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Regional Credentialing and Continuing Medical Education Policies and Procedures

Revised by the
Hudson Valley Regional EMS Council's
Training and Education Committee
Approved by the Hudson Valley Regional
Emergency Medical Services Committee

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Section 1:

PROGRAM ADMINISTRATION

Candidates for pre-hospital Advanced Life Support credentials will be evaluated by criteria established by the Hudson Valley Regional Medical Advisory Committee (HVREMAC) and are only eligible to obtain applicable Medical Control privileges as indicated in the Hudson Valley Regional EMS Council Medical Control Plan. Candidates must be:

- New York State Certified EMT-Intermediate, EMT-Critical Care, or EMT-Paramedic personnel who are sponsored by a certified ALS agency authorized by the HVREMAC to operate in the Hudson Valley Region;
- Air Medical Services personnel affiliated with a helicopter service domiciled within the Hudson Valley Region;
- Any Physician, Physician’s Assistant, or Nurse Practitioner sponsored by a Hudson Valley Regional Medical Control Facility;
- The Medical Director of an ALS agency authorized by the HVREMAC to operate in the Hudson Valley Region.

Section 2:

REGIONAL CREDENTIALING CRITERIA

Criteria for Regional credentialing will be derived from the standardized Hudson Valley Regional Advanced Life Support Protocol Manual and the Hudson Valley Regional Medical Control Plan. The evaluation will consist of a written examination focusing on medical treatment protocols, medical control system function, and ALS system composition.

Section 3:

REGIONAL CREDENTIALING PROCESS

1. Written examinations are administered at the Hudson Valley Regional EMS office. Pre-registration is required. Exams are administered only to:
 - A. NYS certified Advanced EMTs who are sponsored by an ALS agency authorized by the HVREMAC to practice in the Hudson Valley Region.
 - B. Physicians, Physician’s Assistants, and Nurse Practitioners sponsored by a HVREMAC designated Medical Control Facility.
 - C. The Medical Director of a HVREMAC authorized ALS agency.
2. Each applicant must submit the following prior to sitting for the exam:

Certified EMS Personnel	Physicians, PAs, and NPs
Completed Application for HVREMAC credentials	Completed Application for HVREMAC credentials
Verification of NYS AEMT certification	Verification of NYS licensure
Photo ID	Photo ID
Completed Agency Affiliation Form	Completed Medical Control Affirmation Form
Current BCLS and PHTLS (or equivalent)	
EMT-P and EMT-CC providers must also show:	
Proof of current ACLS and PALS	

3. A passing grade of 80% or better must be obtained by all candidates. If the candidate does not achieve a passing grade initially, he/she may take the exam a second time. The retest must be at least five (5) business days after the initial exam date. If the score is still below 80%, he/she must be remediated by an agency representative and wait 5 additional business days to retest. Written documentation of remediation must be presented to the Regional office prior to their next exam. A third failure will result in a retest waiting period of 90 days. Prior to the administration of a fourth exam the candidate must submit written documentation of remediation that is signed by the EMS agency medical director. A fourth failure results in a one (1) year wait for a retest.
4. After meeting the credentialing requirements, a letter of successful completion will be issued to the candidate. Regional credentials are only valid when written documentation confirming a candidate's affiliation with a Regional ALS agency or Medical Control Facility is submitted to the Regional Office. Upon receipt of this submission, a HVREMAC ID Card, and identification number will be issued to the candidate via the Agency/Hospital affiliate.
5. A listing of all HVREMAC credentialed providers and Medical Control representatives will be maintained on the Regional data management system and will be posted on the Regional website at www.hvremSCO.org.

Section 4:

MAINTAINING REGIONAL CREDENTIALS

1. All Advanced Emergency Medical Technicians (AEMT) and Aero Medical personnel (ALS Providers) operating under Medical Control in the Hudson Valley Region will be required to:
 - A. Maintain affiliation with an ALS service authorized to practice in the Hudson Valley Region.
 - B. Maintain NYS Department of Health, Bureau of EMS certification as an AEMT.
 - C. Complete 8 hours of Physician Contact CME per year for a total of 24 hours of Physician Contact CME throughout the three year certification period.
 - 1) A minimum of 12 hours of the Physician Contact CME must be earned with a HVREMAC credentialed Medical Control representative.
 - 2) The remaining 12 hours of Physician Contact CME may be presented by non-credentialed Emergency Department Physicians or Physician Specialists if the hours have emergency care relevance.

