

**MidState
Medical Center**
SPONSOR HOSPITAL PROGRAM



2008

**CONTINUING MEDICAL
EDUCATION PROGRAM**

POLICY AND SCHEDULE

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RESOURCES

MIDSTATE SPONSOR HOSPITAL PROGRAM

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MIDSTATE SPONSOR HOSPITAL PROGRAM
Continuing Education Policy for MIC Personnel

I. PURPOSE

The purpose of this policy is to establish standards relating to the continuing education for EMT-Paramedics (EMT-P) and EMT- Intermediates (EMT-I).

This policy should provide the information necessary for EMT-Paramedics and EMT-Intermediates to ensure their CME requirements are met. It is recommended this policy be read carefully and kept as a reference.

II. REQUIREMENTS

The State of Connecticut Office of Emergency Medical Services (OEMS) “Regulations Governing the Delivery of Emergency Medical Services” section 19a-179-16, outlines what is required of advanced level EMTs to maintain certification. *These requirements are reprinted below and currently pertain to EMT-I’s only:*

A. TO MAINTAIN CERTIFICATION MIC PERSONNEL MUST:

1. Attend a Continuing Medical Education Program for a minimum of 48 hours every twenty four (24) months to maintain cognitive and psychomotor skills, which programs shall include basic EMT skill requirements.
2. Successfully complete a performance evaluation, every 24 months, conducted under the direction of the sponsor hospital medical direction, assessing the candidate’s ability to perform skills and procedures commensurate with the level of certification.
3. Successfully complete examinations every 24 months administered or approved by OEMS.

B. THE MIDSTATE SPONSOR HOSPITAL PROGRAM REQUIRES THE FOLLOWING REQUIREMENTS BE MET IN ORDER TO MAINTAIN MEDICAL AUTHORIZATION TO FUNCTION AS AN EMT-P OR EMT-I:

1. **EMT-Paramedics must accrue at least 48 hours core (NREMT-P Section I Activities) and 24 hours of elective (NREMT-P Section II Activities) of Sponsor Hospital approved continuing medical education from January 1, 2007 to December 31, 2008 for a total of 72 hours every two years. CME hours are logged**

based on the *calendar* year regardless of the date of the State of Connecticut certification.

2. **EMT-Intermediates must accrue at least 48 hours of Sponsor Hospital approved continuing medical education from January 1, 2007 to December 31, 2008. 25 hours must be attained by attending a State of Connecticut approved EMT-B refresher.** CME hours are logged based on the *calendar* year regardless of the date of the State of Connecticut certification.
3. Attend a Practical Skills Workshop & Testing session once a year.
4. Maintain current certification as a CPR-Health Care Provider (CPR-HCP) or instructor.
5. ***EMT-Paramedics only.*** Maintain current certification as an AHA ACLS provider or instructor. Must have current certification as an AHA PALS provider or instructor by January 1, 2008.
6. ***EMT-Paramedics only.*** Submit a copy of your license by the last day of your birth month. ***Any paramedic who allows his/her license to lapse will have their medical authorization withdrawn immediately. Notification of such will be sent to each Sponsor Hospital Program that issues medical authorization for that paramedic.***
7. Submit copies of CPR, ACLS & PALS (PEPP & PHTLS if available) (***EMT-Paramedics only***) certification and CME documentation to the MidState Sponsor Hospital Program no later than January 15, 2008. In addition, EMT-I's must submit a current copy of their State of Connecticut certification card. Submissions after that date may result in removal of your medical authorization.
8. Attend all mandatory sessions (i.e., new protocols, procedures, etc).
9. Newly authorized EMT-Intermediates and paramedics are required to attend CMEs but the hours required by the MidState Sponsor Hospital Program will be prorated at three hours per month from the date they are authorized in their first year. Further, newly authorized intermediates and paramedics are not required to, but are encouraged to attend, a Practical Skills Workshop in the year of their graduation from an approved program.

