

Monterey County EMS System Policy



Policy Number: 4170
Effective Date: 7/1/2019
Review Date: 6/30/2022

EMT-EXPANDED SCOPE SERVICE PROVIDER

I. PURPOSE

To establish the requirements for an EMS service provider to provide an EMT Enhanced Scope of patient care.

II. POLICY

A. An EMT Expanded Scope Service Provider will ensure:

1. All EMT staff are trained and accredited to the EMT expanded scope of practice.
2. Minimum stock of EMT-Expanded Scope equipment, supplies, and medications are maintained.
3. All EMT-Expanded Scope personnel receive the required skills maintenance training and demonstration to maintain accreditation.
4. The EMS Agency receives notice when an EMT is no longer employed as an EMT in a paid or volunteer capacity within five (5) business days of termination.

B. Participation in the EMS system QI program is required.

1. The EMT-Expanded Scope Service Provider will submit data requested by the EMS Medical Director to allow the EMS Medical Director to evaluate the effectiveness of the expanded scope skills.
2. The EMT-Expanded Scope Service Provider will perform a chart audit for each instance of use of the expanded scope skills within five (5) business days of the date of use. Results of the chart audit will be reported to the EMT-Expanded Scope provider CQI-TAG for review.

C. Approval Process

1. Phase 1: Application Phase

a. Submit a proposal to the EMS Agency that documents:

1) Justification for EMT-Expanded Scope services.

a) Document the medical/clinical need and justification for EMT-Expanded Scope services

2) Geographic Service Area

a) Provide a narrative description and a map identifying the applicant agency's proposed service area.

b) Identify the proposed specific locations of the applicant agency's emergency response units that will be staffed and equipped at the EMT-Expanded Scope level

- c) Identify whether the applicant agency's proposed EMT-Expanded Scope response area overlays the jurisdiction of another local EMS agency.
- 3) Quality Improvement Program
 - a) Submit the applicant agency's current QI Plan.
 - b) Submit documents that demonstrate a QI Program consistent with the QI Plan for at least six months.
 - c) Document the number of hours/monthly that the applicant agency will allocate to quality improvement activities.
 - d) Before beginning service, designate a provider liaison and training officer as the amin contact person for the EMS Agency for applicant agency-based quality improvement and training issues.
- 4) Staffing
 - a) Document the number of applicant agency's proposed EMT-Expanded Scope personnel.
 - b) Document the applicant agency's proposed shift schedule, the number of hous per shift, and the amount of time off between shifts.
 - c) Document that the applicant agency's response to emergency medical requests will be staffed with a minimum of one EMT-Expanded Scope personnel.
- 5) Hours of Operation
 - a) Document that the applicant agency shall provide EMT-Expanded Scope services on a continuous 24hours/day basis.
- 6) Response Time Performance
 - a) Provide data or authorize access to the applicant agency's dispatch and response time data for the most recent 12-month calendar year, in an editable Excel spreadsheet, using the NEMSIS-standard data points.
 - b) Provide data or authorize access to the applicant agency's dispatch and response time data on an ongoing basis.
- 7) EMS Call Handling/Dispatch of ALS Resources
 - a) Identify the flow of the applicant agency's emergency calls from the primary PSAP through each intermediary point to the Monterey County EMS Communication Center.
 - b) The applicant agency's call taking and dispatch process must assure that all callers within the proposed service area will have access to emergency medical based dispatch,

including MPDS-based caller interrogation and, if indicated, pre-arrival instructions.

- c) The applicant agency's call taking and dispatch process must assure that applicant agency is dispatched consistent with EMS Agency-approved MPDS protocols.

8) EMS System Participant and Coordination

- a) Participate in EMS Agency-recognized MCI and disaster exercises.
- b) Cooperate and coordinate with ambulance providers.

9) Patient Care Record

- a) Document the electronic patient care record system used.
- b) Document that upon implementation of the Monterey County EMS Data System, that the applicant agency will either switch to that data system or incur the costs and accept the liability to connect and continuously maintain bi-directional interoperability with the Monterey County EMS Data System.

10) Compliance with Federal, State, and Local Law

- a) State that the applicant agency will comply with all federal and state laws, local ordinances, and EMS system policies, procedures, and protocols.

11) Equipment and Supplies

- a) Document the applicant agency's plan to maintain and replenish controlled substances, other drugs, solutions, and equipment.

12) Financing

- a) Describe the method that the applicant agency will use to finance the expanded scope equipment, supplies, training.
- b) The EMS Agency will reject any application that utilizes a funding mechanism that may detrimentally affect the financial viability of the contracted EOA 911 ambulance provider.

- b. The application shall be signed by the applicant agency's chief executive.

2. Phase 2: Application Review and Approval Phase. The Ems Agency and EMS Medical Director will review, and determine whether to approve, the applicant agency's application.