D. Additional requirements:

- 1) AEMT-Intermediate providers must maintain BCLS and PHTLS certification or their Regionally approved equivalents and the completion of each respective course must be recent enough to still be effective under the standards of the approving organization.
 - 2) AEMT-Critical Care and AEMT-Paramedic providers must maintain BCLS, ACLS, PALS, and PHTLS certification or their Regionally approved equivalents and the completion of each respective course must be recent enough to still be effective under the standards of the approving organization.
2. Medical Control representatives must acknowledge proficiency with the Regional Medical Control Plan, treatment and transport protocols, and associated policies and procedures by engaging in a written agreement with the HVREMAC, annually, or upon any revisions, additions, deletions or changes to such documents, whichever may occur sooner.

Section 5:

ACCRUING CME CREDIT

1. Credit will only be issued for HVREMAC approved CME programs. To obtain approval, the CME sponsor should submit a completed HVREMSCO CME Request form, detailing program content, date, and duration, to the Hudson Valley Regional EMS office. The Regional Medical Director or designee will review the CME request and notify the applicant with a determination.
2. Medical Control CME credit will be issued to CME programs that are delivered by:
 - A. A Hudson Valley Credentialed Medical Control representatives;
 - B. Non-credentialed Physicians, Physician's Assistants, or Nurse Practitioners and the CME presentation has been deemed to have emergency care relevance.
3. Hudson Valley Credentialed Medical Control representatives and ALS providers may review and discuss ALS cases and PCRs regarding patients that were transported to the Medical Control facility for CME credit. The Medical Control representative has the sole discretion whether or not to award credit and must be comfortable with the review that occurred. The Medical Control representative may elect not to review cases due to the volume in the emergency department.
 - Each review will be awarded 0.25 credits provided a HVREMSCO CME form is signed by the by the Medical Control representative.
 - A maximum of 4.0 credits (16 reviews) will be permitted by this method.

4. ALS providers may request CME credit for Quality Improvement (QI) Committee participation that involves direct interaction with a Hudson Valley credentialed Medical Control representative.

- CME credit will be awarded on a 1 credit per hour basis up to a maximum of 4.0 credits.

NOTE: CME credit for QI Committee participation will be awarded only if the following requirements are fulfilled:

- Written documentation that includes the Medical Control representative's signature verifying the ALS provider's active QI Committee involvement is submitted to the Regional office.
- The agency that utilizes the ALS provider as a QI Committee member submits a current HVREMAC approved QI plan to the Regional office.
- A completed approved HVREMSCO CME attendance form that includes the Medical Control representative's signature verifying the ALS provider's attendance to QI committee meetings is submitted to the Regional office.

5. ALS providers may also earn CME by participating in the HVREMAC's Medical Control Shadow Program.

- a. CME credit will be awarded on a 1 credit per hour basis up to a maximum of 4.0 credits
- b. CME credit for Medical Control Shadow Program participation will be awarded only if the program requirements are fulfilled (see Appendix B)

Section 6:

CME APPROVAL AND TRACKING PROCESS

1. All CME programs conducted throughout the Hudson Valley Region must be pre-approved. The HVREMSCO Medical Director or designee will review the submitted information and will assign CME credits as appropriate. Applicants will be issued a Regional CME approval form indicating any approved CME credits.
2. County Medical Advisory Committees, Course Sponsors, EMS Agencies, and Medical Control Hospitals shall coordinate CME programs with the HVREMAC throughout the year. The HVREMAC will identify interesting trends and/or issues through the Regional Quality Improvement process and make recommendations for core educational content throughout the year.

