

Initial: 12/16/14
Revised: 2/9/15
Revision: 1

**MILWAUKEE COUNTY EMS
OPERATIONAL POLICY
PRACTICE PRIVILEGE CHANGE**

Approved: Kenneth Sternig, MS-EHS, BSN, EMT-P
Approved: M. Riccardo Colella, DO, MPH, FACEP
Page 1 of 3

Policy:

Milwaukee County EMS will issue a system ID number to a Transfer EMS paramedic upon completion of the system notification, licensing, and evaluation requirements, granting the paramedic Intern status.

Graduates of the Milwaukee County EMS Education Program are granted Intern privileges upon licensure and assignment to a system transporting ALS unit.

Intern paramedics will be transitioned to Full Practice in a timely manner to meet the overall outcome of a "safe and effective" ALS field provider as evaluated by the EMS Staff and Medical Director.

Definition:

*Meaningful evaluations should include the following components:

- Positive feedback statement(s)
- Growth feedback statement(s)
- Focus/goal statement(s) the Intern paramedic should focus on in the upcoming six months
- Recommendations for a remediation or corrective action plan to address currently identified with follow up date(s)
- All areas of the form completed individually (no group circled items or "same" comments)

<i>Transfer to Intern</i>	
Fire Department	Forward Registration Form notifying MCEMS of request to initiate Transfer to Intern paramedic process
Administrative Assistant	Notify Education Manager of applicant
Education Staff	Create Target Solutions account
	Notify provider and Admin Assistant when complete
Fire Department	Forward registration to Admin Assistant with copies of: <ul style="list-style-type: none"> 1) State license 2) NREMT card Verification of NREMT affiliation with MCEMS
Administrative Assistant	Create Education Account in Oracle
	Create transfer provider folder
	Add Transfer paramedic to Ongoing Transfer Paramedic Roster and Fire Department Paramedic Education Refresher Roster
Fire Department	Notify Education Manager when paramedic has completed DL modules and department Ride alongs
	Submit to MCEMS: <ul style="list-style-type: none"> 1) digital photo in jpeg format, 2) copies of PALS, ACLS, CPR cards NIH Certificate to Admin Asst.
Administrative Assistant	Store digital photo in "emsdata" server in Pictures of MC EMS EMTs folder in appropriate fire department subfolder
Education Manager	Schedule EMS faculty member to ride along with Transfer Paramedic

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Page 2 of 3

<i>Transfer to Intern (cont'd)</i>	
EMS Faculty	Complete required evaluation documentation and forward to Administrative Assistant
Education Manager	Review ride along documents and notify Administrative Assistant that Transfer Paramedic is ready for oral exam with Medical Director
Administrative Assistant	Update/complete Education account and mark account as "System" to enable data export
	Notify Health Information Manager and Med Director paramedic is ready for oral exam
Health Information Manager	Assign paramedic number
	Export Oracle account data
	Load paramedic photo
	Create CSMS account; forward assigned number, CSMS user name and password to Administrative Assistant
Administrative Assistant	Send copies of candidate's file and letter containing the paramedic number, CSMS log-in information to Medical Director
Medical Director	Administer oral exam to Transfer Paramedic; upon successful completion, provide paramedic with letter confirming practice change to Intern status, along with CSMS log-in information
Med Director's Office	Send e-mail confirmation to applicable fire department with cc to MCEMS Administrative Assistant, HIM and Education Manager when candidate passes oral exam
Administrative Assistant	Add paramedic to active continuing education roster and master PALS and ACLS recertification list
Health Information Manager	Send e-mail to fire department with paramedic number confirming paramedic is now active in the system as an Intern Paramedic
	Update service start date in the Oracle account if applicable
	Update active paramedic list by adding new paramedic's name to the fire department roster
	Distribute active paramedic list accordingly

<i>Intern to Full Practice</i>	
Fire Department	Forward the name of the assigned preceptor to evaluate and work with the Intern at the paramedic level for a minimum of 6 months
	Initiate a portfolio to be used by MCEMS management and the EMS Medical Director to assess Intern's qualifications for advancement to Full Practice paramedic
	Review MCEMS Practice Guidelines, Protocols and Policies with emphasis on: <ol style="list-style-type: none"> 1) Transport Destination 2) Practice Status and Privileges 3) Required Evaluation by a Milwaukee County ALS Unit 4) Response, Treatment and Transport 5) Standards of Practice; Roles and Responsibilities 6) Routine Operations

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Page 3 of 3

<i>Intern to Full Practice (cont'd)</i>	
Fire Department Preceptor	Complete a meaningful* evaluation form provided by MCEMS for each day Intern Paramedic is assigned to an ALS transport vehicle.
Intern Paramedic	Complete MCEMS system quiz within 12 months prior to petition for status change
Fire Department Preceptor and Intern Paramedic	Successfully provide return demonstration of high frequency/high impact, and low frequency/high impact skills, with emphasis on: <ol style="list-style-type: none"> 1) ZOLL monitor <ol style="list-style-type: none"> a. Pacing b. Defibrillation/ synchronized cardioversion c. ECG upload d. Acquiring and transmitting 12-lead ECG 2) EZ IO drill 3) Pericardiocentesis 4) Needle thoracostomy
Fire Department Preceptor	Forward forms documenting Intern's completion of: <ol style="list-style-type: none"> 1) Patient interview and assessment skills 2) Appropriate care plan development 3) Function as team leader in directing other providers to provide appropriate care 4) Complete and accurate documentation of an ePCR including complete narrative 5) Communication skills in consulting with medical control physician and EMS Communicator 6) Communication skills with receiving hospital staff
Health Information Manager	Report benchmark statistics to Medical Director and Program Director
Quality Manager	Forward relevant incident reports to Medical Director and Program Director
Education Manager and Medical Director	Establish a schedule for simulation test with education staff when ready for Full Practice status. Simulation to include: <ol style="list-style-type: none"> 1) C-mac (intubation) 2) Quality of CPR 3) Full simulation station; possibly recorded and archived
Intern Paramedic	Contact Education Manager to schedule simulation test on one of the established dates Complete an evaluation of the transition process to be added to the portfolio
MCEMS Staff	Analyze the evaluation form for process improvement
Education Manager and Medical Director	Notify HIM of final approval for practice privilege change to Full Practice
Health Information Manager	Update Practice Privilege in Oracle account Send email to Paramedic, Fire Department Chief, and EMS Liaison to notify privilege change and effective date
Intern or Fire Department	Forward completed portfolio to Administrative Assistant
Administrative Assistant	File completed portfolio in Paramedic's file