



**EMS
DIVISION**

CONTINUING MEDICAL EDUCATION

GUIDE

2003

JOINT HOSPITAL PLANNING COUNCIL - EMS

SPONSOR HOSPITAL RESOURCES

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PURPOSE

The purpose of this policy is to establish standards relating to the continuing education for Paramedics (EMT-P) and EMT-Intermediates (EMT-I). The CME Guide will furnish the EMS Provider with a printed yearly reference that will enable them to have a schedule of monthly CME's to maintain the necessary credit hours to recertify their Sponsor Hospital Medical Control and their National Registry certification. It has been developed to facilitate the advancement of educational opportunities available for EMERGENCY MEDICAL SERVICE PROVIDERS.

It is recommended that this policy be read carefully and kept as a reference.

STATE OF CONNECTICUT OFFICE OF EMERGENCY MEDICAL SERVICES CONTINUING MEDICAL EDUCATION REQUIREMENTS

The State of Connecticut Office of Emergency Medical Services (OEMS) "Regulations Governing the Delivery of Emergency Medical Services" section 19a-179-16, outlines what is required of advanced level EMTs to maintain certification. These requirements are reprinted below.

A. TO MAINTAIN CERTIFICATION MIC PERSONNEL MUST:

1. Attend a Continuing Medical Education Program for a minimum of 48 Hours every twenty-four (24) months to maintain cognitive and psychomotor skills, which programs shall include basic EMT skill requirements.

Successfully complete a performance evaluation, every 24 months, conducted under the direction of the sponsor hospital medical direction, assessing the candidates ability to perform skills and procedures commensurate with the level of certification.

Successfully complete examinations every 24 months administered or approved by OEMS.

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B. THE JOINT HOSPITAL PLANNING COUNCIL PROGRAM REQUIRES THE FOLLOWING IN ORDER TO MAINTAIN MEDICAL AUTHORIZATION FOR AN EMT-P OR EMT-I:

1. EMT-Paramedics must accrue at least 36 hours of Sponsor Hospital approved continuing medical education from January 1 to December 31. CME hours are logged based on the **calendar** year regardless of the date on the State of Connecticut license.
2. EMT-Intermediates must accrue at least 24 hours of Sponsor Hospital approved continuing medical education from January 1 to December 31. CME hours are logged based on the **calendar** year regardless of the date of the State of Connecticut certification.
3. Attend a Practical Skills Workshop & Testing session once a year.
4. Maintain current certification as a CPR-Health Care Provider (CPR-HCP) or instructor.
5. Maintain current certification as an AHA ACLS provider or instructor, maintain current certification as an AHA PALS provider or instructor or AAP ALS PEPP provider (**EMT-Paramedics only**).
6. Submit a copy of your license by the last day of your birth month (**EMT-Paramedics only**). **Any paramedic who allows his/her license to lapse will have their medical authorization withdrawn immediately. Notification of such will be sent to each Sponsor Hospital Program that issues medical authorization for that paramedic.**

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7. Submit copies of CPR, ACLS & PALS or PEPP (**EMT-Paramedics only**) certification and CME documentation to the Joint Hospital Program no later than January 15, 2004. In addition, EMT-I's must submit a current copy of their State of Connecticut certification card. Submissions after that date may result in removal of your medical authorization.
8. Attend all mandatory sessions (i.e., new protocols, procedures, etc).
9. Newly authorized EMT-Intermediates and Paramedics are required to attend CME's although the hours required by the Joint Hospital Planning Council will be prorated at three hours per month from the date they are authorized in their first year. Further, newly authorized Intermediates and Paramedics are not required to, but are encouraged to attend, a Practical Skills Workshop in the year of their graduation from an approved program.

PLEASE NOTE that National Registry continuing education requirements are counted from the date of issue of the National Registry card.

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2003 CME Program

The JHPC CME Program has been developed to meet State of Connecticut and Sponsor Hospital requirements for recertification EMT-Intermediates and Sponsor Hospital requirements for the EMT-paramedics. The CME program is designed to support a statewide effort to offer EMT-paramedics the most current National Standard Curriculum. The regional program is a presentation of educational material adhering to the 1999 EMT-Paramedic National Standard Curriculum and over a 24 month period will meet the requirements of Section I of the NREMT-P refresher. The forty eight hours will be conducted in two hour blocks held monthly at one of the regional hospitals. In addition you are required to attend a Practical Skills Workshop & Testing session annually. In addition you must maintain current CPR and ACLS, PALS, ALS PEPP (EMT-P only) certifications.