3. To properly credit CME attendance for ALS providers, a HVREMSCO attendance roster must be submitted by the sponsoring entity to the Hudson Valley Regional EMS office within 10 days of the CME presentation. Rosters must be completed in their entirety and must be legible. Incomplete or illegible attendance rosters WILL NOT be processed. The Hudson Valley Regional EMS office will maintain all information submitted. Individual providers are encouraged to secure proof of attendance in the form of a completion certificate or a HVREMSCO approved CME Verification form. It is the provider's responsibility to submit proof of attendance to his or her primary ALS agency. It is the ALS agency's responsibility to maintain the provider's CME documentation in the provider's Hudson Valley Regional CME folder.
4. ALS agencies authorized to operate within the Hudson Valley Region will be furnished with one CME file for each ALS provider that designates the agency as his/her primary affiliation. The ALS provider's CME file will be used to maintain all associated CME documentation and any applicable HVREMSCO related records throughout the ALS provider/agency affiliation. ALS agencies must notify the Hudson Valley Regional EMS office of all new ALS provider/agency affiliations. This notification must occur before the provider is authorized to practice ALS skills in the field while acting on behalf of the agency. In the event the ALS provider/agency affiliation is ended, the agency must submit the ALS provider's CME file and its contents to the Hudson Valley Regional EMS office within 10 business days.
5. At least 45 days prior to an ALS provider's NYS DOH BEMS certificate expiration the HVREMSCO will review:
 - All ALS providers who are not in compliance as per the HVREMSCO data management system or who demonstrate discrepancies (examples include: duplications of CME documentation, illegible or incomplete documentation, etc.)
 - An additional 20% random selection of all remaining ALS provider's CME documentation.

Although, all EMS agencies must monitor their own personnel for compliance, the HVREMAC will be the definitive governing body for determining whether ALS providers are active, in "good standing" and subsequently credentialed to practice in the Hudson Valley Region. ALS agencies are encouraged to contact the Regional EMS office to verify the status of all ALS providers' HVREMAC credentials.

Section 7:

PRO-RATING CME CREDIT REQUIREMENTS:

1. Obtaining HVREMAC credentials within the three/five year certification period:
 - a. ALS providers that obtain HVREMAC credentials and begin to function in the Hudson Valley region within the three/five year certification period will receive pro-rated CME requirements based on the expiration date of their NYS DOH BEMS certificate.
2. Requests for periods of inactivity:
 - a. ALS providers that become inactive or anticipate becoming inactive in the Hudson Valley Region for 90 days or more, regardless of the reason, must notify the Regional office in writing of their request to become inactive.
 - b. This written notification should be made as soon as possible and must include the requested date for the inactivity to begin as well as the estimated duration.
 - c. Upon receipt of this notification, the requesting ALS provider and all affiliated agencies will receive written confirmation of such from the Regional office and the requestor will be placed on the inactive ALS provider list.
 - d. Inactive ALS providers may request in writing to become active again at anytime provided their HVREMAC credentials have not expired during the period of inactivity. If the ALS provider's HVREMAC credentials expire during the period of inactivity or if the period of inactivity exceeds a 12-month duration, the ALS provider will be required to complete the HVREMAC credentialing process in its entirety.
 - e. Inactive ALS providers must provide written documentation of all CME(s) obtained during the respective inactive period as well as a current letter of employment/agency verification, prior to becoming re-activated.
 - f. Upon receipt of this information, the ALS provider and all affiliated agencies will receive written confirmation of reactivation from the Regional office and the ALS provider will be returned to active status.
 - g. The ALS provider will be responsible for obtaining only CME credits for the time period that they were active in the Hudson Valley Region as indicated in figure 2 (pg 12).
3. Process for pro-rating CME credits:
 - a. CME credit will be pro-rated as indicated in figure 2 (pg 12).
 - b. Pro-Rated CME credit will only be awarded if all of pro-rating CME requirements (section 7) are met.

Figure 1: Transitional Pro-Rated CME Credits

Expiration	CME Pro-Rate	2009	2009 to 2010	2010 to 2011
January 31, 2009	0			
February 28, 2009	1	1		
March 31, 2009	1	1		
April 30, 2009	2	2		
May 31, 2009	3	3		
June 30, 2009	3	3		
July 31, 2009	4	4		
August 31, 2009	5	5		
September 30, 2009	5	5		
October 31, 2009	6	6		
November 30, 2009	7	7		
December 31, 2009	7	7		
January 31, 2010	8		8	
February 28, 2010	9	1	8	
March 31, 2010	9	1	8	
April 30, 2010	10	2	8	
May 31, 2010	11	3	8	
June 30, 2010	11	3	8	
July 31, 2010	12	4	8	
August 31, 2010	13	5	8	
September 30, 2010	13	5	8	
October 31, 2010	14	6	8	
November 30, 2010	15	7	8	
December 31, 2010	15	7	8	
January 31, 2011	16		8	8
February 28, 2011	17	1	8	8
March 31, 2011	17	1	8	8
April 30, 2011	18	2	8	8
May 31, 2011	19	3	8	8
June 30, 2011	19	3	8	8
July 31, 2011	20	4	8	8
August 31, 2011	21	5	8	8
September 30, 2011	21	5	8	8
October 31, 2011	22	6	8	8
November 30, 2011	23	7	8	8
December 31, 2011	23	7	8	8

