



## WADING RIVER FIRE DISTRICT BOARD OF FIRE COMMISSIONERS

### *6.4 Emergency Medical Technician Credentialing Policy*

#### **PURPOSE:**

To provide a consistent clearance process for Department members who are newly certified Emergency Medical Technicians, Emergency Medical Technician – Critical Care Providers and Emergency Medical Technician – Paramedics who have received their training through an approved New York State Department of Health (NYSDOH) EMT program. This policy will also pertain to any Department member who has joined the Wading River Fire Department possessing a current New York State Department of Health Emergency Medical Technician, Critical Care or Paramedic certification and wishes to continue to practice to the level of his or her certification. This policy is designed to ensure that all responding Wading River Fire Department Emergency Medical Service personnel can assume the lead role or “in charge” provider when managing, treating and transporting sick and injured patients up to the level of their current NYSDOH certification. The Wading River Fire District will only credential providers that can provide emergency care in the lead role or “in charge” capacity. Failure to complete this clearance process within six (6) months of either becoming certified as a NYSDOH EMT or higher or within six (6) months of joining the Department currently possessing a NYSDOH EMT or higher certification could possibly disqualify a member from becoming credentialed to act as the lead provider for the Fire District.

#### **PROCEDURE:**

##### **Required Certifications Needed to Participate in Credentialing Process**

All Wading River Fire Department EMS personnel who are either newly certified or are a certified transferee from another agency must possess the following certifications prior to the start of the credentialing process and must maintain these certifications throughout their tenure as an EMT for the Department:

- Current NYSDOH EMT, EMT-CC or EMT-Paramedic Certification
- Current Basic Life Support Certification

- Completion of Suffolk County REMAC credentialing for current EMT certification
- Current Advanced Cardiac Life Support Certification (EMT-CC & EMT-Paramedic only)
- Current Pediatric Advanced Life Support Certification or Pediatric Education for Prehospital Professional Certification (EMT-CC & EMT-Paramedic only)

The Fire District EMS Coordinator will begin a file for each Department member who is either enrolled in a NYSDOH Emergency Medical Technician class or has joined the Department currently possessing a current NYSDOH Emergency Medical Technician certification. This file will contain a copy of all of the required certifications each Department member must possess to act as an EMT on alarms.

### **Credentialing Process**

All Wading River Fire Department members who are either a newly certified New York State Emergency Medical Technician or a certified New York State Emergency Medical Technician transferee from another agency will follow a specific credentialing process in order to be considered for clearance as an “In Charge” provider for EMS alarms activated for the Wading River Fire Department. The credentialing process will be divided into stages and is as follows:

1. All levels of certification will meet with the EMS Coordinator to review the equipment and supplies on the District Ambulances. It will be expected that each provider can locate, identify and demonstrate the use of the equipment and supplies on the ambulances. Basic Life Support providers will only be expected to locate, identify and demonstrate the use of Basic Life Support equipment and supplies whereas Advanced Life Support providers must locate, identify and demonstrate the use of both Basic Life Support and Advance Life Support equipment and supplies. The First Responder daily Part 800 ambulance check sheet will be used to evaluate the candidate’s ability to locate, identify and demonstrate the use of the equipment and supplies. After the candidate successfully shows proficiency in locating, identifying and demonstrating the use of the all equipment and supplies, the completed check sheet will be placed in their file.
2. The EMT will meet with the EMS Coordinator to go through an in-service of the EPCR software (ESO). The EMT will given login credentials and access to the EPCR software. The EMT must be able to demonstrate the basic function of the EPCR software including faxing the PCR to the destination hospital. The EMT will be encouraged to write practice PCRs for both alarms they transport and during down time to ensure full competency with the software once they are credentialed.
3. The EMT will now enter the precepting stage of the credentialing process. The EMT will respond to EMS alarms on the ambulance and be expected to be part of the transporting crew on all EMS alarms they respond to. The EMT will be expected to be involved in every aspect of patient care during the alarm and will be evaluated by the “In Charge” provider. After completion of the alarm, “In Charge” provider will document the skills performed by the EMT on a Department precepting form and write a brief narrative

critiquing their performance. The EMT candidate must complete at least ten (10) transports while being evaluated before consideration will be made to move on to the next stage of the credentialing process although additional precepting time on the ambulance may be necessary. **\*\*\*Five (5) of the ten (10) precepted evaluations must be Advance Life Support transports for all EMT candidates who are going through the credentialing process as either an EMT-CC or an EMT-Paramedic\*\*\*** It will be expected the EMT being precepted also attempts to document the call using the EPCR software. It is important to note, however, the “In Charge” provider transporting the patient must be listed as the “In Charge” provider on the EPCR and is ultimately responsible for proper documentation of the patient care. Upon completion of the alarm, the precepting form will be submitted by the “In Charge” provider to the EMS Coordinator by leaving it in the EMS mailbox at Headquarters. The EMS Coordinator will make a copy of the redacted EPCR that corresponds to the precepting form and keep it in the candidate’s folder. The redacted EPCR will have all patient pedigree info removed to protect the patient(s) privacy. Furthermore, the Fire District EMS Coordinator paperwork will also be submitted to the Chief’s Office as well as the EMS Company Officers. During the precepting stage, the EMS Coordinator will work with the Chief’s Office and Department QA/QI committee to discuss the candidates progress to ultimately decide when the next stage of the credentialing process can begin.

