

Procedure for upgrade to EMT-Level response capability

A letter bearing the signature of the department's Chief officer addressed to the Wake County EMS Medical Director will initiate the process. The letter must address the following issues:

- How the department plans to provide adequate staffing to ensure an EMT on every medical response call. In the case of unusual circumstances (e.g., second duty call, staffing shortage due to illness, etc.), which prevent an EMT-level response to a medical call, the department must agree to report all such incidents to the Medical Director for consideration by the Peer Review Committee.
- Assurance that the department will commit to adhere to a continuing medical education plan that enables all affiliated EMTs to maintain 24 hours of medical continuing education annually in topic areas specified by the Medical Director. The basics of the CE plan (schedule, delivery method, etc.) must be explained in the letter.
- Appointment of a designated Training Officer to manage EMS credentialing and continuing education issues for the department. This person should serve as the single point of contact for the Wake County EMS system.
- A plan to stock the necessary equipment on vehicles to function at the EMT level as specified in the Wake County EMS System Protocols. Equipment and medication purchase is the responsibility of the individual department; medications should be purchased from Wake County via the EMS Logistics Officer.
- Agreement to provide Wake County EMS with an accurate roster of EMT personnel, and to maintain and update this roster as needed.
- Agreement to maintain records of continuing education and recertification for EMT personnel, CME class rosters must be provided to the EMS System. These records are subject to audit by Wake County EMS and NCOEMS.

Once an application to be become an EMT-level department has been accepted, an informational sheet for submission to NCOEMS as part of a modification to the Wake County EMS System Plan will be completed by Wake County EMS in conjunction with the department; all such communications with NCOEMS shall be handled by the Wake County EMS.

During the processing period for system modification (typically 3-6 months), the department must demonstrate completion of training by all EMT personnel in the topics listed below. Wake Technical Community College or another Wake County EMS approved instructor must deliver all training.

- Albuterol administration
- Epi-Pen administration
- Aspirin administration
- NTG administration
- Tylenol administration
- CPR per Wake county protocol
- BVM use with ResQPOD
- Morgan Lens use
- LMA placement and operation
- CVA screen
- Glucometer operation & interpretation
- Pulse oximeter operation & interpretation

The department must also agree to participate in all EMS System Entry procedures for BLS personnel as these procedures are developed. They will consist of mandatory EMT skill training and verification, protocol orientation, and the like.

Upon completion of this process, including approval from NCOEMS for the system modification, the department will be notified when response at the EMT level may proceed. The department is not allowed to function at the EMT level prior to this notification. The department must further agree to implement all specified skills within the Wake County EMT scope of practice as determined by the Medical Director.