

Tidewater EMS Council, Inc.

ALS Sanctioning Policies & Procedures



Revised: June 10, 2005
Approved: June 15, 2005

Title: ALS Program Coordination

Purpose: To establish a policy regarding the coordination of ALS training in the Tidewater Region.

Scope: ALS Coordinators and persons wishing to conduct ALS training in the Tidewater Region.

- 1) The Course Coordinator must be certified as an ALS Coordinator by the Virginia Office of EMS and endorsed by the Tidewater EMS Council.
- 2) The Operational Medical Director and/or the Physician Course Director must be endorsed by the Virginia Office of EMS.
- 3) The Virginia Office of EMS must approve training courses. Verification must be available upon request.
- 4) Clinical experiences must be coordinated by one who is familiar with EMS and the clinical settings. This person may be the Course Coordinator. This person should schedule students in the clinical setting and liaison with the students and staff to facilitate an effective clinical experience.
- 5) Intermediate and Paramedic students must meet a regionally approved educational institution's skills evaluation and clinical requirements approved by the Operational Medical Directors Committee prior to beginning field internship. Refer to the CAAHEP essentials for field at <http://www.caahep.org/standards/emtp-st.htm/>.
- 6) To function as a CT/I/PM in the Tidewater Region, students must complete the applicable regional sanctioning requirements (See *Regional Practice Policy for ALS Personnel*).
- 7) Course Coordinators must meet any additional requirements imposed by the sponsoring institution, the Virginia Department of Health, and the Virginia Office of EMS.

TITLE: Regional Practice Policy for ALS Personnel (Cardiac, Intermediate and Paramedics)

PURPOSE: To establish a policy regarding ALS personnel wishing to practice within the Tidewater EMS region.

SCOPE: Cardiac, Intermediate and Paramedic Personnel

Personnel possessing certification as a Virginia Cardiac Technician, Intermediate or Paramedic must complete the following requirements before being allowed to practice as such in the Tidewater EMS (TEMS) region:

- 1) The individual must contact the Tidewater EMS Council and make arrangements to take the TEMS written ALS sanctioning exam. The written exam may be taken at any time during the normal business hours of the TEMS Regional Council Office.
- 2) Those individuals who successfully complete the written exam with a passing score must become affiliated with a local EMS agency prior to continuing the sanctioning process.
- 3) Provisional sanctioning within the Tidewater EMS region is granted to the individual who successfully completes the written exam with a passing score and who is affiliated with a local Tidewater EMS agency. ***Provisional sanctioning is valid for one year following the date on which the individual successfully completed the written exam.***
- 4) Individuals who are granted provisional sanctioning will successfully complete a practical skills check off and an appropriate precepted field internship prior to the oral board interview. Following completion of these steps, the agency OMD or designees will contact TEMS to schedule the oral board interview. Individual candidates will NOT contact TEMS to schedule oral board interviews.
- 5) ALS candidates who successfully complete all regional requirements will receive a certificate from the TEMS office acknowledging such completion. The agency's OMD must continue to approve the individual's practice at the level consistent with current state certification.

Note: Intermediate, as addressed in this policy, refers to the National Registry of Emergency Technician's 1998 Intermediate Curriculum.

TITLE: Regional Written Examination Guidelines

PURPOSE: To establish a specific policy for the written test process.

SCOPE: EMT's eligible to sit for the Regional ALS Final Examination, if applicable.

- 1) Written examination dates and times are coordinated with the Regional EMS Council and students are expected to register via email to schedule a testing date. Directions and a hyperlink are provided on the Tidewater EMS website at www.tidewaterems.org. The written exam may be taken at any time during the normal business hours of the TEMS Regional Council Office
- 2) Written examination test questions will be developed by the Education, Training & Certification work group and the Tidewater EMS (TEMS) Council staff. All questions will be referenced to the text(s) identified as the resource material and will be related to the latest edition of the TEMS Regional Medical Protocols.
- 3) The TEMS staff will administer written examinations.
- 4) Students must be prompt. If the student cannot make his or her scheduled exam time, it is important that he/she call and leave a message with the TEMS staff in order to reschedule another exam time.
- 5) Once the written exam has begun, no student will be allowed to leave and return. (One student at a time may be excused to use the restroom at the discretion of the test proctor.) Any student who leaves will have their exam scored for only the questions completed prior to their departure.
- 6) A minimum score of 80% must be attained on the regional final examination to successfully pass the test. Written examination results will be valid for 12 months.
- 7) Those who fail the written test may retest utilizing a different exam, on a different day, one time. Those individuals who fail the second attempt at the exam may take the exam a third time; however, remediation is strongly suggested prior to the third attempt. Students who fail the 3rd retest will be referred back to the agency OMD or an educational facility for a formal remediation program prior to restarting the testing cycle. Proof of this formal remediation program is required prior to beginning the testing cycle again. A formal remediation program is defined as "*the CE requirements for the certification level of the individual*". For example, if the individual is a paramedic, the individual would take a paramedic refresher program of 48 hours. The student who does not successfully pass the regional written exam on their 3rd attempt must restart the testing cycle.