4. The EMT candidate will now begin the internship or the “ride along” process. The EMT will be expected to schedule blocks of time to respond to alarms with the First Responder on duty, preferably the EMS Coordinator. This will only occur only between the hours of 0600hrs and 2200hrs. The time that is scheduled to ride with the First Responder must be approved by both the Chief’s Office and the EMS Coordinator. The purpose of this stage is to put the EMT candidate in a position where they make the initial patient contact and begin the assessment and treatment process of patient care. Regardless of the level of certification of the candidate, it will be expected that they assess and treat all patients to the level of their certification. This will be done under close and direct observation of the First Responder. **\*\*\*If at any time during patient care the First Responder feels they need to take back the lead role, the candidate will stand aside and allow the First Responder to render care\*\*\***. The EMT will be evaluated in a similar manner that is done when they were being precepted on the ambulance as documented in stage three. Precepting paperwork will be submitted after completion of the alarm by being placed in the EMS mailbox at headquarters and then will be distributed to the Chief’s Office and EMS Company Officers. As stated in the previous stage, all EMS alarms that occur during this stage will be reviewed by the Chief’s Office and QA/QI Committee. If the First Responder ultimately transports the patient, the EMT candidate will transport as well. If the patient is transported by a provider other than the First Responder, the EMT candidate will go back in service with the First Responder. During down time and in-between alarms, it will be expected the EMT candidate mirrors the daily tasks and responsibilities assigned to the First Responder. The EMT candidate must complete a minimum of five (5) patient contacts and potential transports during this stage of the credentialing process.
5. The EMT candidate will now meet with the EMS Coordinator to participate in an assessment, skills and protocol proficiency exam. This will final exam will be a

comprehensive evaluation of the EMT's ability to assess, manage and treat patient with a wide variety of chief complaints, illnesses and injuries. The EMT will be given patient care scenarios that require management and treatment of patients. The EMT candidate will be expected to assess and treat patients up to the level of their certification while following both NYSDOH protocols and County protocols. Training equipment will be provided and used and a volunteer patient will also be provided. The EMS Coordinator will conduct the proficiency exam and will serve as the evaluator. The EMT candidate will be given a variety of patient care scenarios that will include both medical and trauma patients and will also include the care of both adult and pediatric patients. The EMT candidate will be evaluated by using the NYSDOH skills sheets. All candidates will be expected to act as the lead provider and treat and manage the patients in each of the scenarios to the level of their certification. The EMT candidate will be given scenarios that are fair and will only be asked to render care as per protocol to the level that they have been trained at. The EMT candidate will also be asked to demonstrate proficiency with the equipment used at their level of certification. Examples of equipment the candidate will be tested on is as follows:

BLS Equipment

AED

Suction

Nasal Narcan

Check and inject syringe epinephrine kit

Traction splints

LUCAS CPR Device

BLS airway equipment

ALS Equipment

Cardiac monitor including transmission of data

Video Laryngoscope

Jet Insufflator

IV equipment

ALS airway equipment

ALS medications

Upon successful completion of this stage, the EMS Coordinator will notify the Chief's Office, the EMS Company Line Officers and the Agency Medical Director that the EMT candidate has successfully completed the Wading River Fire District Emergency Medical

Technician Credentialing Process and is now cleared as an “In Charge” provider for the Department.

6. **For ALS Providers only:** Upon completion of stage 5, the credentialed EMT-CC or EMT-Paramedic must meet with the EMS Coordinator for the mandatory controlled substance in service. The EMS Coordinator will meet with the credentialed ALS provider to review the Wading River Fire District Controlled Substance Operational Plan and discuss all controlled substance policies and procedures. The ALS provider will also be given access to the controlled substance safes during this meeting. At the conclusion of this meeting, the credentialed EMT-CC and EMT-Paramedic can now act as the “In Charge” provider.

### **Credentialing Process Stipulations**

Please note the following stipulations to the above policy statement:

- The agency medical director of the Wading River Fire District has ultimate authority to determine which providers are credentialed as “In Charge” and has the right to suspend the privileges of any EMT on our EMS roster at any time.
- Experienced providers such as transfers from another Department or providers that change their level of certification such as continuing your EMS education and increasing your level of certification could possibly have some of the requirements in any of the stages decreased based upon performance evaluation. This will be at the discretion of the EMS Coordinator and Chief’s Office.
- The EMT candidate is to complete the credentialing stages in order. The requirements stated in these stages are minimum requirements. Additional training may be required to move on to the next stage.
- All First Responder Paramedics employed by the Wading River Fire District will be preceptors for credentialing candidates. A list of Department EMS preceptors will be issued by the Chief’s Office and Fire District EMS Coordinator.

Adopted by the Wading River Fire District Board of Fire Commissioners on Monday, 09/14/2020.

Chairman James Meier	)	
Vice Chairman Michael Harrigan	)	
Commissioner John McManus	)	AYES
Commissioner Kevin McQueeney	)	
Commissioner Joe Moreno	)	