

BASE STATION POLICY ON CONTINUING EDUCATION

POLICY:

Verde Valley Medical Center Pre-Hospital Care Department will provide pre-hospital education in the form of run review/lecture, skill labs, and agency based run reviews. These opportunities will be provided within a calendar year. VVMC will provide training for any new ADHS approved treatment, protocol, skill or drug at the approval of Medical Direction. This policy will also spell out educational requirements based on the providers' employment status with an agency.

Definitions:

Full Time: Any provider that has primary employment with an agency that receives medical direction through VVMC.

Reserve (A): Any provider that is employed on a part time basis with an agency that receives medical direction through VVMC and who is not employed with any other outside agency.

Reserve (B): Any provider that is employed on a part time basis with an agency that receives medical direction through VVMC and who has primary employment with another outside agency.

PURPOSE:

To outline continuing education requirements for base station medical direction. These continuing education opportunities will meet requirements for ADHS recertification.

PROCEDURE:

1. Prehospital case reviews may be included in base station and agency based run reviews. Medics whose runs have been selected will be notified prior and asked to participate.
2. Follow up on the call will be presented by the Pre-Hospital Coordinator, Medical Director or designee if possible.
3. Continuing education will be held on a scheduled and posted basis. Changes from this schedule will be announced in advance.
4. Continuing education will be provided annually in the following format:
 - Four Base Station Run Reviews (all will be video recorded and loaded on the Verde Valley EMS website (<http://verdevalleyems.org/index.html>))
 - Four Skills labs (4 to 6 hours sessions hosted at various locations throughout the Verde Valley)
 - One Agency based run review per agency.
 - Special training requirements (STR) as outlined by ADHS (such as RSI) will be additional requirements for those agencies that participate in these programs and will not count toward the annual continuing education requirements.
5. Continuing education requirements based on employment status:
 - Full time and Reserve (A) providers must meet the following requirements:
 - One** base station run review,
 - One** skills lab,
 - Two** of the posted run review video recordings. (Cannot be a previously attended run review)
 - Providers may attend their agency based run review in lieu of **one video**)
 - Reserve (B) providers must meet the following requirements:
 - One** base station run review,
 - One skills lab,**
 - Two** of the posted run review video recordings (Cannot be a previously attended run review), **or;** documentation of two continuing education courses attended from primary employment agency.

6. All reviewed video recordings will require an individually signed attestation form indicating review and understanding of the content. All video recording training shall be conducted by an agencies officer or official designee and will require that persons' signature on the attestation form.

7. Individuals must comply with the above guidelines in order to maintain medical direction through Verde Valley Medical Center. Continuing education is encouraged at other facilities but run review credit will not be granted.

Additional training topics may be provided throughout the calendar year and may be included as run review credit as approved by medical direction.

Individuals must attend the entire run review to receive credit; no credit will be granted for partial attendance. Providers attending on shift will not receive credit if they must leave for a call. Providers arriving five minutes after the start of the program or leaving early will not receive credit. CE's for run reviews will be handed out after the session. It is the provider's responsibility to sign in and out on the attendance roster and maintain their own paperwork. No exceptions to this policy

8. Individuals that do not meet the above referenced requirements will be placed on administrative probation and have a formal letter outlining the deficiency forwarded to them and the agencies chief or official representative. Extenuating circumstances that arise will be addressed on a case by case basis through medical direction. If a provider has circumstances that prevent completion of these requirements, he/she must have their agencies chief or designated official representative provide in writing an explanation as to why these requirements were not met. This letter must be provided to the prehospital office no later than December 15th. Additionally, individuals that do not meet the above referenced requirements at the end of each calendar year must schedule a meeting with the Pre-hospital Coordinator and Medical Director prior to the end of the year. The purpose of this meeting will be to determine additional requirements, education or performance improvement methods that must be met in order to comply with the base station policy on continuing education. These additional requirements will be determined by the Medical Director on a case by case basis. Individuals that fail to schedule this meeting or do not comply with the formulated plan will have medical direction suspended until which time these requirements are met.