

# COUNTY OF SUFFOLK



**STEVEN BELLONE**  
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF HEALTH SERVICES

**JAMES L. TOMARKEN, MD, MPH, MBA, MSW**  
Commissioner

## Continuing Medical Education (CME) Program Information Packet

The CME Recertification Program has been identified as an important element in the retention of trained volunteer EMS providers. The Suffolk County Emergency Medical Services (EMS) Division is committed to working with the response agencies in our County to assure that the CME Program is available, beneficial and responsive to the needs of the agencies and the individuals who provide prehospital emergency medical care. Working together, we can make the CME Program an interesting, informative and effective way to assure that our response personnel have the knowledge and skills necessary to provide appropriate prehospital emergency medical care.

A New York State Department of Health approved CME-based recertification program is available at the EMT-Basic, EMT-Critical Care and EMT-Paramedic levels for members of EMS response agencies in Suffolk County. The program allows qualified personnel, who are in continuous practice and who demonstrate competency, to renew their certification without having to take the State's traditional final practical skill and written examinations.

The Suffolk County EMS Division serves as an affiliate to each agency that is registered with the New York State Bureau of EMS (NYS-BEMS) CME Program. The Division (as an affiliate of the agency) requires that all registered CME participants submit all completed CME paperwork to the Suffolk County EMS Division **IN PERSON\*** no later than sixty (60) days prior to the expiration of their certification. This allows the Division several days to review the CME packet prior to submitting it to the NYS-BEMS by their forty-five (45) day rule. The mandatory fifteen (15) day lead time gives the Suffolk County EMS Division the opportunity to address any problems that may arise with the participant's CME paperwork prior to submitting it to the NYS-BEMS. CME participants **MUST** email Dina Wayrich at [dina.wayrich@suffolkcountyny.gov](mailto:dina.wayrich@suffolkcountyny.gov) to make an appointment to go over their paperwork. **NO WALK-INS ALLOWED!!!!**

The Suffolk County EMS Division maintains a record of each provider who is in the CME Program. The list can be found on the Suffolk REMSCO website under "CME Courses." The CME provider list contains the providers name, department, expiration date and the dates of the Core sessions, supplemental sessions, ICS 100, ICS 700 and Hazmat Awareness classes the provider has taken. **It is the responsibility of the provider and their agency to keep proof of all Non Core, Core, Supplemental, ICS, and Hazmat CME classes.**

**\*Unless other arrangements have been made, in advance, with Dina Wayrich.**



**Public Health**  
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S.C. Dept. of Health Services, EMS Division  
360 Yaphank Ave., Suite 1B, Yaphank, NY 11980 (631) 852-5080 Fax (631) 852-5028

## **How to Register for the CME Program**

The New York State Bureau of EMS CME registration form can be found on the Suffolk REMSCO website by looking under “downloads and forms.” Please print the two (2) page form and make sure it is filled out in its entirety with your signature on both sections on the second page and your CME Coordinators signature on the bottom. You can mail the form to:

Attn: CME Program  
Suffolk County EMS Division  
360 Yaphank Ave., Suite 1B  
Yaphank, NY 11980

Once the Suffolk County EMS Division receives the form, we will make a copy of your registration form and make you a folder. The original form will be mailed to the New York State Bureau of EMS. The Division will receive all Core CME forms back from Certified Instructor Coordinators (CICs) and file the forms in each CME participants folder. The date of the Core class will also be entered under each individuals name on the CME provider list located on the Suffolk REMSCO website.

### **Agencies and CME participants not affiliated with the Suffolk County EMS Division.**

Agencies and CME participants not affiliated with the Suffolk County EMS Division may choose to take Core classes at a cost of ten dollars (\$10) per CME hour. The Division requires payment to be received prior to attending classes. Any agency/CME participant interested needs to contact the Suffolk County EMS Division at 631-852-5080.

### **Required Core Classes – Reminder, each levels Core classes, listed below, must be taught by a NYS EMS Certified Instructor Coordinator (CIC).**

**EMT-Basic CME Core (26 Core Hours Required) – Starting January 2013, the Suffolk County EMS Division’s individual monthly BLS Core classes will reflect the schedule listed below.**

The Suffolk County EMS Division is required to provide all of the Core content for the CME Program. The following is a list of the BLS Core content that all BLS CME participants are required to take. **Note:** The thirteen (13) hour supplemental classes are incorporated into the individual classes below.

