N.Y.S.
Emergency Medical Services

CME (3 year)
Recertification Program Update 2/13
Just a reminder

- December 2012
- An EMT must have completed the following requirements:
  - 24 hour Core content and the 13 Core hour supplemental hours OR
  - 26 hour “new BLS Core content”
  - ICS 100, ICS 700 and HazMat Awareness
  - A current CPR certification - a minimum of 6 months left on the certification the time of submission
“24 hour” Core content

- The Division will offer the 24 hour core content classes on selected Saturdays for the remainder of 2013.
- NYS EMS will not allow the “24” hour Core classes to count for the 26 hour Core content.
- As per NYS EMS * the 24 hour classes can not be used as Non-Core.
- Our monthly Core classes are based on the “new 26 hour Core content.”
Transition courses

- The Division has offered 7 courses since October 2012:
  - East Quogue
  - South Country
  - Huntington
  - Greenport
  - Hauppauge
  - Community Ambulance
  - Sag Harbor
Present time

- 168 providers have completed the transition course.
- 251 providers have completed at least 1 class
Transition Courses - 2013

- Yaphank
- Farmingville
- BMH
- Hampton Bays
- Commack
- Bay Shore
- West Babylon
- Mattituck
Transition Courses

- The Division will continue to offer supplemental transition courses until the fall of 2015.
www.suffolkremsco.com

- CME Coordinator password area
- Downloads and Forms
- Spread sheet of providers that have attended supplemental courses and has submitted ICS 100, ICS 700 and HazMat Awareness.
Total amount of hours

- Remains at 72 hours but ... The 13 hours transition course does count towards the 72 hours.
- NYS EMS will allow EMT’s that complete the 26 hour Core requirements to also attend the 13 hour transition course for Non-Core credit (one time only).
- WMD and Geriatrics is no longer a mandatory Non-Core requirement.
ICS and HazMat Awareness

- All providers must have documentation that the classes have been completed.
- If documentation is prior to this current certification period it counts for the requirement but it can only be used towards the 72 hours if it is within the 3 year window.
Updated standards

- Even if the EMT has an expiration date after *6/30/14* they will be required to have documentation of the updated standards. If he/she has not completed the requirements they must be taken off-line by the agency.
June 30 2014 - Responsibility of the Agency

Every EMT must have documentation on file that:

- He/she has completed a 13 hour transition course  OR
- He/she completed the 26 hour core requirements  OR
- He/she has completed a EMT-Refresher course with the updated EMT standards AND
- ICS 100, ICS 700 and HazMat Awareness
Recertification

- NYS EMS will allow providers that are enrolled in the CME pilot program to renew his/her certification with no more than 9 months remaining on his/her present certification.

- NYS EMS will allow providers to renew through the traditional challenge refresher course his/her certification with no more than 18 months left on his/her current certification.
Traditional courses

- Starting in September of 2012, all Suffolk County Division of EMS EMT/EMT-CC/EMT-P courses (original and refresher) contain the updated national standards.

- All agencies are encouraged to keep in-house records that document what traditional courses their members have enrolled, and successfully passed, to show that they have met all NYS requirements.
Beginning in May of 2013:

- No change in the 36 hour Core requirement.
- The 36 hour Non-Core CME requirement remains the same but...
- EMT-CCs must complete the 13 hour transition course for Non-Core CME
- ICS 100, ICS 700 AND HazMat Awareness
- A current CPR certification - a minimum of six (6) months left on the certification at time of submission
EMT-CC

- June 30, 2015
- Every EMT-CC must have documentation that he/she has completed the 13 hour supplemental course on file or completed a EMT-CC refresher course with the updated standards
- ICS 100, ICS 700 and HazMat Awareness
Total amount of hours

- Remains at 72 hours but ...
  The 13 hours transition course does count towards the 36 hour Non Core credit.
- WMD and Geriatrics is no longer a mandatory Non-Core requirement
Beginning in May of 2013:
- The Core hours have not changed but the topics must reflect the national standard update for EMT-Paramedic.
- EMT-P must complete a 3 hour BLS transition course for Non-Core CME.
- ICS 100, ICS 700 AND HazMat Awareness
- A current CPR and ACLS certification - a minimum of 6 months left on the certification at the time of submission.
- By March 2013, the Division will post an online presentation that will cover the 3 hour requirement.
- All CME Coordinators will receive notification when the course is online.
- EMT-Paramedics can **not** attend the 13 hour transition course for Non-Core credit.
June 30, 2015