- 8) Students must successfully pass the written exam of the ALS Regional Sanctioning Process before being eligible to continue the sanctioning process.
- 9) The Tidewater Community College and other approved accredited educational institution's course final examinations are recognized as the equivalent to the Regional ALS Final Examination. Students must score a minimum of 80% to have met TEMS regional passing criteria.
- 10) Under no circumstances will copies of test questions be provided to instructors or students. If a student has a problem with a question, they should write their comments on the back of the answer sheet, being sure to include the number of the question. The Education, Training & Certification Work Group and the TEMS staff will review these comments. The TEMS staff reserves the right to delete questions from all students' exams if appropriate. The final arbitrator for test questions will be the Operational Medical Directors Committee.

TITLE: Regional Practical Skills Verification Guidelines

PURPOSE: To establish a specific policy for the practical skills verification process.

SCOPE: ALS providers desiring sanctioning by the Tidewater EMS (TEMS) Region, if applicable.

- 1) The practical skills verification criteria will be based on the National Paramedic Curriculum and regional protocols consistent with certification level.
- 2) The Agency (OMD approved) training representative or designee will serve as the practical skills verification coordinator.
- 3) The student must successfully complete this section to receive a “pass” for the practical skills verification.
- 4) Students must pass both the written and practical skills portion of the sanctioning process before being eligible to sit for the oral board interview.
- 5) Those students who do not successfully complete the practical skills verification will be referred to the agency OMD for remediation prior to continuing the sanctioning process.
- 6) Individuals with provisional sanctioning status can ride as the AIC on BLS calls, but must be precepted on all ALS calls.

TITLE: Oral Board Interview Guidelines

PURPOSE: To establish a specific policy for the oral board interview process.

SCOPE: Cardiac Technician, Intermediates and Paramedics eligible to sit for the oral board interview.

- 1) An oral board interview panel will conduct an oral board interview of each Cardiac Technician, Intermediate and Paramedic applying for regional sanctioning. The interview will last approximately 30 minutes. (Note: The oral board interview is required only once during Cardiac, Intermediate or Paramedic training.)
- 2) The oral board interview will be conducted after an ALS candidate has successfully completed all sanctioning requirements including regional written and practical skills verification requirements and any required field internship and is approved by the agency OMD. The agency OMD or designee will contact Tidewater EMS (TEMS) to schedule the oral boards. The individual technician will NOT contact TEMS to schedule the oral board interview.
- 3) An oral board interview panel, at a minimum, will consist of one, preferably two, operational medical directors, at least one peer representative approved by the agency OMD or designee, and a representative from the TEMS Council. An OMD will chair the oral board interview panel. The candidate's OMD or designee will have the final decision on sanctioning the individual. The candidate's OMD must be present for the interview unless other arrangements have been made with another OMD on the oral board interview panel.
- 4) The oral board interview panel will, by questions and interactions with the candidate, judge the individual's overall knowledge of pertinent medical information, regional medical protocols, and the ability to carry out the responsibilities of an ALS provider.
- 5) If the candidate is unsuccessful in the oral board interview process, retraining and retesting for the oral board interview will be required. Required retraining will be determined by the agency OMD based on the recommendations of the oral board interview panel.
- 6) Outcome of the oral board interview will be documented by the interview panel and will be forwarded to the agency OMD by the TEMS EMS Educational Coordinator.
- 7) ALS candidates who successfully complete all regional sanctioning requirements will receive a certificate from the TEMS office acknowledging such completion. The local agency's OMD must continue to approve the individual's practice at the

level consistent with current state certification.

- 8) The local agency's OMD must continue to approve the individual's practice at the level consistent with the current state certification and with regional sanctioning criteria.

TITLE: Policy and Procedures Relating to Completion of ALS Courses

PURPOSE: To establish a policy regarding the requirements for completion of Tidewater EMS ALS Courses.

SCOPE: Cardiac, Intermediate and Paramedic students

- 1) The individual will have to complete Virginia Office of EMS requirements for patient contacts and competencies for the level at which they are testing and meet all field internship objectives prior to sitting for the oral board interview. This must be completed within twelve (12) months from the last formal classroom session.
- 2) If the student does not complete the regional sanctioning process within twelve (12) months of the last formal classroom session, they must repeat the regional sanctioning process including the regional written exam.
** The Regional Practical will be waived if the student has successfully completed National Registry practical testing within two (2) years.*
- 3) This policy does not apply to Shock Trauma training and applies only once during Cardiac, Intermediate and Paramedic training.