

Southern Region EMS 2010 Training and Administration Check Sheet

Purpose: The purpose of the 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, and we recommend it 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 Southern Region 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, your 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 Southern Region web site. If you have suggestions on how to improve the checklist, please forward them to emckenzie@sremsc.org.

Please note that the State EMS office web site contains a system for training officers and other authorized EMS administrators to check the status of EMS certification records.

Key Telephone Numbers:

Southern Region EMS Council	(907) 562-6449	FAX (907) 562-9893
AURORA Technical Expert/Trainer Jane Schultz		(907) 283-9322
State EMS Program:	(907) 465-3027	
State EMS Program FAX:	(907) 465-4101	
Main Certification Fax:	(907) 465-6736	

Note:

To assist with training and continuing education requirements for recertification, SREMSC has a CME Library and training equipment rental program. Contact Greg Sowder at 562-6449 or gsowder@sremsc.org for further information.

Key Web Sites:

State EMS Program:	www.chems.alaska.gov
Southern Region EMS Council:	www.sremsc.org
Interior Region EMS Council:	www.iremsc.org
Southeast Region EMS Council	www.serems.org
Manniilaq Association:	www.maniilaq.org
North Slope Borough EMS Region:	www.north-slope.org
Yukon-Kuskokwim Health Corp:	www.ykhc.org
Norton Sound Health Corp	www.nortonsoundhealth.org
National Registry of EMTs:	www.nremt.org
Division of Homeland Security Training:	www.ak-prepared.com/training
National Native American EMS Association:	heds.org/nnaemsa.htm
Alaska Fire Service Training	www.dps.state.ak.us/FireTraining/index/index.asp
Alaska CHAP Program:	www.akchap.org

Key Points for Recertification in 2010

The EMT/EMT-Instructor certification regulations were amended in August of 2002. Make sure you are using applications for certification and recertifications that have revision dates of September 2009 or later. The most recent versions of relevant forms are available on the State EMS Section/IPEMS web site at:
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 EMS Section/IPEMS website at:
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 June 23, 2001.

Weekly Checklist

- Forward patient run sheets to physician medical director, or as arranged with your medical director
- Enter response data into AURORA, the electronic web based data collection program
- Check SREMSC and IPEMS/State EMS web sites for training opportunities and other new items

Monthly Checklist

- Schedule and hold EMS drills
- Ensure that any new members have completed paperwork as required by your service and have required training and immunizations
- Check with Southern Region 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

January

- Check ambulance certification. If expired, renew ASAP
- Compile 2009 response report for your department
- Review certificates of EMT 1s and others who were scheduled to recertify by December 31st to ensure that they are authorized to practice. If not, request extensions of certification. Certification dates may be checked on the IPEMS web site. Schedule training as needed and recertify those whose certification expired.
- Identify those with EMS credentials expiring on March 31st (EMT 2, 3, and Instructors) and encourage them to apply for recertification in a timely manner
- Identify those whose ETT expires and schedule recertification classes
- Applications for recertification for EMTs with certificates expiring on March 31st (EMT-2, EMT-3, and EMT Instructors) should have been sent out by Section of Injury Prevention and EMS
- Review your insurance policies to make sure they provide adequate coverage and are current. Put renewal date(s) on your calendar
- Develop annual training plan based on input from your EMS personnel, financial staff, physician medical director, and others, which addresses initial training needs, required training (e.g. blood borne pathogen, hazmat), recertification requirements and specialty training needs, (e.g. medevac escort training, emergency vehicle operations training, etc.)
- Check FCC communications license for expiration date
- Receive training in IPEMS, Aurora web-based electronic data collection system and/or begin on-line data entry. Contact Jane Schultz, SREMSC AURORA Technical Expert/Trainer, at 283-9322
- Schedule annual infectious disease training as required by OSHA
- State EMS Training Committee meeting – Anchorage January 13-15th
- NAEMSE Mini-Symposium – San Antonio, TX – January 22-23rd
- Subarea quarterly grant report due to SREMSC by January 15th
- Subarea financial report due to SREMSC by January 20th