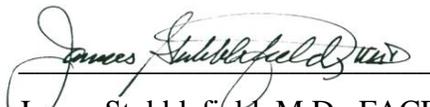
- a. The EMS Agency shall date and time stamp the application at the time of receipt and acknowledge receipt of the application in writing to the applicant.

- b. EMS Agency personnel shall review the application and determine if it is complete and meets applicable federal, state, and local ordinances, and EMS System policies, procedure, and protocols.
 - c. If the application is incomplete or does not meet applicable laws and EMS system policies, procedures, and protocols, the EMS Agency will decline to process the application, and notify the applicant agency in writing of the application's deficiencies. The applicant agency may resubmit the application after correcting any deficiencies.
 - d. If the application is complete and meets applicable laws and EMS system policies, procedures, and protocols, the EMS Agency will further evaluate the application. The evaluation will consider, but not be limited to, the information presented in the application, and the clinical, operational, and financial impacts of granting the applicant's request on that organization, those that it serves, and Monterey County EMS System.
 - e. The EMS Agency shall meet and discuss the application with representatives of the applicant agency, before issuing a tentative determination.
 - f. The EMS Agency will issue a tentative determination to authorize or not authorize applicant agency to provide EMT-Expanded Scope services. This determination will identify the EMS Agency rationale for their decision. If the authorization includes conditions, those conditions will be explained in this determination.
 - g. Within 90 days of making a tentative decision, the EMS Agency will schedule the application on the agenda of the Medical Advisory Committee (MAC) next meeting to seek MAC recommendation on the application. At the meeting, the applicant may present their rationale for their request to provide EMT-Expanded Scope services. The EMS Agency may present their rationale for supporting or denying the application. MAC may recommend whether to authorize or not authorize the applicant agency's application to the EMS Medical Director and EMS Director.
 - h. Based on the recommendation of MAC and EMS Director and EMS Medical Director review, the EMS Director and EMS Medical Director will make a final determination.
 - 1) If the EMS Director and EMS Medical Director's determination is to authorize the applicant agency to provide EMT-Expanded Scope services, the applicant agency advances to Phase 3: EMT-Expanded Scope Service Provider Agreement Phase
 - 2) If the EMS Director and EMS Medical Director's determination is to not authorize the applicant agency to provide EMT-Expanded Scope services, the application process ends.
3. Phase 3: EMT-Expanded Scope Service Provider Agreement Phase. The EMS Agency and the EMT-Expanded Scope Service Provider will attempt to enter into an agreement which will address the following:

- a. Scope of service
 - b. Geographic area to be served
 - c. Emergency response procedures and standards
 - d. Level of service standards, quality improvement, and disputes
 - e. MPDS, communication, and dispatch standards
 - f. Equipment and supply standards
 - g. Personnel standards
 - h. Shift schedules
 - i. Process to provide quality improvement reports to the EMS Agency
 - j. Insurance and indemnification
 - k. Performance reporting
 - l. Performance, breach, and default
 - m. Coordination with other EMS service providers.
 - n. MCI and EMS system training, drilling, and exercising
 - o. Mutual aid.
 - p. HIPAA, CCMIA, and HITECH
4. Phase 4: Final inspection, approval, and authorization to implement EMT-Expanded Scope services
 - a. Following the execution of the agreement by all parties, the EMS Agency will inspect the applicant agency's program. This inspection will verify the presence of the personnel, equipment, supplies, and verify the applicant agency's compliance with EMS system policies, procedures, and protocols.
 - b. Following a successful inspection, the EMS Agency shall authorize the applicant to start providing EMT-Expanded Scope services and specify an effective date.
 - c. The EMS Agency will notify base hospitals, receiving hospitals, 911 Communication Center, EMS dispatch, and other EMS service providers that the applicant agency is an authorized EMT-Expanded Scope service provider.
 - a.
5. The EMT Service Provider shall demonstrate active participation in the Monterey County EMS Quality Improvement program. Active participation means:
 - a. Attendance at no less than 75% of the TEQIC meetings in the 12 months prior to the date of application.
 - b. POTEE form execution.

- c. Internal quality improvement meetings held on a regular basis as outlined in the provider's QI Plan with demonstrable change and/or outputs.
6. The EMT Service Provider shall ensure training of all EMT staff to the EMT-Expanded Scope of Practice. Documentation of training completion shall be provided to the Monterey County EMS Agency prior to approval.
7. The EMT Service Provider shall obtain all necessary equipment and supplies prior to approval.
8. The EMT Service Provider shall ensure all EMT staff receive accreditation from the Monterey County EMS Agency to provide EMT-Expanded Scope skills. Documentation to demonstrate all EMT staff have received accreditation shall be provided to the Monterey County EMS Agency

END OF POLICY


James Stubblefield, M.D., FACEP
EMS Medical Director


Michael Petrie, EMT-P, MBA, MA
EMS Bureau Chief