

Potsdam Volunteer Rescue Squad

Three Year CME Based Recertification Program – Agency Policy

BOD Approved 08/10/2021

Continuing Medical Education (CME) Program Coordinator:

The CME Coordinator is a member appointed by the Chief, and confirmed by the Board of Directors, who will oversee continuing education in accordance with New York State Department of Health, Bureau of EMS (NYS DOH BEMS) policy and Potsdam Volunteer Rescue Squad's guidelines. Additional instructor certifications or other relevant experience is preferred. Whenever there is a permanent change to the coordinator, the new coordinator shall be responsible for notifying the NYS DOH within 30 days and submitting updated paperwork as required. The Chief of Potsdam Volunteer Rescue (PVRS) shall be responsible for notifying the membership of this change in status.

Roles and Responsibilities of the CME Coordinator

- Ensure all relevant NYS DOH BEMS Policies and Procedures are followed within the CME recertification program
- Ensure all training records are maintained and filed in accordance with this policy and NYS DOH rules and regulations
- In conjunction with local NYS CICs, ensure that all CME Recertification training meets DOH requirements
- Track the progress of all CME Program participants, reviewing at regular intervals with the participant their progress, and (if need be) notifying each participant in a timely manner that they will be unable to renew their certification via CME
- Assist in preparation of, and verify all, paperwork prior to submission to NYS DOH BEMS
- Prepare, submit, and verify payment on all vouchers for payment to DOH BEMS

Medical Direction

The Potsdam Volunteer Rescue Squad CME Program Medical Director; under normal circumstances, assumes the roles and responsibilities as outlined below.

- Ensure that the training classes and training courses that are held by Potsdam Volunteer Rescue Squad are factual, appropriate, and pertain to modern emergency medical care
- Ensure that the content and material presented for training is medically sound and pertinent to the current practice (in concert with the training officer and/or CIC)
- Monitor the procedures within the Potsdam Volunteer Rescue Squad CME Program for evaluating and attesting to a participant's continued skill competency and shall include all skills as outlined by the NYS DOH

Participation Eligibility

Program participants are any Potsdam Volunteer Rescue Squad member or employees that are eligible for and have enrolled in the CME Program. Further, participants must:

- a) Be an active member or honor roll member in good standing
 - a. The terms "active member" and "continuous practice" shall be defined as answering at least 12 calls per year and providing medical care (IE not only driving). If you are an ALS provider (AEMT and above), at least 50% of the 12 calls need to be providing care at your certification level as evidenced by call review and procedure logs indicating skill performance consistent with the participants certification level

- b. The 12 calls per year need to be distributed roughly equally among the duration of the year (IE not 12 calls in one month and 2 for the rest of year)
 - i. The board of chiefs may temporarily waive this requirement due to just cause (IE leave of absence, illness, travel etc.)
- b) Register with the PVRs program coordinator using form DOH-4226
- c) Submit all needed paperwork to program coordinator AT LEAST 60 days (no more than 9 months) before current certification expires. All paperwork **MUST** be submitted to NYS DOH at least 45 days prior to certification expiration. Late paperwork will **NOT** be submitted to the state. Paperwork needs to be submitted to the CME coordinator fully completed, including all signatures required.
- d) Remain in good standing with the region (NCEMS) throughout their certification period and consistently complete all regional CME requirements
- e) PVRs members who are also members of mutual aid departments (who do not consider PVRs their primary department) **MAY** be allowed to participate based on the CME coordinator and board of chiefs judgement. Additionally:
 - a. The mutual aid member must be recommended by their home department's lead EMS officer
 - b. Mutual aid members will need to demonstrate they have met the above definition of an "active member" in their home department by providing official department records indicating number of calls run in the time period since last recertification to PVRs program coordinator
 - c. Mutual aid members will need to perform all skills for the PVRs CME coordinator or a NYS CIC at the time of recertification submission. Skills performed at other department CME sessions or from QA/QI review will not be accepted
- f) This policy will be enforced for all recertification packets submitted from the date of board approval in regards to the definition of an active member of PVRs

Board of Chiefs Review

The board of chiefs shall review member's eligibility to participate in the CME program on a regular and ongoing basis to prevent unexpected denial of participation in the program.

1. Reviews shall happen at the first chief's meeting each quarter.
2. The CME coordinator shall prepare a list of members needing review prior to this meeting.
 - a. BLS providers will be reviewed 18 months into their current certification period.
 - b. ALS (AEMT and above) providers will be reviewed every 6 months.
3. Number of calls, procedure logs, and continuing education attendance will be reviewed.
4. After review, the Board of Chiefs will issue, in writing, a brief statement that indicates the member is or is not meeting eligibility requirements and satisfactory progress towards recertification. This will be emailed to the member and placed in their CME file. Members who are not on track to successfully remain eligible for the program may be reviewed more frequently.

Removal from the CME Recertification Program:

Any Member's participation in the CME Program may be restricted or revoked at any time with cause by the Chief or Board of Directors.

