

**KENT COUNTY EMERGENCY MEDICAL SERVICES, INC.**

**AUTHORIZATION FOR  
MEDICAL CONTROL PRIVILEGES POLICY**

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**Date: 1/20/03**  
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Individuals wishing to practice in the Kent County EMS System as an EMT-Paramedic, EMT-Specialist, EMT-Basic, EMT-Defibrillation, First Responder or First Responder Defibrillation must hold the credentials as shown in the appropriate section below (see also Medical Incident Review and Corrective Action Policy) and maintain current copies at the KCEMS office:

**EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC**

- 1) Current KCEMS Personnel Record Form
- 2) Michigan EMT-Paramedic license
- 3) Basic Cardiac Life Support (CPR) Certification
- 4) Advanced Cardiac Life Support (ACLS) Certification
- 5) Basic Trauma Life Support (BTLS-A) or Pre-hospital Trauma Life Support (PHTLS) Certification
- 6) Successful completion of KCEMS Certification Test
- 7) Attendance at any system-mandated in-service or skills sessions
- 8) Successful completion of agency field training program

**EMERGENCY MEDICAL TECHNICIAN - SPECIALIST**

- 1) Current KCEMS Personnel Record Form
- 2) Michigan EMT-Specialist license
- 3) Basic Cardiac Life Support (CPR) Certification
- 4) Basic Trauma Life Support (BTLS-A) or Pre-hospital Trauma Life Support (PHTLS) Certification
- 5) Successful completion of KCEMS Certification Test
- 6) Attendance at any system-mandated in-service or skills sessions
- 7) Successful completion of agency field training program

**EMERGENCY MEDICAL TECHNICIAN - BASIC**

- 1) Current KCEMS Personnel Record Form
- 2) Michigan EMT-Ambulance license
- 3) Basic Cardiac Life Support (CPR) Certification
- 4) Successful completion of agency field training program

**EMERGENCY MEDICAL TECHNICIAN - DEFIBRILLATION**

- 1) Current KCEMS Personnel Record Form
- 2) Michigan EMT-Ambulance license
- 3) Basic Cardiac Life Support (CPR) Certification
- 4) Successful completion of KCEMS approved AED training program
- 5) Attendance at semi-annual AED recertification program
- 6) Successful completion of agency field training program

**FIRST RESPONDER**

- 1) Current KCEMS Personnel Record Form
- 2) Michigan First Responder Certification
- 3) Basic Cardiac Life Support (CPR) Certification

**FIRST RESPONDER - DEFIBRILLATION**

- 1) Current KCEMS Personnel Record Form
- 2) Michigan First Responder Certification
- 3) Basic Cardiac Life Support (CPR) Certification
- 4) Successful completion of KCEMS approved AED training program
- 5) Attendance at semi-annual AED recertification program

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### EMERGENCY MEDICAL DISPATCHER

- 1) Current KCEMS Personnel Record Form
- 2) EMD Certification (obtained from KCEMS approved EMD training program)
- 3) Basic Cardiac Life Support (CPR) Certification
- 4) Successful completion of agency field training program

### Entry into Kent County System

Individuals employed by an EMS agency in Kent County must bring copies of all required credentials and the Employer Request for Privileges Form, or have an EMS agency representative call and fax the information to the KCEMS office. At that time they must complete a KCEMS Personnel Record Form (if not already faxed by the EMS agency), and will be issued a KCEMS Protocol Book (if not already issued one by the EMS agency Updates and replacement protocols are provided by the employer agency.) A KCEMS Personnel Number will be issued to the individual for use in all radio and written communication. This number serves as KCEMS control number for those authorized to practice under the medical control authority. Individuals will be considered to have temporary probationary authorization until successful completion of the KCEMS Privileges Test, if applicable. Individuals are required to take a KCEMS Privileges Test within 60 days of entry into the Kent County System (see the KCEMS Privileges Test section for more information).

The hiring agency will notify KCEMS of new hires. Once per month (as needed) KCEMS will offer an orientation course for Paramedics, EMT-Specialists, and EMT-Basics new to the system.

All prehospital personnel operating in Kent County are required to have additional certifications as specified in the Authorization for Medical Control Privileges Policy. Any individual entering the Kent County system for the first time may function within Kent County without such required certifications upon application to Kent County Emergency Medical Services, Inc. If the individual shows documentation of Michigan licensure/certification at the level at which he/she wishes to practice, KCEMS Medical Director may grant the individual temporary probationary authorization for a period of no longer than 90 days, during which time the required certifications **MUST** be obtained.

**While functioning under a temporary probationary authorization, skills may only be performed in the presence of an individual authorized at a similar level of care by Kent County Emergency Medical Services, Inc. Advanced Skills include those referenced with an "S" or a "P" in West Michigan Regional and KCEMS Specific Protocols.**

In the **RARE** circumstance where it is impossible for the individual to obtain the required certification during the 90-day period, the individual should file an additional application with KCEMS accompanied by a detailed letter explaining why the required certification could not be obtained. This letter must also include documentation showing when the required course will be completed. If the reasons for not having obtained the required certification are considered valid, and documentation exists indicating enrollment in a course that will provide the necessary certification, KCEMS Medical Director may extend the temporary probationary authorization at its discretion until the required course is completed, but for no longer than an additional 90 days.

Failure of an individual with a temporary probationary authorization to adhere to these requirements will result in the immediate revocation of the temporary authorization along with additional action if appropriate, as determined by the Quality Review Committee. Failure of an EMS agency to appropriately supervise an individual with a temporary probationary authorization (or to otherwise allow an individual without the necessary certifications to practice) may result in denial of temporary probationary authorizations to its' employees in the future.

