



# Burlington Fire Department



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<b>Section: 02 - EMS</b>	
<b>SOG Number: 02.08</b>	<b>Effective Date: Jan. 1, 2019</b>
<b>Subject: EMS Credentialing of Providers</b>	
<b>By Order of Fire Chief Steven A. Locke</b>	

## **I. Purpose:**

The purpose of this guideline is to outline the formal process we use at the Burlington Fire Department to ensure providers are meeting the minimum training required by the State of Vermont for ongoing EMS credentialing.

## **II. Scope:**

This guideline is for all personnel employed by the Burlington Fire Department.

## **III. Definitions:**

Initial Credentialing: Process that allows all EMS providers employed by the Burlington Fire Department to become licensed as an EMT. Any EMT, AEMT or Paramedic course of study that is approved for examination eligibility under the National Registry of Emergency Medical Technicians certification requirements meets the Initial Credentialing guideline.

Credentialing Process of establishing the qualifications of licensed medical professionals and assessing their background and legitimacy.

Medical Advisor: Medical professional licensed at a level above paramedic who provide medical guidance for the Burlington Fire Department.

District Medical Advisor: Medical professional licensed as a physician and appointed to a State of Vermont EMS District to provide overarching medical guidance for providers and EMS Service Medical Advisors.

Ongoing Credentialing: Annual evaluation of continuing education through concurrent, retrospective, direct field observation, demonstration, or a transition course for the purpose of re-licensure outlined by the State of Vermont.

## **IV. Guidelines:**

### **A. Administration**

1. The Burlington Fire Department operates a Division of Emergency Medical Services under 18 V.S.A. § 904(b) (Administrative provisions). This includes but is not limited to a State of Vermont License at the Paramedic level of service. In addition, as part of the Burlington Fire Department Credentialing program, providers licensed at either a State or National minimum level of Emergency Medical Technician shall take part in initial and ongoing credentialing.

2. Burlington operates within a political subdivision known as Vermont Emergency Medical Services District #3. Operating under 24 V.S.A. § 2657 the purpose of this entity is to foster, coordinate and facilitate pre-hospital emergency medical treatment within a geographical area of Vermont.

3. Burlington Fire Department personnel shall operate under authorization provided in 18 V.S.A. §903 (Authorization for provision of emergency medical services). Part of §903 is establishing by rule minimum standards for the credentialing of emergency medical personnel by their affiliated agency. This shall be required in addition to the licensing requirements in order for a person to practice as an emergency medical provider. Credentialing shall consist of the minimum and appropriate requirements necessary to ensure an emergency medical provider can demonstrate the competence and minimum skills necessary to practice within his or her scope of licensure.

### **B. Initial Credentialing**

1. All employees of the city of Burlington are licensed as a National Registry EMT Basic at the time an application for employment is received. This provides initial credential verification that an employee has met minimum requirements through both written and practical examinations to practice as a provider at the level indicated by the National Registry.

2. All employees must demonstrate within the first year of employment the ability to obtain a working knowledge of department policies and procedures. Embedded within this practice is the latest version of the Vermont Emergency Medical Services State-wide Protocols. The probationary period requires each employee to show proficiency in all areas of EMS protocols through both explanation, demonstration, and written competency.

3. Through qualifying courses eligible to meet the NREMT examination requirements and the NREMT curriculum, Blood borne Pathogens, Hazardous Material Awareness and privacy training are taught as part of the course of study.

4. Burlington Fire Department employees are also required to obtain their Firefighter I certification within the first year of employment if they do not currently hold a Vermont Firefighter I certification. Embedded within this certification is Hazardous Material Operations level certification and Incident Command System 100.

5. Burlington Fire Department, receiving federal grant funding participates in the National Incident Management System Compliancy program. One part of complying with this requirement is all employees are trained in NIMS 100, 200, and 700.

