their continuing education, and successfully complete the AEMT refresher test annually.
9. A copy of the EMS certificate / License, and valid CPR card at the HCP level, AHA, or ARC must accompany the individual's application
10. The EMS organization must participate with all QA, and CQI activities.
11. EMS agencies are responsible for all EMS personnel assigned on their ambulance, including Management service organizations
12. The EMS organization must maintain a training file on all personnel listed on the roster.



**Charlotte Hungerford Hospital
Department of EMS**

Management Service Organizations

Medical Control process

1. Complete an application for medical control
2. Include a copy of EMS certificate, CPR (healthcare provider level)
3. Application will be forwarded to the EMS organization
4. The application will be signed by the EMS Service Chief / President, or authorized agent
5. Forward completed original application to the Sponsor Hospital
6. The EMS personnel will be listed on the EMS organization's roster
7. AEMT's precepting will require written permission from the organization and documentation of competencies and tests



**Charlotte Hungerford Hospital
Department of EMS**

Quality Assurance

Purpose: This policy will provide the information necessary for the EMS organization, to ensure their active participation in the Quality Assurance Plan.

Policy:

1. The Chief or pre designated alternate will be active with the CHH EMS committee.
2. The EMS organization must participate with all QA, and CQI activities, provide the necessary data
 - a. AED download / Report will be submitted for all cardiac arrests, DOA presumptions, and when used during a call.
 - b. All Presumption of deaths will require the AEMT, EMT (highest level on scene) to call for Direct Medical Oversight
 - c. The Aspirin QA form will be submitted after any call that aspirin was administered by the EMS organization.
 - d. **Paramedic transfers:** All SCT/IFT's require the completion of the QA form, and the PCR
 - e. The EMS organization maintaining medical control will provide any data and information requested by the medical Director.
3. CQI / QA will be performed through "EMS charts "this includes all call that an advanced airway was used, cardiac arrest, calls that an IV was established, and a random selection of calls.



Charlotte Hungerford Hospital Department of EMS

Qualifications for preceptors

Purpose: To define the qualifications to be a preceptor for the sponsored EMS organization, through the Charlotte Hungerford Hospital. To provide a sound clinical orientation for all EMS providers at all levels.

Policy:

1. Active with an EMS organization that maintains Medical Control through the Charlotte Hungerford Hospital.
2. The candidate must be endorsed by the EMS Organization's chief, or president.
3. Be approved by the precepting committee
4. Maintain Medical Control at the level he or she will precept at and have maintained medical control through The Charlotte Hungerford Hospital for a minimum of one year, with 12 successful IV's, or two years of active experience as an AEMT or Paramedic through the sponsor hospital.
5. Be in good standing with medical Control
6. Attend the preceptor Training as required
7. Participate with the Quality Assurance Plan
8. Be approved by medical Control and demonstrate good patient care and competency



**Charlotte Hungerford Hospital
Department of EMS**

Recertification of the National Registry of Emergency Medical Technician Certification

1. The Charlotte Hungerford will not sign an application for recertification for any EMS responder that does not maintain medical control through the Charlotte Hungerford Hospital.
2. The Charlotte Hungerford will not credential or verify any skills beyond the scope of the EMS responder's level of Medical Control, and the EMS Agency level of certification.
3. EMS Providers requesting recertification at the AEMT and Paramedic Level must have maintained medical control for a minimum of one year and is active with an EMS agency that practices at the level of recertification.



**Charlotte Hungerford Hospital
Department of EMS**