CORE TOPICS (Section I Activities for NREMT-P)

Core topics are selected to ensure the latest National Standard Curriculum for the EMT-Paramedics. A minimum of 24 hours of core topics must be completed every 12 months, on a January 1 to December 31 schedule. If you intend to maintain your NREMT-P certification you must complete the following Section I activities over your two-year certification period:

Preparatory (8 hours)
Medical (18 hours)
Trauma (10 hours)
Airway (8 hours)
Special Considerations (4 hours)

Most of the Core topics are offered once each year at one of the participating regional Sponsor Hospitals. Core (NREMT-P Section I) topics may NOT be completed via correspondence, video, computer-assisted or Internet instruction.

Any MIC technician requesting credit for Core CME topics given by other than JHPC must obtain **prior approval** from the JHPC Program Medical Director or EMS Coordinators. Failure to obtain approval and provide verification of attendance may result in not receiving credit.

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ELECTIVE TOPICS (NREMT-P Section II Activities)

EMT-Paramedics who wish to maintain their NREMT-P Certification must also attend 16 hours of elective (NREMT-P Section II) topics during their two year certification period.

There are many ways to accrue the necessary number of elective CME hours including successful completion of standardized educational programs such as CPR-HCP, ACLS, PALS, PEPP, and PHTLS. Attending CME sessions at other Sponsor Hospitals, obtaining CME credits from video or journal, CME programs/articles, web based EMS continuing education (**maximum of ten hours**), EMS Service mandated training or in-services, hospital lectures & rounds and EMS related conferences. In general elective CME credit will be given on an hour for hour basis but may not account for more than half of total CME hours. To receive elective CME credit for standardized courses such as ACLS, PALS, PEPP, PHTLS and CPR-HCP you must submit a CME verification form signed by the Course Coordinator stating the actual numbers of hours you participated.

Elective CME hours are designed to allow flexibility and enable you to select topics, courses and conferences based on individual needs. In order to be considered for CME elective credit, however, the course, lecture or conference must be EMS related. If there are any questions regarding the number of CME elective credit hours allowed for a particular course, lecture or conference you should contact your primary Sponsor Hospital. Elective credit, not to exceed sixteen (16) hours annually, for instructing EMS related classes will be granted on a case-by-case basis.

PRACTICAL SKILLS WORKSHOP & TESTING

Every EMT-P and EMT-I is required to attend a Practical Skills Workshop & Testing each year. The purpose of the workshop is to reestablish and verify competency levels at the basic EMT level and to provide hands-on review and testing of vital, but less frequently used advanced level skills. Four (4) hours of CME credit will be given for attendance at the workshop. Each session will be limited to thirty (30) participants.

The Practical Skills Workshops will be held at either Bridgeport Hospital or Saint Vincent's Medical Center and will be offered two (2) times per year. New Haven Sponsor Hospital, Milford Hospital, Griffin Hospital and Mid State Medical Center also offer Practical Skills Workshop. If interested in attending at those Sponsor Hospitals, every attempt should be made to contact them to schedule your attendance. The 2003 dates are:

June 18, 2003 (evening) - NHSHP
September 24, 2003(evening) - NHSHP
October 21, 2003 (evening) - Milford Hospital
October 28, 2003 - Wallingford Fire Department
December 3, 2003 (day) - NHSHP

Failure to attend a Practical Skills Workshop & Testing session may necessitate your attendance at and completion of a State of Connecticut approved EMT-Refresher Course or other requirements as deemed necessary by the JHPC MIC Medical Director.

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EMS Trauma Case Review

EMS Trauma Case Reviews will be held quarterly. EMS Trauma Case Reviews can be used for Core (NREMT-P Section I Trauma) or Elective (NREMT-P Section II) credit. You are welcome to attend as many Trauma Case Reviews as you like. If you have a trauma case that you would like presented, please contact the EMS Coordinator at the hospital that received the patient.

Cancellations / change of Time or Date

MIC technicians are encouraged to check CME announcements located on the bulletin boards of the Sponsor Hospitals. When planning to attend a CME session out of the JHPC Sponsor Hospital Region it is strongly recommended that you contact the EMS Coordinator or Sponsor Hospital in that region to confirm the topic, date, time and location of the session.

Every attempt will be made to adhere to the CME schedule as outlined. However, there may be an occasion to change the scheduling of a CME session. When possible, notices will be mailed or faxed to our sponsored services, regional hospitals and CMED as to the change at least 3 working days before the scheduled session. CME dates and times can also be confirmed by calling the JHPC Office or the hospitals' EMS Coordinators.

