

# Memorandum

**ERIE COUNTY  
MEDICAL CENTER  
HEALTHCARE  
NETWORK**

To: All ECMC Prehospital Care Providers

From: Scott Wander, Director of Prehospital Care (SRW)

Cc: Anthony Billittier, IV, MD; Jeffrey Myers, DO; Craig Cooley, MD; Sam Cloud, DO; Joe Takats, MD; John Adolf, EMT-P

Re: Provider Credentials and Continuing Education Activities

Date: August 3, 2005

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www.ecmc.edu

The Western Regional Emergency Medical Advisory Committee (WREMAC) adopted a policy (#2001-2), detailing medical direction "credentialing requirements" (policy attached) that shall be adhered to by all prehospital care providers in our region.

It is necessary for all providers to meet the minimum standards (applicable to their level of certification) in order to provide patient care under the WREMS protocols. Please note that our protocols function as an "all-or-none" document. By this we mean each provider must meet all of the training/credentialing requirements or the provider is "off-line" until such time all requirements have been met.

The required training (by level of care) is outlined in the attached WREMAC policy. To help clarify the policy, a snapshot of the minimum requirements is as follows:

### CFR-D

- CPR Course (every 36 months)
- AED Skill Demonstration (bi-annually)
- Epi-Pen Skill Demonstration (bi-annually)

### EMT-D

- CPR Course (every 36 months)
- AED Skill Demonstration (bi-annually)
- Epi-Pen Demonstration (bi-annually)
- Nebulized Albuterol Demo (bi-annually)

### EMT-I

- CPR Course (every 36 months)
- BTLS or PHTLS Course (every 36 months)
- PEPP or PALS Course (every 36 months)
- AED Skill Demonstration (bi-annually)
- Epi-Pen Skill Demonstration (bi-annually)
- Nebulized Albuterol Demo (bi-annually)
- Adult ET and NT Demo (bi-annually)
- IV Skill Demo (bi-annually)
- EJC Demo (bi-annually)
- Pediatric ET Demo (bi-annually)
- IO Demo (bi-annually)

### EMT-CC

- CPR Course (every 36 months)
- BTLS or PHTLS Course (every 36 months)
- PEPP or PALS Course (every 36 months)
- ACLS Course (every 36 months)
- Defibrillation Demo (bi-annually)
- Synchronized Cardioversion Demo (bi-annually)
- External Pacing Demo (bi-annually)
- Adult ET and NT Demo (bi-annually)
- Needle Cricothyrotomy Demo (bi-annually)
- Needle Thoracostomy Demo (bi-annually)
- IV Skill Demo (bi-annually)
- EJC Demo (bi-annually)
- Pediatric ET Demo (bi-annually)
- IO Demo (bi-annually)
- Naso/Oro Gastric Tube Demo (bi-annually)

Erie County Medical Center  
Erie County Home  
Family Health Centers  
Cleve-Hill  
Eggertsville  
Affiliated Health Centers  
Dr. Matt Gajewski  
Human Services Center

## **EMT-P**

- CPR Course (every 36 months)
- BTLS or PHTLS Course (every 36 months)
- PEPP or PALS Course (every 36 months)
- ACLS Course (every 36 months)
- Defibrillation Demo (bi-annually)
- Synchronized Cardioversion Demo (bi-annually)
- External Pacing Demo (bi-annually)
- Adult ET and NT Demo (bi-annually)
- Needle Cricothyrotomy Demo (bi-annually)
- Needle Thoracostomy Demo (bi-annually)
- IV Skill Demo (bi-annually)
- EJC Demo (bi-annually)
- Pediatric ET Demo (bi-annually)
- IO Demo (bi-annually)
- Naso/Oro Gastric Tube Demo (bi-annually)

Please note that all applicable "*alphabet courses*" (CPR, BTLS, PHTLS, PEPP, PALS, and ACLS) must be taken no less than every 36 months. It is recommended that providers renew each credential prior to the expiration date. However, due to scheduling and course availability, a provider may take up to 36 months (from the issue date) to renew the card. If more than 36 months has lapsed from the issue date of any credential, the provider is "off-line" until all credentials and demonstrations are current.

Skill demonstrations shall be completed bi-annually. The time period from January 1<sup>st</sup> through June 30<sup>th</sup> is considered the *first semester* and July 1<sup>st</sup> through December 31<sup>st</sup> is considered the *second semester*. A provider who completes the required skills during the first semester is doing so to have medical direction privileges for the second semester. A provider who completes skills during the second semester is doing so to have medical direction privileges for the first semester of the coming year. Again, all skills must be complete or the provider is considered "off-line".

It is the responsibility of the agency EMS Officer to report all training and education courses to the Office of Prehospital Care at ECMC. We request that each agency only utilize the forms developed by our office. The forms may be downloaded from our web site: [www.OfficeofPrehospitalCare.com](http://www.OfficeofPrehospitalCare.com). Reports should be submitted once the training or educational seminar is complete.