**Class 1 – Preparatory, EMS Operations, Special Needs Patients (3 hours)**

**Class 2 – Airway, Respiratory (3 hours)**

**Class 3 – Patient Assessment (3 hours)**

**Class 4 – Pharmacology, Med. Admin., Emergency Meds., Cardiology, Shock & Resuscitation (3 hours)**

**Class 5 – Immunology, Toxicology, Endocrine, Neurology, Psychiatric (3 hours)**

**Class 6 – Abdominal, Geni-Renal, GI, Hematology (3 hours)**

**Class 7 – Geriatrics, Obstetrics, Neonate, Pediatrics (4 hours)**

**Class 8 – Trauma (4 hours)**

**Skills – Assessment (Medical & Trauma), Airway, Ventilation, Hemorrhage Control, Splinting, Spinal Immobilization, Cardiac Arrest, AED. Two (2) skills classes may be needed in order to complete all of the skills.**

*All EMT-B’s must also submit a valid CPR card.*

## **ALS CME Core for EMT-Critical Care (36 Core Hours Required)**

The Suffolk County EMS Division is required to provide all of the Core content for the CME Program. The following is a list of all the EMT-CC Core content that all EMT-CC CME participants are required to take.

**Preparatory 1** - EMS Systems, Roles & Responsibilities, Ethics, Medical-Legal Terminology & Issues, Overview of Human Systems, Illness and Injury Prevention, Therapeutic Communication

**Preparatory 2** - Emergency Pharmacology, General Principles of Pathophysiology, Venous Access and Administration, Life Span Development

**Airway 1** - Anatomy & Physiology of the Respiratory System, Foreign Body Airway Obstructions, Supplemental O2 Therapy, Airway Management, Suction, Mechanical Adjuncts

**Airway 2** - Capnography, CPAP, Medication Assisted Intubation, Needle Cricothyrotomy, Bougie Devices, Difficult Airway

**Medical 1** - Pulmonary and Cardiology

**Medical 2** - Environmental Conditions/Infectious and Communicable Diseases/Behavioral Emergencies

**Medical 3** - Neurologic Emergencies, Abdominal Emergencies, Endocrinology

**Medical 4** - Allergic Reactions/Anaphylaxis/Poisoning

**Medical 5** - Gynecology and Obstetrics

**Trauma 1** - Trauma Systems, Mechanism of Injury, Hemorrhage and Shock, Musculoskeletal Trauma

**Trauma 2** - Burns, Head & Facial Trauma, Soft Tissue Injuries

**Trauma 3** - Spinal/Thoracic/Abdominal Trauma

**Special Considerations 1** - Neonatology and Pediatrics

**Operations**

**Skills - Two (2) skills classes may be needed in order to complete all of the skills.**

*All EMT- CC's must also submit a valid CPR card.*

## **ALS CME Core for EMT-Paramedics (48 Core Hours Required)**

The Suffolk County EMS Division is required to provide all of the Core content for the CME Program. The following is a list of all the EMT-P Core content that all Advanced CME participants are required to take.

**Preparatory 1** – EMS Systems, Roles & Responsibilities, Ethics, Medical-Legal Terminology & Issues, Overview of Human Systems, Illness and Injury Prevention, Therapeutic Communication

**Preparatory 2** – Emergency Pharmacology, General Principles Pathophysiology, Venous Access & Administration, Life Span Development

**Operations**

**Airway 1** – Anatomy & Physiology of the Respiratory System, Foreign Body Airway Obstructions, Supplemental O2 Therapy, Airway Management, Suction, Mechanical Adjuncts

**Airway 2** – Capnography, CPAP, Medication Assisted Intubation, Needle Cric., Bougie Devices, Difficult Airway

**Medical 1** – Pulmonary and Cardiology

**Medical 2** – Environmental Conditions/Infectious and Communicable Diseases/Behavioral Emergencies

**Medical 3** – Neurologic Emergencies, Abdominal Emergencies, Endocrinology

**Medical 4** – Allergic Reactions/Anaphylaxis/Poisoning

**Medical 5** – Gynecology and Obstetrics

**Medical 6** – Gastroenterology/Renal & Urology/Toxicology/Hematology

**Trauma 1** – Trauma Systems, Mechanism of Injury, Hemorrhage and Shock, Musculoskeletal Trauma

**Trauma 2** – Burns, Head & Facial Trauma, Soft Tissue Injuries

**Trauma 3** – Spinal/Thoracic/Abdominal Trauma

**Special Considerations 1** – Neonatology and Pediatrics

**Special Considerations 2** – Abuse, Assault, Special Challenges, Acute Interventions for Chronic Care Patients

**Skills - Two (2) skills classes may be needed in order to complete all of the skills.**

***All EMT-P's must also submit a valid CPR and ACLS card***

A list of Core classes can be found under “CME Courses” on the Suffolk REMSCO website. Each level is separated for your convenience. Please click on the level that pertains to you. Another page listing the Core classes will open when you click on the level that pertains to you. Please note that if you put your mouse over the heading of the class you can click onto another page with more information. Please review each class offered and call (631-852-5080) or email the person requesting registration. ***YOU MUST PRE-REGISTER FOR EACH CLASS!!***

