

# 2006 Training and Administration Check Sheet

**Purpose:** The purpose of this check sheet is to assist EMS Training Officers and administrators, particularly in small communities, in identifying the core activities for the year. This check sheet should be used as a guideline, but it may be modified to meet local and regional training needs. For example, January may be a better time for the service to hold a refresher course than in the fall.

Contact the Regional EMS Office periodically for information regarding training opportunities, funding possibilities, and other important information.

It should not be inferred that one person is expected to perform all of the tasks listed. Rather, there should be one person who is in charge of making sure the activities are being completed.

Some of the activities may be combined. For example, a rural community may schedule EMS drills to coincide with a visit from the physician medical director and provide him/her with that month's completed patient run reports. There is no requirement that the steps be performed in a particular order within each month.

By modifying and adopting a schedule like this, an EMS agency can help ensure that critical training and administrative needs are met. An updated version of this check sheet will be maintained on the IPEMS web site. If you have suggestions on how to improve this checklist, please forward them to the Section.

Please note that the Section of Injury Prevention and EMS website contains a system for training officers and other authorized EMS administrators to check the status of EMS certification records.

## Key Telephone Numbers:

State EMS Program:	907-465-3027
State EMS Program FAX:	907-465-4101
Main Certification Fax:	907-465-6736

## Key Web Sites:

State EMS Program:	<a href="http://www.chems.alaska.gov">www.chems.alaska.gov</a>
Interior Region EMS Council:	<a href="http://www.iremcs.org">www.iremcs.org</a>
Maniilaq Association:	<a href="http://www.maniilaq.org/communityHealth.html#EMS">http://www.maniilaq.org/communityHealth.html#EMS</a>
North Slope Borough EMS Region:	<a href="http://www.north-slope.org/nsb/EMS%20Site/NSB%20EMS%20Site.htm">http://www.north-slope.org/nsb/EMS%20Site/NSB%20EMS%20Site.htm</a>
Norton Sound Health Corp.	<a href="http://www.nortonsoundhealth.org">www.nortonsoundhealth.org</a>
Southeast Region EMS Council:	<a href="http://www.serems.org">www.serems.org</a>
Southern Region EMS Council:	<a href="http://www.sremcs.org">www.sremcs.org</a>
Yukon-Kuskokwim Health Corp.:	<a href="http://www.ykhc.org">www.ykhc.org</a>
Alaska Fire Service Training:	<a href="http://www.dps.state.ak.us/FireTraining/index/index.asp">http://www.dps.state.ak.us/FireTraining/index/index.asp</a>
Division of Homeland Security Training:	<a href="http://www.ak-prepared.com/training">www.ak-prepared.com/training</a>
Alaska CHAP Program	<a href="http://www.akchap.org">www.akchap.org</a>
National Native American EMS Assoc.:	<a href="http://heds.org/nnaemsa.htm">http://heds.org/nnaemsa.htm</a>
National Registry of EMTs:	<a href="http://www.nremt.org">www.nremt.org</a>

## Key Points for Recertification in 2006

The EMT/EMT-Instructor certification regulations were amended in August of 2002. Make sure you are using applications for certification and recertification have revision dates of August 2003, or later. The most recent version of relevant forms are available on the Section website at [http://www.chems.alaska.gov/EMS/Downloads\\_Forms.htm](http://www.chems.alaska.gov/EMS/Downloads_Forms.htm).

Please note that certain crimes are barriers to EMS certification. Specific crimes and the time that barriers apply can be found in 7 AAC 26.950 (Alaska Administrative Code). A complete copy of the EMS regulations can be found on the Section website at [http://www.chems.alaska.gov/EMS/Downloads\\_Statutes.htm](http://www.chems.alaska.gov/EMS/Downloads_Statutes.htm). People who have criminal convictions should check with the staff at IPEMS about barrier crimes *before* enrolling in a training program.

All certified EMTs and EMS Instructors are required to notify the State EMS Office in writing within 30 days of being charged with a felony or class A misdemeanor. Please be sure that your certified EMS providers are aware of this requirement. This law went into effect in August 2002.