February

- Meet with EMS Medical Director
- Schedule initial EMS (ETT, EMT-1, EMT-2, or EMT-3) training program, as needed
- Ensure that all EMT-1 personnel who received extensions are on-track to recertify before their certification extensions expire
- Identify those with EMT-2 or EMT-3 certificates which expired on March 31st 2009 and advise them that they will have additional requirements for recertification to meet if they have not recertified prior to March 31st 2010
- Identify those with EMT-2, or EMT-3 certificates which expired on March 31st 2007 and advise them that they will be ineligible for recertification if they have not recertified prior to March 31st 2010. 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
- Regional Directors/Coordinators meeting – Juneau – February 1st & 2nd
- ACEMS meeting – Juneau – February 4th - 5th
- Alaska Fire Chiefs Association 2010 Legislative Conference –Juneau– February 9th – 12th
- Tier I mini-grant reimbursements due by February 15th
- SREMSC EMS Regulations update workshop February 17th 9AM – 4PM - Anchorage
- Southern Region EMS Council Committee meetings – Anchorage - February 18th
- Southern Region EMS Council Board of Directors meeting – Anchorage - February 19th
- Code Blue State Steering Committee Meeting February 23rd and 24th at SREMSC in Anchorage
- MOI Class dates at SREMSC will be announced – go to www.sremsc.org to check dates, cost, and prerequisites
- Prepare EMS data summary to submit the Southern Region Annual EMS Survey. Deadline is May 1st Code Blue and mini-grant eligibility is tied to timely submission

March

- March 1st – certification expiration date for EMT-1's with extensions
- EMS Today Conference & Exposition – Baltimore – March 2nd – 6th
- Daylight Savings Time begins March 14th – “Spring forward 1 hour”
Change the batteries in all your smoke detectors
- 29th Governor's Safety & Health Conference – Anchorage – Sheraton Hotel –
March 23rd – 25th
- IREMS Symposium – Fairbanks – March 24th – 27th
- IREMS Instructor Workshop – Fairbanks – March 28th
- State EMS Training Committee – Fairbanks March 29 – April 1st
- Certification expiration date for EMT-2, EMT-3, and EMS Instructors –
March 31st
- Ensure that those EMS providers with certificates expiring March 31st have
submitted completed applications for recertification or have requested
extensions
- Review certificates of those who were scheduled to recertify by March 31st to
ensure that they are authorized to continue to practice. If not, request
extensions of certification
- Develop training plan for next quarter, if not already done
- Contact Southern Region EMS Office to identify training opportunities or go
on-line to www.sremsc.org
- Schedule and hold monthly EMS drill(s)
- Update list of certification expiration dates for all EMS personnel
- Forward patient run sheets to physician medical director
- Prepare and submit the Southern Region Annual EMS Survey. Deadline is
May 1st Code Blue and mini-grant eligibility is tied to timely submission
- Submit request for Hepatitis B vaccine to IPEMS for new EMS personnel

April

- Prepare and submit the Southern Region Annual EMS Survey. Deadline is May 1st Code Blue and mini-grant eligibility is tied to timely submission Form is available at www.sremsc.org
- 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
- Subarea EMS Coordinators quarterly grant reports due to SREMSC by April 15th
- Subarea EMS Coordinators quarterly grant financial report due to SREMSC by April 20th
- Southeast Region EMS Symposium – Juneau – April 21st – 24th
- Conduct annual hazardous materials training as required by OSHA

May

- Deadline is May 1st Code Blue and mini-grant eligibility is tied to timely submission
- Loren Marshall Foundation Resuscitation Conference, May 6th- 8th, Anchorage
- 2010 Integrated Medical, Public Health, Preparedness & Response Training Summit – Nashville, Tennessee – May 12th – 16th
- Tier II mini-grant reimbursement requests due to SREMSC May 31st
- EMS Week May 16th – 22nd. This year's theme is "Anytime, Anywhere, We'll Be There."
- EMS for Children Day – May 19th
- Check CLIA (Clinical Laboratory Improvement Act) status if performing glucometry
- Conduct annual infectious disease training as required by OSHA
- Ensure that all EMT-2 and EMT-3 personnel who received extensions are on-track to recertify before their certification extensions expire.
- Memorial Day – May 31st

June

- Ensure that all EMT II, EMT III, and EMT Instructors scheduled to recertify by March 31st have valid certificates
- Southern Region Committee Meetings – Anchorage – June 24th
- Southern Region EMS Council Board of Directors meeting – Anchorage – June 25
- Contact Southern Region EMS for 2010 – 2011 Training Schedule
- Develop training plan for next quarter, if not already done
- Conduct domestic violence training as required by 18.66.310 (agencies that are part of a state or local government)