Each agency shall maintain a file for each provider. The file shall include (at a minimum) a copy of the provider's certifications and credentials, sign-in sheets from training seminars, and any other relevant provider information. Files should be routinely updated and reviewed with each provider. As a part of our medical direction agreement with each agency, the Office of Prehospital Care staff may request to review training files and request copies of provider certifications/credentials.

In closing, I would like to stress the extreme importance of complying with this regional policy. Should you find that you have providers who are not in compliance, I ask you to please contact me at 898-3725 to develop a reasonable plan of action to become compliant.

As the Office of Prehospital Care visits each agency over the coming months, we will be requesting to review the status of provider credentials and continuing education activities. Please be diligent with your efforts to have personnel files up-to-date.

Thank you very much for your time and cooperation with this very important matter. As always, feel free to contact me by phone: 898-3725 or e-mail: [SWander@ecmc.edu](mailto:SWander@ecmc.edu) if you have any questions or concerns.

## Western Regional Emergency Medical Advisory Committee

<b>Title: Credentialing Skills Policy</b>	<b>Effective Date: October 12, 2001</b> <b>Page: 1 of 2</b>
<b>Policy #2001-2</b>	<b>Revised: May 2004</b>

<b>Policy:</b>	<p>As a part of the delegated medical authority of the WREMAC Emergency Medical Technicians, using ALS skills and techniques, within the Western Regional Emergency Medical System area are required to comply with credentialing requirements of their Medical Director, and the WREMAC, as prescribed in the WREMAC's Advanced Life Support Protocols and policies.</p> <p>Credentialed is defined as "a factor entitling one to confidence, credit, or authority." [1].</p> <p>Each EMT must have the confidence of, and authority by, their Medical Director to perform any / all Advance Life Support skills listed in the "WREMS Continuing Medical Education Requirements".</p>
<b>Procedure:</b>	<p>The EMT will demonstrate to his / her Medical Director (or designee) each skill listed in the "WREMS Continuing Medical Education Requirements" twice each calendar year. The EMT must produce documentation to their Medical Director (or designee) showing they are current in the didactic programs of New York State EMS and AEMT Certification, ACLS, TLS, and PLS as listed in the "WREMS Continuing Medical Education Requirements".</p> <p>Each Medical Director (or designee) must maintain files containing the above documentation for each EMT and AEMT he / she serves as Medial Director for.</p> <p>It is also important to note that because of the practical skills portion of these classes, no on-line (internet based) courses that do not require a "hands-on" approach will be accepted. All courses must include a practical skills section requiring "hands-on" practice.</p>
<b>Reference:</b>	[1] – Webster's II New Riverside University Dictionary and WREMAC Minutes June 2003

**Continuing Medical Education Requirements**

➤ To be demonstrated twice a year ◀

	CFR-D	EMT-D	EMT-I	EMT-CC	EMT-P
ACLS - *1				X	X
TLS - *1			X	X	X
PLS - *1			X	X	X
CPR - *1	X	X	X	X	X
Protocol Exam - *2			X	X	X
Epi Pen	X	X	X		
Neb. Alb.		X	X		
Needle Cric. - *3				X	X
Adult ET			X	X	X
Adult NT			X	X	X
Pediatric ET			X	X	X
Needle Thor. - *3				X	X
AED / Defib.	X	X	X	X	X
EJC - *3			X	X	X
IV			X	X	X
IO - *3			X	X	X
NG - *3				X	X
EP				X	X
SC				X	X

\*1 Didactic Programs required every three years, or equivalent training approved by Medical Director is acceptable

\*2 Protocol Exam required for initial certification and with every protocol change

\*3 Demonstration required only if credentialed to use the skill

**ABBREVIATIONS:**

*ACLS* - Advanced Cardiac Life Support Course  
*Adult ET* - Adult Endotracheal Intubation  
*Adult NT* - Adult Nasotracheal Intubation  
*AED / Defib.* - Automatic External Defibrillator / Defibrillation  
*EJC* - External Jugular Cannulation  
*EP* - External Pacing  
*Epi Pen* - Epinephrine Pen / Auto Injector  
*IO* - Intraosseous Infusion  
*IV* - Peripheral Intravenous Access  
 Including Saline Traps

*Neb. Alb.* - Nebulized Albuterol  
*Needle Cric* - Needle Cricothyrotomy  
*Needle Thor* - Needle Thoracostomy  
*NG* - Naso/Oro Gastic Tube  
*Pediatric ET* - Pediatric Intubation  
*PLS* - Pediatric Advanced Life support Course or  
 Pediatric Intermediate Life Support Course  
*SC* - Synchronized Cardioversion  
*TLS* - Trauma Life Support Course  
 BTLS or PHTLS