Mandatory sessions

Mandatory CME sessions are held periodically when there is a protocol or policy change. All EMT-Intermediates and EMT-Paramedics, both part-time and full-time are required to attend mandatory sessions. Mandatory sessions may be credited toward your total CME program attendance hours. **Failure to attend a mandatory session may result in removal of medical authorization.**

Paramedic Program Students

EMT- Intermediates enrolled in a Paramedic Program will be granted CME credit during their participation in the scheduled course of study, but are required to attend all mandatory CME sessions. Individuals must submit a course curriculum and dated schedule as well as a letter of verification from the course coordinator attesting to their enrollment and participation in the course.

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Paramedic Field Instructors

All Paramedic Field Instructors (PFI) must meet the same CME requirements as outlined for the EMT-P. Additionally, CME credit may be obtained by:

- Attending PFI meetings or special PFI education sessions
- Participating in projects related to clinical and system improvement
- Instructing at a Practical Skills Workshop

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JOINT HOSPITAL PLANNING COUNCIL CONTINUING MEDICAL EDUCATION PROGRAM

FORMAT:

The Joint Hospital Planning Council will provide one 2-hour CME session per month. At Bridgeport Hospital, sessions will take place in the evening from 6:30 PM to 8:30 PM. At Saint Vincent's Medical Center, sessions will take place from 7:00 PM to 9:00 PM. When daytime CME's are scheduled, ample notice to time and place will be sent to the EMS Services. **Providers within the auspices of the JHPC must attend a minimum of eight (8) of the CME sessions** listed on the JHPC yearly CME "Schedule". Alternate credit for four (4) CME sessions is acceptable.

CME ATTENDANCE:

Attendance will be taken at each CME session. Sign-in sheets will be available at each session. **You must include your name (PRINTED LEGIBLY) and signature in order to receive credit for attendance. If a provider neglects to sign the attendance sheet CME hours will not be granted. Providers leaving CME sessions early will not be granted CME hours on a pro rated basis.**

You must complete a CME Attendance Verification Form when you go to sessions other than those held at your primary sponsor hospital.

It is the responsibility of the EMT-P & EMT-I to provide acceptable documentation and to confirm attendance at CME sessions other than those described in this policy for which they are requesting CME credit. It is suggested that you check your CME status periodically to ensure that all requirements are being met.

It is assumed that EMT-Paramedics and EMT-Intermediates are responsible health care professionals and as such, compliance with all necessary CME and related requirements is expected. **Falsification of CME documentation or attendance sign-in will result in removal of medical authorization.**

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Failure to maintain required continuing education attendance and provide the required documentation of licensing and certification may result in withdrawal of mobile intensive care medical authorization by the MIC Medical Director. The Joint Hospital Planning Council must be notified in writing if repeated absences are a result of extenuating circumstances. These situations will be handled on a case-by-case basis at the discretion of the JHPC MIC Medical Director.

TRACKING & NOTIFICATION

CME Attendance will be monitored and recorded by the JHPC office. Accrued hours will be available to individual personnel on written request (verbal request will be accepted at the discretion of the JHPC office). When an individual provider is significantly behind in CME accruals he/she will be responsible to notify the JHPC office to determine their ability to obtain CME time to avoid loss of certification. **It is the responsibility of the individual technician to maintain an accurate record of his/her CME attendance. A copy of this record must be provided to the JHPC Program Office no later than January 15, 2004.**

NOTIFICATION OF ALTERNATE CME CREDIT:

All alternate CME hours must be verifiable. Verification forms are available from the JHPC office and a sample is included in this guide and is the ONLY ACCEPTABLE form of verification.

ACLS PROVIDER COURSE: 6 hours per 24 month period

Verification will be accomplished by presentation of a non expired ACLS provider card from the American Heart Association.

PALS PROVIDER COURSE: 6 hours per 24 month period

Verification will be accomplished by presentation of a non expired PALS provider card from the American Heart Association.

PHTLS ADVANCED PROVIDER: 6 hours per 24 month period

Verification will be through the State PHTLS Coordinators office via liaison through the JHPC EMS Program Director.

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EMS-INSTRUCTOR:

12 hours per 24 month period

Acceptable lectures and practical teaching stations will designate two CME credit hours each. **Advanced Level courses only will be considered for credit hours.** Verification will be through the course coordinator.