## New Year's Resolutions

- Make sure your agency has an account on the First Class System.<sup>1</sup>

## Weekly Checklist

- Forward patient run sheets to physician medical director
- Check service's account on the First Class System
- Check State EMS web site for training opportunities

## Monthly Checklist

- Schedule and hold EMS drills
- Ensure that any new members have required training and immunizations
- Check with Regional EMS Office and/or Subregional Office to identify training opportunities
- Check with Alaska Fire Service Training to identify training opportunities
- Check with Alaska Division of Homeland Security and Emergency Management to identify training opportunities

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<sup>1</sup> Go to [www.chems.alaska.gov/ems/first\\_class.htm](http://www.chems.alaska.gov/ems/first_class.htm) for more information

## January

- ❑ Applications for recertification for EMTs with certificates expiring on March 31<sup>st</sup> sent out by Section of Injury Prevention and EMS
- ❑ **Develop annual training plan based on input from EMS personnel, financial staff, physician medical director, and others, which addresses initial training needs, recertification requirements, and specialty training needs, (e.g. medevac escort training, emergency vehicle operations training, etc.)**
- ❑ Review certificates of those who were scheduled to recertify on December 31<sup>st</sup> to ensure that they are authorized to continue to practice. If not, request extensions of certification. Training officers and other authorized EMS administrators may contact the Section of Injury Prevention and EMS to obtain a user name and password for the searchable online database.
- ❑ Identify those with EMS credentials expiring on March 31<sup>st</sup> and encourage them to apply for recertification in a timely manner.

## February

- Alaska Fire Chiefs Association 2006 Spring Conference – Westmark Juneau Baranof Hotel – February 6-9
- 3<sup>rd</sup> Annual Alaska Rural Health Conference – Anchorage Marriott Downtown – February 15-17<sup>2</sup>
- ❑ Meet with EMS Medical Director
- ❑ Schedule initial EMS (ETT, EMT-I, EMT-II, or EMT-III) training program, as needed.
- ❑ Ensure that all EMT-I personnel who received extensions are on-track to recertify before their certification extensions expire.
- ❑ Identify those with EMT-II, or EMT-III certificates which expired on March 31<sup>st</sup>, 2005 and advise them that they will have additional requirements for recertification to meet if they have not recertified prior to March 31<sup>st</sup>, 2006.
- ❑ Identify those with EMT-II, or EMT-III certificates which expired on March 31<sup>st</sup>, 2003 and advise them that they will be ineligible for recertification if they have not recertified prior to March 31<sup>st</sup>, 2006. EMTs who fail to recertify within three years of their expiration date must complete all requirements for initial certification, including completing an EMT-1 course, prior to being certified.

## March

- Southeast Region EMS Symposium - Ketchikan – March 21-25
- Southeast Region EMS Council Board Meeting – Ketchikan, March 26-27
- Interior Region EMS Symposium – Fairbanks - March 29 – April 1
- EMS Today Conference – Baltimore – March 23 – 25<sup>3</sup>
- Certification expiration date for EMT-II, EMT-III, and EMS Instructors – March 31
- ❑ Develop training plan for next quarter
- ❑ Contact Regional EMS Office to identify training opportunities
- ❑ Schedule and hold monthly EMS drill(s)
- ❑ Update list of certification expiration dates for all EMS personnel.
- ❑ Ensure that those EMS providers with certificates expiring in March have submitted completed applications for recertification or have requested extensions.
- ❑ Forward patient run sheets to physician medical director
- ❑ Prepare EMS data summary for Annual Ambulance Survey
- ❑ Submit request for Hepatitis B vaccine for new EMS personnel

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<sup>2</sup> Go to <http://www.alaskaruralhealthconference.org> for more information

<sup>3</sup> Go to [www.jems.com](http://www.jems.com) for more information

## April

- Interior Region EMS Symposium – Fairbanks - March 29 – April 1
  - Interior Region EMS Council Board Meeting – Fairbanks, March 30 and April 1
  - Alaska Public Health Institute – Anchorage – April 3-6<sup>4</sup>
  - National Disaster Medical System Conference – Reno, NV – April 24 – 26<sup>5</sup>
  - Alaska Council on EMS – Juneau – April 18 – 21
  - Deadline for sending in Annual Ambulance Survey
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- Review certificates of those who were scheduled to recertify on March 31st to ensure that they are authorized to continue to practice. If not, request extensions of certification.
  - Conduct annual hazardous materials training as required by OSHA

## May

- EMS Week – May 14 – 20<sup>6</sup> This year’s theme is “EMS Serving on Health Care’s Front Line.”
  - EMS for Children Day – May 17<sup>7</sup>
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- Check CLIA (Clinical Laboratory Improvement Act) status if performing glucometry
  - Conduct annual infectious disease training as required by OSHA
  - Ensure that all EMT-II and EMT-III personnel who received extensions are on-track to recertify before their certification extensions expire.