***On a case by case basis the Suffolk County EMS Division may assist providers on obtaining core CME credit by taking the class via a contracted online service. Any provider that is expiring within six (6) months and cannot find the classes he/she needs to complete his/her Core requirements can contact Dina Wayrich and request the access code. NYS Bureau of EMS will allow up to half of the required Core credits to be obtained via an online service; however, the online content must be signed off by a NYS CIC at the level, or above, the provider. In meeting with the current Memorandum of Understanding, the Suffolk County EMS Division will provide the CIC oversight signature for the online classes.***

**All providers must have documentation of ICS 100, ICS 700 and Hazmat Awareness by June 2014. The following website can be used for those classes:**  
**<http://training.fema.gov/is/crslist.asp?page=all>**

**Paramedics – ICS 200 is also required. The link can be found under CME Courses on the Suffolk REMSCO website.**

**Non Core Requirements for All Levels**

EMT-B participants are required to obtain 46 hours of Non Core CME.  
EMT-CC participants are required to obtain 36 hours of Non Core CME.  
EMT-P participants are required to obtain 24 hours of Non Core CME.

While the Suffolk County EMS Division is not required to supply Non Core CME, we do offer some in the “Non Core CME” portion of the Suffolk REMSCO website.

**NOTE: Each category (Preparatory, Airway, CPR, Trauma, Medical, Special Considerations, Operations, etc.) is limited to twelve (12) hours total in that topic.**

**Specialized Courses**

Specialized Courses can be found under “CME Courses” on the Suffolk REMSCO website. Specialized certifications can be used for both Core and Non Core. Please contact Michael Masterton (631-852-4836) or Dina Wayrich (631-852-4647) for more information.

Some Specialized Courses require a fee for the books. If you are a member of a Suffolk County Fire/EMS Agency then payment is only required for the books. If you are **NOT** a member of a Suffolk County Fire/EMS Agency then you **MUST** pay the full amount for the course, which is \$250.

**NYS Tracking Forms**

Each CME participant must print a NYS Tracking Form from the Suffolk REMSCO website, under “downloads and forms.” The form **MUST** be signed by the NYS CIC teaching the Core class, for every Core class.

## **Skills Sign Off**

The Suffolk County EMS Division will provide the signatures for both the Medical Director as well as the training officer on the individual NYS Tracking Forms. The Division does require that each provider have the NYS practical skills sheets as documentation. The State practical skill sheets need to be signed off by a NYS CIC or by the Agency Medical Director.

## **Training Officer Signature**

The Suffolk County EMS Division will provide the signature of the training officer for each individual provider's NYS Tracking Form.

## **What to bring to your CME Completion/Review Appointment**

To make an appointment to review your CME paperwork, please email Dina Wayrich at [dina.wayrich@suffolkcountyny.gov](mailto:dina.wayrich@suffolkcountyny.gov). Please bring the following to your appointment:

1. Completed applicable NYS Certification Renewal Cover Sheet (if you have, if not then the Division has copies here);
2. Completed applicable NYS Tracking Form;
3. Copy front and back of all CPR, ACLS, PHTL's, AMLS, PALS, PEPP being used for Core and Non Core;
4. If using ACLS or PALS for Core please provide proof that they were original courses. Letters or emails from the instructor/institution with the days/times of the course will be acceptable.
5. Signature & number of NYS CIC for all Core (if missing some then the Division will sign);
6. Originals of certificates, CME sheets (triplicate form) and online certificates (in order) being used for Core. (Retain copies for your records and corps.);
7. Copy of certificates, CME sheets (triplicate form) and online certificates (in order) being used for Non Core. (Retain copies for your records and corps.);
8. Required & completed NYS Skill Sheets;
9. Signed CME Coordinators Verificaiton Form; and
10. Forty Five (45) Day Late Form (if necessary)