Every EMT-P must have documentation that he/she has completed the 3 BLS hour supplemental course on file and the updated Core materials. or completed a EMT-P refresher course with the updated standards

ICS 100, ICS 700 and HazMat Awareness
Total amount of hours

- Remains at 72 hours but ...
  The 3 hour transition class will count towards the 24 hour Non Core credit.
- WMD and Geriatrics is no longer a mandatory Non-Core requirement.
Alphabet Courses

- Original courses can count for Core credit as long as all requirements of the course is met (successfully pass all written and practical tests).
- If the provider does not pass the tests, Non-Core credit can be obtained.
- Refresher courses can be used for Non-Core credit.
- If the Instructor is a NYS CIC, Core credit may be offered BUT a class schedule must be submitted.
Online Web Based CME Classes

- Online classes for Core still need to be signed off by a NYS CIC, as per the MOU with the Division, we will provide the CIC oversight.
- The Division has a contract with [www.medic-ce.com](http://www.medic-ce.com) to provide the Core based CME free of charge on a case by case basis.
- Half the amount of Core can be obtained by a web based program.
- Half the amount of Non Core credit hours can be attained for Non Core credit.
THE SCEMS Responsibility

- Offers CORE CME classes
- Assists and supports agency and hospital based Non Core CME
- Reviews all paperwork prior to submission to State (60 days)
- Provides signatures on Skills portion
- Assists Agency CME Liaison with development and continuation of program
Late Submission

- Any completed CME packet that is passed the 45 day deadline must have a completed late submission form submitted to SCEMS. (CME Coordinators Area on Suffolk REMSCO website.)

- NYS EMS will make the final determination concerning the paperwork.
The New York State Department of Health, Bureau of Emergency Medical Services (NYS DOH-BEMS) requires that participant applications for recertification in the NYS CME Program must be postmarked no later than forty-five (45) days prior to the expiration of a participant’s current certification. Failure to meet this requirement can result in the loss of the applicant’s certification, and/or the Agency’s removal from the program. However, NYS DOH-BEMS will CONSIDER the submission of late CME Program paperwork ONLY in the event of a medical or unavoidable circumstance that made an on-time submission impossible.

The Suffolk County EMS Division, as the affiliate of ______________________________, agency #______, aims to protect the best interest of your agency and its EMS providers. To do this the Division requests that all paperwork be submitted IN PERSON no later than sixty (60) days prior to the expiration of the participant’s certification. This allows the Suffolk County EMS Division fifteen (15) days to review the CME packet, address any problems and to make appropriate corrections with the participant’s paperwork prior to submitting it to NYS DOH-BEMS.

Because the participant listed is or will be unable to comply with NYS DOH-BEMS CME policy requirements for forty-five (45) day submission, you are asked to verify your acknowledgement of this. Please acknowledge that ______________________________ EMT#____________ of your agency has or will fail to comply with the NYS DOH-BEMS forty-five (45) day submission requirement as stated above. (You may provide explanation for late submission on a separate piece of paper.)

In accordance with the above guidelines, if you wish for the late submission of this CME packet to be considered for approval by the NYS DOH-BEMS, please sign and return this form no later than ten (10) days from the posted date above. Please be aware that NYS DOH-BEMS may initiate a review of your agency CME policy as a result of this late submission.

(Signatures)

____________________________________________________
Registered Participant

____________________________________________________
Officer of Department
Agency Responsibility

The issue must be documented as per AGENCY policies, and final determination on whether or not to submit the late paperwork rests with the Board of Directors.
SOD

- NYS EMS reserves the right to issue a SOD to any agency that submits a “late packet.”
- The Agency will then need to submit a corrected action plan to NYS EMS.
- The provider in question may have their certification on hold until a decision is rendered by NYS EMS.
Agency Responsibility

- CME Liaison
- Assuring all providers have files containing training records.
- Training records must be secured and accurate and must be maintained for a period of 7 years, even if provider is no longer certified or no longer a member or if no longer living.
- Supporting documents in addition to certificates.
- In-house training records and lesson plans.
- Pre-approval for Non Core CME
- Assisting the providers in successfully completing the CME requirements.
What records should we keep?