PLEASE NOTE that National Registry continuing education requirements are counted from the date of issue of the National Registry card

MIDSTATE SPONSOR HOSPITAL PROGRAM

2008 CME Program

The MidState Sponsor Hospital CME Program has been developed to meet State of Connecticut and Sponsor Hospital requirements for recertification of EMT-Intermediates and Sponsor Hospital requirements for EMT-paramedics. The CME program is designed to support a statewide effort to offer EMT-paramedics the most current National Standard Curriculum. The CME Program is coordinated with Griffin Hospital, Milford Hospital and MidState Medical Center to provide flexibility and to accommodate the varying schedules of our sponsored MIC personnel. The regional program is an annual presentation of forty-eight hours of educational material adhering to the 1999 EMT-Paramedic National Standard Curriculum and meets the requirement of Section I of the NREMT-P refresher. The forty-eight hours will be conducted in hour blocks held monthly at one of the regional hospitals. In addition you are required to attend a **MidState Practical Skills Workshop & Testing session annually** and maintain current CPR, ACLS (EMT-P only) and PALS and ALS PEPP and PHTLS (EMT-P only) certifications.

I. CORE TOPICS (Section I Activities for NREMT-P)

EMT-Paramedics who wish to maintain their NREMT-P Certification must attend 48 hours of core (NREMT-P Section I) topics during their two year certification period.

Core topics are selected to ensure the latest National Standard Curriculum for the EMT-Paramedic. The core topic areas offered are:

- Operations/Special Considerations** (2 hours)
- Medical Emergencies** (8 hours)
- Trauma** (6 hours)
- Airway Breathing and Cardiology** (16 hours)
- Obstetrics and Pediatrics** (16 hours)

The Core topics are offered once each year at one of the participating regional Sponsor Hospitals. **Core (NREMT-P Section I activities) topics may NOT be completed via correspondence, video, computer-assisted or internet instruction.**

Any MIC technician requesting credit for Core CME topics given by other than the New Haven Sponsor Hospital Program, Griffin Hospital and Milford Hospital **must** obtain prior approval from the MidState Sponsor Hospital Program. **Failure to obtain approval and provide verification of attendance may result in not receiving credit.**

II. ELECTIVE TOPICS (NREMT-P Section II Activities)

EMT-Paramedics who wishes to maintain their NREMT-P Certification must attend 24 hours of elective (NREMT-P Section II) topics during their two-year certification period.

There are many ways to accrue the necessary number of elective CME hours including successful completion of standardized educational programs such as CPR-HCP, ACLS, PALS, PEPP PHTLS, attending CME sessions at other Sponsor Hospitals, obtaining CME credits from video or journal CME programs/articles, web based EMS continuing education (**maximum of ten hours**), EMS Service mandated training or in-services, hospital lectures & rounds and EMS related conferences. In general elective CME credit will be given on an hour for hour basis but may not account for more than half of total CME hours. To receive elective CME credit for standardized courses such as ACLS, PALS, PEPP, PHTLS and CPR-HCP you must submit a CME verification form signed by the Course Coordinator stating the actual numbers of hours you participated.

Elective CME hours are designed to allow flexibility and enable you to select topics, courses and conferences based on individual need. In order to be considered for CME elective credit, however, the course, lecture or conference **must** be EMS related. If there are any questions regarding the number of CME elective credit hours allowed for a particular course, lecture or conference you should contact your primary Sponsor Hospital. Elective credit, not to exceed sixteen (16) hours annually, for instructing EMS related classes will be granted on a case-by-case basis providing specific documentation and verification is submitted.

III. PRACTICAL SKILLS WORKSHOP & TESTING

Every EMT-P and EMT-I is required to attend a Practical Skills Workshop & Testing each year. The purpose of the workshop is to reestablish and verify competency levels at the basic EMT level and to provide hands-on review and testing of vital, but less frequently used advance level skills. Four (4) hours of CME elective credit (NREMT-P Section II Activities) will be given for attendance at the workshop.

