



Burlington Fire Department



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Section: 02 - EMS	
SOG Number: 02.03	Effective Date: August 19, 2022
Subject: EMS Continuous Quality Improvement	
By Order of Acting Fire Chief Derek R. Libby	

I. Purpose:

To establish a guideline for CQI of the Burlington Fire Departments Statewide Incident Reporting Network (SIREN), as governed by Vermont Emergency Medical Services.

II. Scope:

This guideline applies to those members of the Burlington Fire Department assigned to CQI SIREN reports.

III. Definitions:

CQI: Continuous Quality Improvement

Vermont Statewide Incident Reporting Network (SIREN): The electronic patient care report used by the State of Vermont for EMS reporting.

IV. Guidelines:

A). The following is the process for CQI of SIREN reports completed by members of the Burlington Fire Department.

1. The BFD CQI program manager will assign a CQI category.
 - a. Paramedic level calls will be CQI'd at 100%. All paramedics will have access to paramedic level calls.

- b. AEMT and EMT level calls will be done at ten (10) reviews minimum per category, per month.
- c. Reviewers will review the assigned CQI category as assigned.
 - (1) Reviewers will not review reports in which they were a patient care provider to a patient within the report.

B). Completing the review

1. Click the CQI tab at the top of the page
2. Click the category assigned on the left side of the screen.
3. Click the arrow on the right side of the screen to open a report.
4. Read the report looking for:
 - a. Are the Times, Call Information and Demographics complete?
 - b. Narrative in CHART format? Does the narrative paint a good picture of care provided by BFD personnel?
 - c. History: Are medications, PMHX and allergies listed?
 - d. Provider Actions: Are there two sets of vital signs? Do the procedures match VTEMS protocols or is there documentation as to why they were not done?
 - e. If there is paramedic level care, ensure a paramedic addendum or note is included within the report.
5. Change Reviewer Status from not started to completed and save.
6. Send a message to the author of the report if improvements are needed and change the status to “Needs Crew Attention.”
7. Save the review.

V. Responsibility:

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline

Revision History			
Revision Date	Section	Summary	Principal Author
August 19, 2022	All	New Document	LT. Raymond