- Individual Records (Sample)
- Records of C.E. Sessions, including:
  - Date of Session
  - Topic(s) covered & outline
  - Instructor’s name, qualifications, signature
  - Actual time spent in training
  - A copy of the presentation
- Track by Renewal Dates
- Assure that Pilot Re-cert Program Certification Renewal Paperwork & Cover Sheet is properly completed and submitted to SCEMS in person no later than 60 days prior to expiration.
CME Coordinator

Ensure EMTS are in good standing and compliant with the appropriate Regional Emergency Medical Advisory Committee (REMAC);

Ensure all training records are maintained and filed in accordance with the Agency policy and NYS DOH rules & regulations;

Ensure that all CME recertification training meets DOH requirements;

Track the progress of all CME Program participants, reviewing at regular intervals with the participant their progress, and (if need be) notifying the participant in a timely manner that they will be unable to renew their certification via CME and must complete a NYS DOH Traditional Refresher Program;

Properly prepare, verify and submit all Agency CME Program paperwork to the SC EMS Division;

Properly prepare, verify and submit all vouchers for payment to the DOH Bureau of EMS;

In addition to all other duties.
Conditions of Participation

- Participation is voluntary

Program Participant:
- Program participants are any Agency member or employees that are eligible for, and have enrolled in the CME Program.
- Participant must remain in good standing with the Agency and the respective REMAC and have remained in "continuous practice*." 
- Program participants must be either full-time operations employees or part-time operations employees providing medical care.
Conditions of Participation, continued

- Participants cannot allow their certification to expire during the Program. Those with expired certification are not eligible to renew through the CME Program.
**Continuous Practice**

- Continuous practice is defined by an AGENCY. A DOH certified EMT/AEMT who in addition to participating in continuing medical education, also responds to emergency and/or non-emergency requests for medical assistance. Proof of active participation with patient care must be verifiable through run reports and PCR’s within the 3 year cycle prior to recertification.

- Current on all protocols
Transferring In:

- In the event a new member joins the AGENCY and is a participant in the NYS CME Program with another agency but wishes to transfer to the new AGENCY, he or she may participate by first completing a registration form (DOH 4226). This form must be turned in to the CME Coordinator. A copy will be filed in the participant’s training file and the original filed with the SC EMS Division.

The transferring participant must:

- Provide, on previous agency letterhead, verification from their CME coordinator all education topics and hours earned that can be tracked from that agency’s training records.
- Copies only (not originals) of training certificates, topic outlines, and attendance records to be included with verification letter.
Transferring Out:

- An EMT who is currently participating in the CME Program with the AGENCY and wishes to transfer their participation to another agency, can request and will receive from the CME Coordinator a letter on AGENCY letterhead outlining all training within that participant’s training file, including topics of study, hours earned, and skill practice. The participant may copy any and all training files as needed. The participant transferring out CANNOT take with them the original training documents.
Record Audits:

- CME Coordinator
  Audits of training records shall occur at least four times per calendar year. These audits shall be conducted by the CME Coordinator and documented.
Removal from the CME Recertification Program

An employee's participation in the CME Program may be restricted or revoked at anytime with cause.

Reasons for restricting, suspending, or revoking participation in the CME Recertification Program may include, but is not limited to, any of the following:

- Falsifying CME records, such as: Classes attended; Duration of classes attended; Topic of classes attended, etc.
- Failure to demonstrate proficiency at a skill after sufficient remediation;
- Failure to complete assignments for any CME class;
- Failure to participate in a CME class, topic, or evaluation;
- Insubordination - related to the CME Recertification Program only;
- Dishonesty - related to the CME Recertification Program only;
- Inappropriate conduct during a CME class, lab or evaluation;
- A change of status in employment (change to "inactive" or resignation from Agency.);
- Failure to meet defined “continuous practice”;
- Failure to remain in good standing with the respective REMAC;
- Failure to demonstrate proficiency in the field.
Renewal - Verification of Proficiency in Skills