Figure 2: Pro-Rated CME Credits

Months Active	Total CME	Months Active	Total CME	Months Active	Total CME
36	24	24	16	12	8
35	23	23	15	11	7
34	23	22	15	10	7
33	22	21	14	9	6
32	21	20	13	8	5
31	21	19	13	7	5
30	20	18	12	6	4
29	19	17	11	5	3
28	19	16	11	4	3
27	18	15	10	3	2
26	17	14	9	2	1
25	17	13	9	1	1

Section 8:

RE-CERTIFICATION PROCESS

1. ALS provider HVREMAC credentials are valid throughout the ALS provider’s NYS DOH BEMS AEMT certification period and expire with the provider’s NYS DOH BEMS AEMT certificate. ALS providers that complete all of the mandatory HVREMAC CME requirements, maintain current New York State ALS provider certification, maintain skills proficiency, remain in “good standing”, and maintain an affiliation with a HVREMAC approved ALS agency will be eligible to receive updated HVREMAC credentials.
2. ALL CME verification will be maintained and coordinated by the ALS provider’s primary affiliated agency. It is the responsibility of the ALS provider to complete all mandatory HVREMAC CME requirements and to provide their primary affiliated agency with all verification of CME completion. **The ALS provider will not be notified by the Hudson Valley Regional EMS Office to do so.**
3. HVREMAC credentials are only valid when accompanied by current New York State ALS provider certification. **It is the responsibility of the ALS provider to submit updated contact information as well as current verification of their valid New York State ALS certification, letter(s) of employment/agency verification, and photo identification or any changes of such to the Hudson Valley Regional EMS Office. Failure to do so may result in an immediate suspension of HVREMAC credentials.**
4. Medical Control representative credentials are offered on an annual basis becoming effective on January 1 and continuing through January 31st of the following year. All HVREMAC Medical Control credentials will expire on January 31st. Medical Control representatives must acknowledge proficiency with the Regional Medical Control Plan, treatment and transport protocols, and associated policies and procedures by engaging in a written agreement with the HVREMAC, annually, or upon any revisions, additions, deletions or changes to such documents, whichever may occur sooner.

Section 9:

NON-COMPLIANCE OF RE-CREDENTIALING REQUIREMENTS BY CREDENTIALLED ALS PROVIDERS

Forty-Five (45) days prior to the expiration of the provider's HVREMAC credentials, the provider's primary affiliated ALS agency must submit a completed Credential Renewal Form and all supporting documents to the Hudson Valley Regional EMS office. The individual, following the specific reporting requirements of their primary agency, will have furnished all required documentation subject to review by the HVREMSCO.

A new HVREMAC credential card will be issued to the provider via their primary affiliated ALS service once the provider's renewal submission has been deemed to have both been submitted in a timely fashion and satisfied all of the requisite components necessary for recredentialing.

Late submissions or submissions deemed to be incomplete will be acted upon as follows:

Late Submission: Provider's who successfully complete the re-credentialing requirements but whose documentation was not submitted to the Hudson Valley Regional EMS office at least 45 days prior to the expiration of their HVREMAC credentials will be required to successfully complete the HVREMAC exam prior to being re-credentialed. For cases where the documentation was submitted via US Post, the postmark will be used to determine the submission date. For cases where the documentation was hand delivered, the HVREMSCO date stamp will be used to determine the submission date.

Providers who completed their recredentialing requirements prior to their HVREMAC expiration date and whose recredentialing documentation was submitted to the Hudson Valley Regional EMS office after their HVREMAC expiration date, must successfully complete the HVREMAC credentialing exam and submit a letter recommending that the provider be recredentialed signed by both the Chief Operations Officer and the medical director of their affiliated ALS agency.

