





ALS Training and Recertification

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REPLACES:	New Policy				
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APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:			John Oliver, Chair		

I. Purpose

To establish the requirements and procedures necessary to maintain continued training and education, along with obtaining the recommendations of the Kitsap County MPD for recertification of paramedics certified by the State of Washington Department of Health Office of Emergency Medical Service and Trauma System

II. Authority: WAC 246-976-920

The MPD will supervise the training of all EMS certified personnel.

The MPD must recommend to the Secretary of Health certification, recertification, or denial of EMS personnel.

III. Policy

Providers who maintain active quarterly participation and fulfill all annual and recertification requirements may certify by the OTEP method. Providers who do not meet this requirement shall be removed from the OTEP program for the remainder of his/her credential period. Once the provider has recertified, the provider may return to the OTEP program.

The MPD will recommend recertifying those paramedics actively and routinely involved in ALS patient care in Kitsap County, Washington, and who meet the educational requirements outline in this policy document.

IV. Definitions

Agency Supervisor: the individual designated by the Washington State Department of Health as the EMS agency's primary EMS supervisor.

V. Procedure

A. Record Keeping

1. Each paramedic is personally responsible for maintaining all records and information regarding their continuing education. Records of successfully completed educational course work, practical skill evaluations, and skill maintenance requirements will be provided to the agency supervisor when initiating the recertification process {WAC 246-976-161(b)}.



ALS Training and Recertification

2. Agency Medical Officers or their equivalent will review all training records, ensuring compliance with all State and County requirements. The Medical Officer's signature on the recertification application confirms compliance with this requirement.

B. Education Requirements:

All providers must meet education requirements as specified in WAC 246-976-163. Educational requirements may be satisfied by by OTEP Method or CME.

All providers, choosing either OTEP or CME, must participate quarterly as required by WAC-246-976-163.

Providers who choose OTEP method to satisfy educational requirements must submit renewal applications by OTEP method.

Providers who choose CME method to satisfy educational requirements must submit renewal applications by CME method.

1. Ongoing Training and Evaluation Program (OTEP) Method

If submitting an OTEP method application, providers must meet the following requirements:

- a. The OTEP method is the preferred method to comply with recertification requirements.
- b. Active participation in the Kitsap County EMS OTEP Program requires completion of the following within the calendar year:
 1. In person or remote viewing attendance of **four Kitsap County EMS Base Stations**.
 2. Attendance or remote viewing of **six Physician Delegate Lecture Series, per year**.
 3. The provider must complete a minimum of **ten hours "your choice OTEP" per year**. The provider accruing more than the minimum 10 hours for any year must still fulfill the 10 hours per year during the recertification cycle for any remaining year(s).



ALS Training and Recertification

Approved OTEP/CME Activities acceptable for "your choice OTEP" credit:

- a. National standards-based healthcare professional training courses, exclusive of those courses required in 3.2.3 and 3.2.4 above (hour-per-hour not to exceed once per course expiration period)
- b. BTLIS, NRP, PHTLS, ATLS, AMLS, GEMS,
- c. Resuscitation Academy
- d. Mary Bridge Base Station
- e. Harborview Tuesday Series/UW EMS Fellowship Grand Rounds series
- f. Delegate Brown Bags
- g. Approved Distributive Education courses, including "self-assigned" Target Solutions Subjects
- h. Pre-approved conferences
 1. Approval may be provided by the MPD or your agency supervisor.
 2. CE which has been approved by the Committee on Accreditation for Prehospital Continuing Education (CAPCE) is automatically pre-approved for "Your Choice OTEP" on an hour for hour basis.
- i. Field Training Supervisor/Mentorship Program. The paramedic can earn up to **10 hours max** of total of 30 hours required.
- j. College courses at the 200 or higher level pertaining to paramedicine and health sciences, with the approval of the MPD.
- k. MPD approved outside training, (must be pre-approved by the MPD).

If a provider does not meet active quarterly training outside of a leave of absence, the provider will be removed from the ALS OTEP program for the remainder of his/her credential period. Once the provider has recertified, the provider may return to the ALS OTEP program.



ALS Training and Recertification

2. CME Method

- a. Providers must meet education as specified in WAC 246-976-162. Providers may choose the CME method to satisfy educational requirements and must submit a renewal application by CME method. If submitting a CME method application, the provider must meet the following requirements :
- b. The provider must submit records to the MPD detailing 150 hours of continuing education corresponding to WAC 246-976-162 table A.
- c. The applicant must submit records to the MPD detailing ALS skills corresponding to WAC 246-976-162 table B.
- d. Suitable CME activities are as noted in section IV B 1(b3) above.
- e. Provider must pass the National Registry EMT-P cognitive exam.

C. Recertification Requirements

1. Each candidate for recertification must comply with all Washington State Department of Health requirements.
2. Each candidate for recertification must meet the following additional requirements set forth by the MPD:
 - a. Compliance with the *ALS Protocol Testing* policy.
 - b. Completion of certified ACLS or **equivalent** standing course, once every 2 years.
 - c. Completion of certified PALS or **equivalent** standing course, once every 2 years.
 - d. Completion of a Kitsap County EMS Paramedic Skills Lab, once per 3-year recertification cycle.
 - e. Completion of a Kitsap County EMS Paramedic Advanced Airway Course, once per 3-year recertification cycle.
 - f. Attendance of 12 base Station presentations per three-year recertification cycle.
 - g. Attendance or remote viewing of Physician Delegate Lecture Series, eighteen in the three year recertification cycle.



ALS Training and Recertification

- h. 30 hours of “your choice” educational activities must be completed during the three year certification cycle.
 1. Distributive Education through Target library courses, not to exceed a maximum of: **21 hours**

D. Application Process

1. All recertification applications must be completed online. The *Recertification Application* online form (available from the Washington State Department of Health, Office of Emergency Medical Services & Trauma System web site) must be completed **NO LATER THAN 60 DAYS PRIOR TO THE EXPIRATION OF THE PROVIDER’S CURRENT CERTIFICATION** and provided to the sponsoring agency.
2. After verifying all training compliance in Section IV A2 has been met, the -sponsoring agency will submit the online Recertification Application to the Kitsap County EMS (KCEMS) Office for final review, **NO LATER THAN 45 DAYS PRIOR TO THE EXPIRATION OF THE PROVIDER’S CURRENT CERTIFICATION.**
3. The Medical Program Director (or his designee) will perform an education audit on all applications for training completeness prior to submitting to the Department of Health.
4. Once the application is complete, and all requirements are met, The KCEMS Office Administrator will obtain the MPD's electronic signature who will forward the application to the Washington State Department of Health.