- Achieved by:
  - Can be accomplished as part of the CME practical “utilizing DOH Practical Skills Evaluation forms.”
  - Must be overseen by an NYS IC or by the Agency Medical Director.
  - The skills that are required are listed on page 2 of each NYS tracking form.
SCEMS “CORE CLASSES”

- The CIC at the end of the class keeps 1 copy of the 3 ply certificate and submits it to Division staff.
- In addition to the certificate, the attendance sheet(s) also gets submitted and kept on file.
- Quiz/test answer sheets also gets submitted and filed in the individuals folder.
- All providers that have taken a Core CME class through SC EMS has it posted on the spread sheet.
SCEMS- Core Classes

- All providers must pre-register for all Core Classes by phone (631-852-5080) or email.
- Providers must register for Specialized Courses 2 weeks prior to the course.
- BLS providers can take ALS Core classes for Non Core (with pre-approval from SCEMS staff).
- ALS providers cannot take BLS Core for Non Core credit.
Topic Areas (BLS)
Up to 12 hours in any one topic

- Preparatory - infection control, well-being, Medical Legal, A/P
- Airway
- Cardiac Arrest – AED
- Patient Assessment

- Trauma
- Medical
- Special Considerations
  - Pediatrics, Geriatrics, Special Needs, Newborn
- Operations
  - Ambulance Ops, HazMat, Heavy Rescue, WMD, Equipment Review
ALS - Topic Area

- Preparatory
- Airway
- Patient Assessment
- Trauma
- Medical

- Special Considerations
- Assessment Based Management
- Operations
All Core classes are listed
Hospital and Agency Non Core classes are listed
Non Core classes are listed under subject
Class cancellations are posted
In the near future...
Register online
Training Officer presentations (ppt.)
Once the paperwork is submitted to the State, each provider will receive a letter with a survey form and a reminder that they must send us a copy of their new card.
Responsibility

- Participants are ultimately responsible for maintaining NYS EMT certification and monitoring the expiration date of that certification.

- The CME Coordinator will also monitor the expiration dates of the participant's certification. However, preparing for recertification by any means remains the responsibility of the EMT cardholder.
CME Coordinator Check List and Verification for EMT-B, EMT-CC & EMT-P

I have reviewed the CME paperwork for _______________ and all is complete and verified. (Originals will be submitted to Suffolk County Department of Health, Division of EMS, copies will be retained in member’s folders).

All paperwork must be submitted at least 60 days prior to expiration or be accompanied with 45 day form with an explanation for lateness.

Corp. CME Coordinator

_________________________ __________________________
Print Corp.

_________________________ __________________________
Sign Phone #

_________________________ __________________________
Date Email
Congratulations Letter

- A copy of this letter will be provided to the CME Coordinator of your agency confirming that you have completed all of the requirements for successful completion of the CME Program.

- You should receive your new EMT card within 4 to 6 weeks from the date of submission. Please fax a copy of your new card to 631-852-5028 Attn: Raegin, so the Division may update your records. **ALL ALS PROVIDERS MUST SEND IN A COPY OF YOUR RENEWED CARD OR YOUR ADVANCED LEVEL CERTIFICATION WILL BE SUSPENDED.** If you have not received your new card by that date, or by your expiration date, please email me at tom.lateulere@suffolkcountyny.gov.

- Once the Suffolk County EMS Division receives a copy of your new card, you will be re-registered for the CME Program; however, if you switch agencies or change your name you MUST re-register with the Division. **Just a reminder, New York State will only accept CME credit hours that are obtained within 36 months of your expiration date.**
Does an NYS IC have to teach Non Core classes?

- No, but it must be by a subject expert in the topic that is being covered.

- Agencies affiliated with the Division must have their Non Core CME classes pre-approved prior to the class.
Core CME Classes by an In-house CIC*

- The Schedule* that we have posted must be followed (topics must be in the same order).
- The Suffolk County CME sign in sheet must be used, each provider must print his/her name, sign the sheet and include the agency and his/her EMT number. The topics must be listed at the bottom of the form with the IC printed name and signature.
- The Division also requests 1 copy of the individual students certificate with his/her name, date, the topics listed and the name/signature and IC number. In addition, an answer sheet for each student will also be needed.
- A hard copy of the PowerPoint presentation and 1 test must also be included. There are no exceptions to the above requirements.
Questions?????