July

- **NEW DATE: SREMSC will mail mini grant applications by August 1st. The deadline to apply is September 15th**
- 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
- Subarea Coordinators quarterly grant report due to SREMSC July 15th
- Subarea Coordinators quarterly financial report due to SREMSC by July 15th
- Plan recruitment and retention activities for your service

August

- **NEW DATE: SREMSC will mail mini grant applications by August 1st. The deadline to apply is September 15th**
- Meet with EMS Medical Director
- Send nominations for State EMS Awards to Southern Region EMS Office, or the State EMS Office
- Inventory EMS & training equipment and supplies, and communication equipment. This will help with budget planning and preparation for mini-grants and Code Blue applications.
- State EMS office will mail their Response publication with EMS Symposium information and registration forms.
- Start planning for your Code Blue capital equipment request for 2010

September

- **NEW DATE: Mini grant applications are due at SREMSC by September 15th**
- Code Blue Capital Grant Requests are mailed out by SREMSC by September 1st
- Schedule initial EMS (ETT, EMT-1, EMT-2, or EMT-3) training program, as needed.
- National Association of EMS Educators – Schaumburg, Illinois – September 8th – 13th
- Alaska Firefighter's Association/Alaska Fire Chiefs Association Joint Fall State Conference –Seward – September 27th – October 2nd
- State Training Committee meetings – Anchorage – September 29th – October 1st
- EMS Expo – Dallas, Texas – September 27th – October 1st
- 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 January 1st. New AHA Guidelines tentatively scheduled to be released in November. Prepare expanded scope of practice if applicable
- Develop upcoming year's annual training plan based on input from EMS personnel, financial staff, physical 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.)
- Prepare Expanded Scope of Practice materials as needed (7 AAC 26.670)
- Coordinate refresher training program for all EMS personnel
- Check CPR cards for all EMS personnel and conduct training as required
- Register for Alaska EMS Symposium Nov 10-13 in Anchorage, and plan travel.

October

- Applications for recertification for EMTs whose certificates expire December 31st sent out by the State EMS Office
- Applications for recertification for ground and air EMS services whose certificates expire December 31st, sent out by the State EMS Office
- Identify those with EMT-1 certificates which expired on December 31st, 2009 and advise them that they will have additional requirements for recertification to meet if they have not recertified prior to December 31st, 2010
- Identify those with EMT-1 certificates which expired on December 31st, 2007 and advise them that they will be ineligible for recertification if they have not recertified prior to December 31st, 2010. EMTs who fail to recertify within three years of their expiration date must complete all requirements for initial certification, including completing an EMT-I course, prior to being certified
- Register for Alaska EMS Symposium Nov 10-13 and schedule travel
- Mini-grant applications due to SREMSC October 15th
- Code Blue grant applications due to SREMSC by November 30th
- Statewide Regional Directors and Subarea Coordinators meeting at SREMSC: October 5th – 6th
- ACEMS PI & E Committee meeting at SREMSC. September 7th at 1:00PM
- ACEMS meeting at SREMSC – October 7th – 8th
- Subarea Coordinators quarterly grant report due to SREMSC October 15th
- Subarea Coordinators quarterly financial report due to SREMSC by October 15th

November

- Code Blue grant applications due to SREMSC by November 30th
- Review new AHA guidelines and compare them with the draft EMS standing orders and, in consultation with medical director, determine whether they need to be revised.
- November 7th Daylight Savings Time Ends – “Fall Back one hour” Change the batteries in all your smoke detectors.
- Southern Region Committee Meetings – Anchorage – November 8th
- Southern Region EMS Council Board of Directors meeting – Anchorage – November 9th
- State EMS Symposium and Annual EMS Awards Banquet at the Egan Center– Anchorage – November 10th – 13th
- AK EMT 1 Skills Competition November 13th, at the Egan Center, Anchorage
- Prepare applications for recertification of ground and air EMS services whose certificates expire on December 31st, 2010
- Identify those personnel with EMS credentials expiring on December 31st, 2010 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 – December 31st
- Certification expiration date for approximately half of the ground and air ambulance services – December 31st
- Complete and return application for EMS ground and air transportation service certification, if it is scheduled to expire on December 31st to the State EMS Office
- Develop training plan for next quarter, if not already done
- Ensure that those EMS providers with certificates expiring on December 31 have submitted completed applications for recertification or have requested extensions
- Plan awards/recognition event for your department