EMS RELATED CONFERENCES:

8 hours per 24 month period

Providers planning to attend conferences for CME credit should check with the JHPC EMS Division office at least 30 days prior to the conference for information on pre approval sessions. Verification will be through a JHPC validation form signed by the session lecturer.

HAZMAT RECOGNITION

4 hours per 24 month period

Verification will be accomplished through attendance records.

OSHA REQUIREMENT

4 hours per 24 month period

Courses provided for the EMS Community as per OSHA standards will be allocated two CME credit hours. Verification will be accomplished through attendance records provided by the course instructor or dated certificate of completion.

JHPC COURSE AUDITING:

Providers who need CME hours may, at the course coordinators discretion and on a pre-scheduled basis, attend specific class lectures. CME's will be allocated at two hours per lecture attended. Verification will be based on a signed attendance sheet available at the lectures.

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VIDEO TAPE REVIEW:

Videotape CME's will be allocated at a maximum of (4) CME hours per year. All approved Videotapes will be available at the JHPC office. Tapes will be available on a pre-scheduled basis. Verification of viewing will be based on a brief "questionnaire" on the material contained on the tape.

CROSS REGIONAL CME PROGRAMS:

CME Credit will be allocated for attendance at CME programs attended at designated sites within and outside of the Southwest region. These sessions will be valued on a hour for hour basis.

Change of Address/Change of Employer / Letters of Good Standing

It is the responsibility of the individual EMT-Paramedic or Intermediate to notify the JHPC office in writing of the following:

- any changes in mailing address or other contact information.
- any change in EMS employment.
- any request for letters of good standing.

Written requests can be mailed to Joint Hospital Planning Council 200 Mill Hill Ave Bridgeport, CT. 06610 or faxed to (203) 384-3639 or emailed to bkmong@bpthosp.org, wjpela@bpthosp.org or jwinters@svhs-ct.org

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2003 Joint Hospital Planning Council CME Program

Summary of Requirements

EMT-Paramedic & EMT-Intermediate:

The following topics are required by December 31, 2003.

EMT-P:

Core Topics Minimum	24	hrs
Practical Skills Workshop & Testing	4	hrs
Elective Topics Minimum	8	hrs
	36	hrs

EMT-I:

Core/Elective Minimum	20	hrs
Practical Skills Workshop & Testing	4	hrs
	24	hrs

Elective CME hour-for-hour credit will be given for CPR-HCP, ACLS, PALS, PEPP & PHTLS upon presentation of CME Verification Form listing number of actual hours spent in the course.

Elective credit can be obtained from attending CME sessions at other sponsor hospitals, obtaining CME credits from video or journal CME programs/articles, web based EMS continuing education, attending EMS conferences & seminars or EMS related in-service education within their departments or hospitals. Documentation, including topic, date, time, location and verification of attendance will be required to receive credit. CME credit approval questions should be addressed with the Joint Hospital Planning Council office, (203) 384-3911 or (203) 384-3516

Web based CME sites: www.mvWebGE.com
www.ems-ce.com
www.emcert.com

Total CME hours required for EMT-P per year = 36 hrs

Total CME hours required for EMT-I per year = 24 hrs

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**JOINT HOSPITAL PLANNING COUNCIL
CONTINUING MEDICAL EDUCATION SCHEDULE
MAY 2003 THROUGH DECEMBER 2003**

DATE	CORE TOPIC	LOCATION	INSTRUCTOR
5/5/03 7:00 PM TO 9:00 PM	MEDICAL	ST. VINCENTS MEDICAL CENTER	ER PHYSICIAN
6/18/03 6:30 PM TO 8:30 PM	OPERATIONS	BRIDGEPORT HOSPITAL	JOHN PELAZZA
7/7/03 7:00 PM TO 9:00 PM	TRAUMA	ST. VINCENTS MEDICAL CENTER	TRAUMA DEPT.
8/5/03 6:30 PM TO 8:30 PM	TRAUMA	BRIDGEPORT HOSPITAL	MIKE PINEAU
9/8/03 7:00 PM TO 9:00 PM	PREPARATORY	ST. VINCENTS MEDICAL CENTER	JANE
10/20/03 6:30 PM TO 8:30 PM	SPECIAL CONSIDERATIONS	BRIDGEPORT HOSPITAL	TBA
11/3/03 7:00 PM TO 9:00 PM	AIRWAY	ST. VINCENTS MEDICAL CENTER	TBA
12/10/03 6:30 PM TO 8:30 PM	MEDICAL	BRIDGEPORT HOSPITAL	DR WERDMANN