6. With each of these different components mentioned above, Burlington Fire Department's Initial Credentialing requirements are met in accordance with Chapter 7 – Emergency Medical Services (EMS) and Emergency Preparedness, Subchapter 1, Section 8.0:

IS 100: Introduction to the Incident Command System (ICS)

IS 200: ICS for Single Resources

IS 700: National Incident Management Systems (NIMS) An Introduction

Hazardous Materials Training at the appropriate level for the provider

Blood borne Pathogen Training

Health Insurance Portability and Accountability Act (HIPAA)/Privacy Training

Protocol Education (verified either through initial education or at the service level)

## C. Ongoing Credentialing

1. The structure of ongoing credentialing in Burlington are guided by close medical direction oversight both internally and externally.

2. Burlington Fire Department works in conjunction with medical direction at two separate levels. Burlington retains its own medical advisor (Dr. John Michael Sheeser) and our District Medical Advisor (DMA) Dr. Laurel Plante.

3. Dr. Sheeser provides an immediate level of medical expertise for internal guidance, medication allocation through DEA licensure and training for each

level of provider in the Burlington Fire Department. Dr. Sheeser regularly provides direction for monthly paramedic training topics open to all levels of providers within the Burlington Fire Department organization.

4. The DMA provides overarching medical direction and protocol violation review and recommendations. The DMA also provides medical direction for paramedic committee work within EMS District #3, which Burlington Fire Department has representation at monthly meetings. This allows Burlington to be up-to-date with current issues and initiatives happening at the paramedic service level.

5. Ongoing credentialing is verified through a two-part process within the Burlington Fire Department prior to being submitted for approval by the DMA.

6. Personnel are required to submit State of Vermont re-licensure paperwork on a biennial basis to the Division Chief of Training. Credits applied to each re-licensure application is generated from a Record Management System (RMS) maintained internally at the Burlington Fire Department. Training entry into the RMS is entered at the conclusion of training, or as near as possible. RMS records are available for review and archived in a cloud based storage arrangement.

7. Final disposition of re-licensure follows the State of Vermont, Department of Health VT-DOH process. This includes verification from the Service Head or their designee, followed by DMA approval and submission to the VT-DOH.

## D. Annual Training

1. Burlington Fire Department subscribes to a rigorous training program to maintain proficiency in both EMS and fire related disciplines. On an annual basis, the following refresher trainings are conducted:

Hazardous Material Awareness/Operations

Hazardous Material Decontamination (Designated State Decontamination Resource)

Blood borne Pathogen Refresher Training

HIPAA/Privacy Training

Basic Cardiac Life Support American Heart Association Certification

High Performance CPR Management

Trauma Assessment

Basic/Advanced Medical Assessment

Airway Management

Ventilation Management

OB/GYN

Communication/Documentation

	<i>Retrospective</i>	<i>Concurrent</i>	<i>Direct Field Observation</i>	<i>Demonstration</i>	<i>Transition Course</i>	<i>CE</i>
Haz. A/O	X		X	X		X
Haz. Decon	X		X	X		X
BBP	X	X	X			X
HIPAA	X	X	X			X
BCLS	X	X	X	X		X
HP CPR	X	X	X	X		X
Trauma	X	X				X
Medical	X	X	X	X		
Airway	X	X	X	X		
Ventilation	X	X	X	X		
OB/GYN	X	X	X	X		
COMMS	X	X	X	X		X
Documentation	X	X	X	X		X

## E. Monthly

1. EMS trainings are monthly for each shift based on the NCCR requirements through the recertification process of the National Registry.
2. Two case reviews per shift are performed monthly as part of the Burlington Fire Department, Division of EMS, Quality Assurance Quality Improvement program. Supervisors are assigned review topics to present, meeting the requirements of the State of Vermont Ongoing Credentialing subject matter.
3. In accordance with EMS District #3, paramedic sub-committee requirements, all paramedic level calls for service are reviewed within the SIREN Elite program. Feedback is provided for responders through written and verbal communication. Retrospective evaluation of EMS calls are documented within the Burlington Fire Department RMS with a specific code identifying QA/QI review.

4. Burlington Fire Department provides the opportunity for personnel to attend a variety of additional training outside the organization. Training approved by the fire department is counted toward re-licensure when appropriate and documented within the BFD RMS.

**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
12/17/2018		EMS Credentialing Process	DC Plante