Individuals operating under a nonrenewable temporary license as allowed in Section 20952 ("Temporary license" status) of P.A. 179 of 1990 shall be considered to be licensed relative to the provisions of this policy. While functioning under this temporary license, one may only function under the direct supervision of another provider of equal or greater level holding a license other than a temporary license.

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### Current Providers in System

**Current EMS providers in Kent County have the individual responsibility to maintain copies of current credentials on file at KCEMS as noted in the Authorization for Medical Control Privileges Policy. Upon expiration of a license or certification, the individual immediately loses privileges to practice in Kent County. Failure to maintain credentials may also result in further suspension of privileges by the Quality Review Committee.** (Privileges within Kent County may be restricted as defined in the *Medical Incident Review & Corrective Action Policy*.)

At the time of licensure renewal, the individual will complete the process as required by the Michigan Department of Consumer and Industry Services. KCEMS staff is available to facilitate that process. Upon receipt of the individual's new state license, he/she will provide a copy to the KCEMS office, prior to the date of expiration of the old license to maintain current privileges.

In the rare circumstance that a provider is unable to obtain a required certification before it's expiration, the provider shall apply to the KCEMS Medical Director with a detailed letter explaining why the required certification could not be obtained. The letter should include documentation showing when the required course will be completed. If the reasons for not having obtained the required certification are considered valid and documentation exists indicating enrollment in a course that will provide the necessary certification, the provider will be required to take a "temporary equivalency test", KCEMS Privileges Test (the 180 question version) or other test as determined by the KCEMS Medical Director. Upon successful completion of that test, with a minimum score of 82%, the KCEMS Medical Director may grant an extension of privileges until the recertification is completed.

### Record Keeping of Personnel Licenses and Certifications

This portion of the policy effects all LALS and ALS agencies within the Kent County EMS System.

The above agencies will submit to KCEMS upon request, an updated personnel roster that includes names, KCEMS number, position (i.e. paramedic, EMD, etc.), and expiration dates of EMS license and required certifications. The agency will keep on file a copy of the individual's EMS license, required certifications and letter from KCEMS documenting privilege status.

The EMS licensed individual is responsible for renewal of EMS license and required certifications before the expiration occurs. Any individual practicing at a license level without current privileges at that level will immediately lose privileges to practice. This violation will be reviewed according to the Medical Incident Review and Corrective Action Policy.

The EMS agency is responsible to notify the individual and KCEMS when the individual's EMS license or a required certification is expired that the individual does not have privileges to practice until such time that the license/certification is reinstated. (See Medical Incident Review and Corrective Action Policy.)

The EMS agency will provide the "MDCIS Re-licensure Check List" to individuals to assist in the re-licensure process.

### KCEMS Privileges Test

All prospective providers to the KCEMS system (System) will take the Test no later than 60 days from the time they are assigned a KCEMS Provider Number. (This should give the EMS agencies time to get the prospective provider into their Field Training Program, which should give the individual the best possible chance for appropriate orientation and supervision.) Failure to take the Test may result in suspension of privileges by the KCEMS Medical Director.

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Individuals who have had their KCEMS Provider Number and privileges revoked under the Personnel Number Policy, and wish to return to active status in the KCEMS System, must take the Test no later than 60 days from the date they return to active status in the System. (This should give the returning individual time to get updated on possible changes to the.) Failure to take the Test may result in suspension of privileges by the KCEMS Medical Director.

A score of 82% or greater is required, in each section, to pass the Test. If the score is less than 82% correct, the individual would remain in the EMS agency's training program with temporary probationary authorization. KCEMS will provide the agency with information regarding areas of deficiency. The individual would need to retake the Test no later than two weeks from the time the results are generated to the EMS agency from KCEMS. If the individual fails the test a second time, the individual must take the entire 180-question test within two weeks. If the individual fails the test a third time, the individual immediately loses privileges to practice in the KCEMS System. The individual may challenge the 180-question Test no less than 90 days after their third attempt.

The Test may be given to individuals as a means of remediation. This would be done at the discretion of KCEMS Medical Director or Quality Review Committee. An EMS agency may request that KCEMS give their employee the Test as a means of remediation or for advancement in levels of responsibility or promotion (i.e. junior to senior medic, supervisor, level 1 to level 2).

The KCEMS Privileges Test will be given to individuals already in the KCEMS System. Each month KCEMS will randomly select five (5) individuals within the System. The random selection process will take place on the first week of a month. The names of the selected individuals will be sent to the individual's EMS employer. The EMS agency will be responsible for notifying their employees that they have until the 14<sup>th</sup> day of the following month to take the Test at KCEMS. Failure by the individual to take the test by the deadline will result in immediate loss of privileges to practice in the System.

If an individual selected in the random selection process fails to achieve a passing score on the Test, they will have two-weeks from the time the results are made know to the individual, to retake the test. If the individual fails the Test a second time, the individual will be placed on probationary authorization and their EMS agency will place them into the agency's training or remediation program and for Test purposes will be considered a prospective provider to the Kent County System.

Prospective providers and those selected at random who achieve a passing score on the Test will be removed from the random selection process for a period of 365 days. Individuals who have taken the Test as a means of remediation will NOT be exempt from being selected at random. Individuals selected at random will not be exempt from being selected to take the test as a means of remediation or for advancement in levels of responsibility or promotion (i.e. junior to senior medic, supervisor, and level 1 to level 2).

Privileges  
11/8/90  
8/26/93  
2/5/96  
1/20/03