## June

- Contact Southern Region EMS for 2006-2007 Training Schedule
- Develop training plan for next quarter
- Ensure that all ALS personnel scheduled to recertify on March 31<sup>st</sup> have valid certificates.
- Review EMS standing orders and, in consultation with medical director, determine whether they need to be revised. Begin revision process if indicated with completion date of September 1<sup>st</sup>.
- Conduct domestic violence training as required by 18.66.310 (agencies that are part of a state or local government).

## July

- Plan for recertification of all EMS personnel in agency
- Contact Regional EMS Office, if necessary, to request assistance with recertification training
- Conduct annual confined space training, if required

## August

- Meet with EMS Medical Director
- Send nominations for State EMS Awards to Regional EMS Office

## September

- Alaska Firefighter’s Association / Alaska Fire Chiefs Association Joint Fall State Conference – Fairbanks – September 27-30 (pre-conference September 25-26)<sup>8</sup>

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<sup>4</sup> Go to [www.alaskapublichealth.org/Public%20Health%20Institute.htm](http://www.alaskapublichealth.org/Public%20Health%20Institute.htm) for more information

<sup>5</sup> Go to [www.ndms.chepinc.org](http://www.ndms.chepinc.org) for more information

<sup>6</sup> Go to [www.acep.org/webportal/Advocacy/ems/week/default.htm](http://www.acep.org/webportal/Advocacy/ems/week/default.htm) for more information

<sup>7</sup> Go to [www.ems-c.org/](http://www.ems-c.org/) for more information

<sup>8</sup> Go to [www.alaskastatefirefighters.org/calendar.shtml](http://www.alaskastatefirefighters.org/calendar.shtml) for more information

- ❑ Complete review and revision of standing orders
- ❑ Prepare Expanded Scope of Practice materials as needed (7 AAC 26.670)
- ❑ Develop training plan for next quarter
- ❑ Coordinate refresher training program for all EMS personnel
- ❑ Send in preregistration forms for those attending State EMS Symposium.

## October

- Applications for recertification for EMTs whose certificates expire December 31<sup>st</sup> sent out by Section of Injury Prevention and EMS
- Applications for recertification for EMS agencies whose certificates expire December 31<sup>st</sup>, sent out by Section of Injury Prevention and EMS
- ❑ Check CPR cards for all EMS personnel and conduct refresher training as required
- ❑ Identify those with EMT-I certificates which expired on December 31<sup>st</sup>, 2005 and advise them that they will have additional requirements for recertification to meet if they have not recertified prior to December 31<sup>st</sup>, 2006.
- ❑ Identify those with EMT-I certificates which expired on December 31<sup>st</sup>, 2003 and advise them that they will be ineligible for recertification if they have not recertified prior to December 31<sup>st</sup>, 2006. EMTs who fail to recertify within three years of their expiration date must complete all requirements for initial certification, including completing an EMT-1 course, prior to being certified.

## November

- State EMS Symposium and Annual EMS Awards Banquet– Anchorage – November 8 – 11
- Prepare applications for recertification of ground and air EMS services whose certificates expire on December 31<sup>st</sup>, 2006.
- ❑ Identify those personnel with EMS credentials expiring on December 31<sup>st</sup>, 2006 and encourage them to apply for recertification in a timely manner.
- ❑ Identify those needing extensions of certification and encourage them to send written requests for extensions to the Section of Injury Prevention and EMS

## December

- Certification expiration date for approximately half of the EMT-I personnel
- Certification expiration date for approximately half of the ground and air ambulance services
- Health Summit in Anchorage – *dates tba*
- ❑ Develop training plan for next quarter
- ❑ Complete and return application for EMS service certification, if it is scheduled to expire on December 31<sup>st</sup>.
- ❑ Contact Regional EMS Office regarding capital grant requests for next state fiscal year
- ❑ Ensure that those EMS providers with certificates expiring in December have submitted completed applications for recertification or have requested extensions.