Submission of documentation 30 days past the provider's HVREMAC credential's expiration date must be reviewed by the HVREMAC's Evaluation Sub-Committee. Once the renewal application has been reviewed, the Evaluation Sub-Committee will determine the provider's eligibility to be recredentialed.

Incomplete/Missing CME documentation: Providers whose re-credentialing information was submitted in a timely fashion and who are found to be deficient in CME or Course Requirements must provide the Hudson Valley Regional EMS office any missing documentation prior to the expiration of their HVREMAC credentials. CMEs or courses completed after the submission and before the

expiration of the provider's HVREMAC credentials will be applied towards the recredentialing requirements without penalty.

CMEs or courses completed after the submission date and after the expiration of the provider's HVREMAC credentials will be applied ONLY towards the past due recredentialing requirements, provided that the CMEs or courses were completed within the first thirty days after the provider's HVREMAC expiration date. The provider must successfully complete the HVREMAC credentialing exam prior to being re-credentialed. A letter recommending the provider be recredentialled signed by both the Chief Operations Officer of their affiliated ALS agency as well as the agency medical director must also be submitted.

Medical Control CME: Providers are required to complete a total of 24 hours of Medical Control CME over the three year HVREMAC credentialing period. Eight (8) hours of medical control must be completed each year respective to the anniversary of provider's HVREMAC credential's expiration.

Providers who satisfy the HVREMAC recredentialing requirements, including the 24 hours of medical control CME, but fail to comply with the eight hours of Medical Control CME per year component will be placed on probation. A second similar occurrence will necessitate the provider successfully complete the HVREMAC exam prior to recredentialing.

Any additional occurrence must be submitted for review by the HVREMAC's Evaluation subcommittee and presented to the HVREMAC at a regularly scheduled meeting. The provider may not be credentialed until the HVREMAC has completed its review.

Suspensions: Any provider who fails to recredential in the aforementioned fashion will have their privileges to provide ALS level care suspended.

Revocations: Providers who fail to recredential for a period greater than 60 days past their HVREMAC credentials expiration date will have their privileges to provide ALS level care revoked. Revocation of privileges will result in a mandatory period of six (6) months before the individual can re-apply for privileges. The HVREMAC Chair, the HVREMSCO Medical Director, and the Medical Director of the individual's Primary Agency will communicate to determine if the individual has satisfied all CME requirements for the preceding reporting cycle, as well as completing any other educational requirement the Medical Directors feel is appropriate prior to allowing the individual to sit for a new Protocol examination.

1. **Disciplinary Action against an Agency using suspended individuals to provide ALS care.** Any agency found to be using suspended individuals to provide ALS level care, will be immediately reported to the HVREMSCO Executive Director, Medical Director and to the HVREMAC Chair. The Medical Director will ensure that the service immediately ceases to utilize the suspended individuals, and a mandatory meeting will be scheduled for no more than five (5) business days after the reported violation is received by the HVREMSCO. The

meeting must involve the HVREMSCO Medical Director, the HVREMSCO Executive Director, the Medical Director of the Service in question, the Chief Operating Officer of the agency in question, the HVREMAC Chair and two additional HVREMAC members appointed by the HVREMAC Chair and are not affiliated with the agency and/or the agencies primary county of operation. At this meeting the involved service must provide a written plan of corrective action for review by the HVREMSCO and the HVREMAC. The HVREMAC Chair, in consultation with the HVREMSCO and HVREMAC representatives present, will decide if any further action is indicated, or if the matter is to be remanded to the full HVREMAC for possible revocation of the service's qualification to provide ALS level care.

2. **Notification of the Suspension or Revocation of an Individual's ALS privileges.** Any individual, who has had a suspension or a mandatory revocation of their privileges, will have their name/I.D. number removed from the list of credentialed providers listed on the HVREMSCO website. In addition, a letter will be sent to both the agency and the agency Medical Director of the individual's primary service announcing his/her suspension. Upon successful re-qualification the individual's name/ID will be returned to the listing.

The Hudson Valley Regional EMS Council would like to acknowledge the following contributors who assisted with the development of these policies and procedures:

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