The Practical Skills Workshops will be held at the MidState Sponsor Hospital EMS Education Center located at 435 Lewis Ave and will be offered four- (3) times per year. Each session will be limited to thirty (30) participants. **Anyone who wishes to maintain their Medical Control through MSMC must attend our practical skills workshop.** The 2008 dates are:

March 1, 2008 – Hunter’s Ambulance Service
June 18, 2008 MidState Medical Center
October 14, 2008 – Wallingford Fire Department

Registration is required using the enclosed form. Space is limited to thirty (30) participants. To ensure that you get your first choice, mail or FAX your registration **NO LATER THAN February 27, 2008.** **Anyone who does not send their registration form by February 27 will be assigned to openings in sessions not filled already.**

Failure to attend a Practical Skills Workshop & Testing session may necessitate your attendance at and completion of a State of Connecticut Approved EMT-Refresher Course or other requirements as deemed necessary by the MidState Sponsor Hospital Program MIC Medical Director.

IV. EMS Trauma Case Review

EMS Trauma Case Reviews will be held monthly at the New Haven Sponsor Hospital Program EMS Education Center. EMS Trauma Case Reviews can be used for Core (NREMT-P Section I Trauma) or Elective (NREMT-P Section II) credit. You are welcome to attend as many Trauma Case Reviews as you like. If you have a trauma case that you would like presented please contact the EMS Coordinator at the hospital that received the patient.

V. Cancellations/Change of Time or Date

MIC technicians are encouraged to check CME announcements located on the bulletin boards of the Sponsor Hospitals. When planning to attend a CME session out of Meriden/Wallingford it is strongly recommended that you contact the EMS Coordinator to confirm the topic, date, time and location of the session.

Every attempt will be made to adhere to the CME schedule as outlined. However, there may be an occasion to change the scheduling of a CME session. When possible, notices will be mailed or faxed to our sponsored services, regional hospitals and CMED as to the change at least 5 working days before the scheduled session. CME dates and times can also be confirmed by calling the MidState Sponsor Hospital Program Office or the hospitals' EMS Coordinators. In the event a CME session is canceled because of inclement weather please contact your service.

VI. Mandatory sessions

Mandatory CME sessions are held periodically when there is a protocol or policy change. All EMT-Intermediates and EMT-Paramedics, both part-time and full-time are required to attend mandatory sessions. Mandatory sessions may be credited toward your total CME program attendance hours. ***Failure to attend a mandatory session may result in removal of medical authorization.***

VII. Paramedic Program Students

EMT-Intermediates enrolled in a Paramedic Program will be granted CME credit during their participation in the scheduled course of study, but are required to attend all

mandatory CME sessions. Individuals must submit a course curriculum and dated schedule as well as a letter of verification from the course coordinator attesting to their enrollment and participation in the course.

VIII. Paramedic Field Instructors

All Paramedic Field Instructors (PFI) must meet the same CME requirements as outlined for the EMT-P. Additionally and with the approval of the MidState Sponsor Hospital Program, CME credit may be obtained by:

- Attending PFI meetings or special PFI education sessions
- Participating in projects related to clinical and system improvement
- Instructing at a Practical Skills Workshop

IX. Record of Attendance

Attendance will be taken at each CME session. Sign-in sheets will be available at each session. You must include your name (PRINTED LEGIBLY) and signature in order to receive credit for attendance. You must complete a CME Attendance Verification Form when you go to sessions other than those held at your primary sponsor hospital.

The MidState Sponsor Hospital Program will maintain CME records for all MIC personnel working primarily for one of our sponsored services. However, it is the responsibility of the EMT-P & EMT-I to provide acceptable documentation and to confirm attendance at CME sessions other than those described in this policy for which they are requesting CME credit. It is suggested that you check your CME status periodically to insure that all requirements are being met.

It is assumed that EMT-Paramedics and EMT-Intermediates are responsible health care professionals and as such, compliance with all necessary CME and related requirements is expected. Falsification of CME documentation or attendance sign-in will result in removal of medical authorization.

It is the responsibility of the individual technician to maintain an accurate record of his/her CME attendance. A copy of this record must be provided annually to the MidState Sponsor Hospital Program Office no later than January 15, 2009.