Reasons for restricting, suspending, or revoking participation in the CME Recertification Program may include, but is not limited to, any of the following:

- Falsifying CME records, such as: Classes attended, Duration of classes attended, topic of classes attended, or similar
- Failure to demonstrate technical proficiency at a skill despite sufficient remediation
- Failure to complete assignments for any CME class
- Failure to participate in sufficient CME classes, topics, or evaluations
- Dishonesty related to the CME Recertification Program
- Inappropriate conduct during a CME class, lab or evaluation sessions
- Failure to remain in "continuous practice" as indicated above.
- Failure to remain in good standing with North Country REMAC
- Failure to demonstrate proficiency in patient care

If a program participant is removed from the CME Recertification Program for any reason, the EMT remains ultimately responsible for the maintenance of their NYS EMT certification. It is the responsibility of the EMT to refresh their certification by another appropriate and available means.

Documentation of the cause for termination from the CME program will be noted by the CME Manager and placed in participant's file.

Dates and Timelines:

- Participants are ultimately responsible for maintaining NYS EMT certification and monitoring the expiration date of that certification.
- The CME Coordinator will also monitor the expiration dates of the participant's certification as a courtesy. However, preparing for recertification remains the responsibility of the EMT. Potsdam Volunteer Rescue Squad and the CME Coordinators will assist individuals to achieve recertification.
- The CME Coordinator will attempt to notify members three to six months ahead of their expiration date.

Submission of Applications for Recertification:

Applications for recertification may be submitted to the NYS DOH up to nine (9) months before the applicant's certification expires. Applications for recertification must be submitted to NYS DOH no later than 45 days prior to the applicant's certification expiration date. To allow time for Potsdam Volunteer Rescue Squad to complete and process the application, participants must complete all CME Program requirements at least 60 days prior to expiration of certification. Completion of requirements includes continuing education hours and skills verification complete, paperwork completed, and obtaining all needed signatures.

The Potsdam Volunteer Rescue CME coordinator may refuse to process an application for recertification if a participant does not submit all documentation prior to the 60 day requirement and it will NOT be submitted if 45 days or less from expiration.

Late Application Submissions:

In the event that an application may require late submission to the NYS DOH; Potsdam Volunteer Rescue will CONSIDER the submission of late CME Program paperwork ONLY in the event of a medical or other unavoidable circumstance that made an on time submission impossible. The issue must be documented

and final determination on whether or not to submit the late paperwork rests with the Chief Line Officer in consultation with the CME Program Manager and Board of Directors. Any application for an individual whose certification has lapsed will not be submitted to NYS.

Record / File Maintenance

CME recertification records will be kept in a secure file cabinet located in the administrative office. Access to the files shall be strictly limited to the Chief, CME Program Coordinator, and administrative assistant.

- "Inactive" records will be maintained in a separate section for employees/participants who become inactive or who resign from Potsdam Volunteer Rescue.
 - Records will be maintained for a period of not less than seven years.
 - After such time has expired, these records will be destroyed by appropriate shredder methods before final disposal. A written log of records to be destroyed shall be maintained that clearly states what is being destroyed and applicable dates.
- Records may be reviewed by any participant by contacting the CME coordinator.
- No records will be taken out of PVRs Station 1 any time. Copies of records may be made, but such records are given only to the employee/participant and must pertain solely to the individual participant's records.

Document Verification

Any official document (card, certificate, verification letter, etc.) presented to the CME Coordinator as evidence of completed training must be verifiable. Any document which the CME Coordinator cannot authenticate by directly contacting and verifying with the document's issuer will not be accepted. Documents include, but are not limited to:

- NYS DOH Certification Certificates
- CPR / ACLS / AHA / NAEMT / CAPCE Certificates/Credentials
- CME Credit Verification Letters

Knowingly submitting fraudulent documentation or evidence of education/skills verification sessions that were not completed as documented, may be grounds for removal from the CME recertification program.

Documentation of Non-Certificate Training

For training that does not lead to certification, NYS DOH requires proof of attendance (certificate and/or sign in sheet), participation (pre/ post test results), course materials, and content (e.g., curriculum outline or slides). Documentation should include: Date of training, scheduled hours, title, outline of the topics covered, references used, instructor name & credentials, time EMT arrived at presentation and time EMT left presentation.

Potsdam Volunteer Rescue reserves the right not to accept documentation that is inaccurate, incomplete, altered in any manner, or untimely. PVRs will refuse credit to the participant for such training.

Grievance Process

Potsdam Volunteer Rescue Squad is responsible for managing and resolving disputes, complaints, or problems that arise from taking, assigning, or refusing a Participant's CME hours. Grievances are to be documented, including the steps taken toward resolution and a copy of the documentation will be

forward to the Chief Line Officer to review and any appropriate follow-up. Complaints must be submitted in writing to the Chief Line Officer for review.