Failure to maintain required continuing education attendance and provide the required documentation of licensing and certification may result in withdrawal of mobile intensive care medical authorization by the MIC Medical Director. The MidState Sponsor Hospital Program must be notified in writing if repeated absences are a result of extenuating circumstances. These situations will be handled on a case-by-case basis at the discretion of the MidState Sponsor Hospital Program MIC Medical Director.

X. Conduct at CME Sessions

EMT-Intermediates and EMT-Paramedics are expected to behave in a courteous and professional manner. That is, you are expected to be punctual, awake but quiet during the presentation, and respectful of the lecturer(s) and your peers. In addition, cell phones, & pagers should be set to non-audible mode or turned off. Deviations from this accepted behavior will not be tolerated. ***The following are considered unacceptable:***

1. Arriving late for the CME session defined as more than 10 minutes from the start of The educational program.
2. Talking to yourself or persons sitting around you while the CME presentation is Going on.
3. Leaving the room during the session for reasons other than using the bathroom facilities or answering an emergency phone call.
4. Sleeping during the CME presentation.
5. Being disruptive or sharing unsolicited comments with the group when you have not been called upon to do so.
5. Children attending CME sessions.

XI. Change of Address/Change of Employer/Letters of Good Standing

It is the responsibility of the individual EMT-Paramedic or Intermediate to notify the MidState Sponsor Hospital Program office in writing of the following:

- any changes in mailing address or other contact information.
- any changes in EMS employment.
- any request for letters of good standing.

Written requests can be mailed to MidState Sponsor Hospital Program, 435 Lewis Ave. Meriden, CT 06451, faxed to (203) 694-7610.

2008 MIDSTATE SPONSOR HOSPITAL CME PROGRAM
Summary of Requirements

The following hours are required from January 1, 2008 – December 31, 2009:

EMT-P:

Core Topics (NREMT-P Section I Activities)	48 hrs.
Elective Topics (NREMT-P Section II Activities)	24 hrs
<i>Must include an annual Practical Skills Workshop</i>	
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 72 hrs

EMT-I:

Core/Elective Topics	49 hrs
<i>Must include an annual Practical Skills Workshop</i>	
<i>Must include a State Approved EMT-B Refresher</i>	
	<hr style="width: 10%; margin-left: auto; margin-right: 0;"/> 49 hrs

Elective CME hour-for hour credit will be given for CPR-HCP, ACLS, PALS, PEPP & PHTLS upon presentation of CME Verification Form listing number of actual hours spent in the course.

Elective credit can be obtained from attending CME sessions at other sponsor hospitals, obtaining CME credits from video or journal CME programs/articles, web based EMS continuing education, attending EMS conferences & seminars or EMS related in-service education within their departments or hospitals. Documentation, including topic, date, time, location and verification of attendance will be required to receive credit. CME credit approval questions should be addressed with the MidState Sponsor Hospital office, 203-694-8594.

Web based CME sites: www.myWebCE.com
www.ems.-ce.com
www.emcert.com

Total CME hours required for EMT-P every two years= 72 hours
Total CME hours required for EMT_I every two years= 48 hours

**MIDSTATE SPONSOR HOSPITAL PROGRAM
2008 CME Log**

Name: _____ Level: _____

Address: _____ Phone: _____ email: _____

This log must be submitted to the MidState Sponsor Hospital Program Office by January 15, 2008 in order to maintain MIC Medical Authorization. If you have gained credit with prior approval from outside seminars please note the date, location and attach information on the session. **SPECIFIC DOCUMENTATION MUST BE ATTACHED.**

CORE TOPICS

DATE, LOCATION & HOURS

Airway, Breathing & Cardiology (8 Hours):

Medical (4 Hours):

Trauma (2 Hours):

OB/GYN & Pediatrics (8 Hours):

Operations/Special Considerations(2 Hours):

Practical Skills Workshop (4 hrs)

ELECTIVE

DATE, LOCATION & HOURS

MANDATORY

I certify that I have attended the above CME classes/programs and can provide written verification of such from the agency sponsoring the educational sessions. When applicable I have signed the attendance sheets filed with the MidState Sponsor Hospital Program Office.

Signature: _____ **Date:** _____