

Equipment and Staffing Modification Policy

March, 2006

Annual Process to Modify Required List

As other needs or new methodologies become known, the Department may request the modification of the required equipment and drug requirements as authorized by 26-8a-404(2) and found in R426-15-203. The Department may request input regarding any modifications to the rules for required equipment, supplies, and drugs for ground ambulances, quick response units, paramedic, and air ambulances from the appropriate subcommittee or the EMS Committee.

Adding or Deleting Equipment or Drugs (Agency Specific)

The off-line medical director for an agency may request, in writing, to the Technical Assistance and Quality Assurance Program Manager, that an agency utilize specific drugs or equipment above or below the minimum standard of required drugs and equipment. The off-line medical director must provide documentation to include a training outline, protocol, how proficiency testing will be conducted, quality assurance program, and other support documentation. A letter of justification must be submitted if the request is below the minimum standard.

The request to add or delete equipment or drugs will be reviewed by Bureau Management Staff. If it is determined to be a minor request, the Bureau will approve the change. If the change is determined to be significant, after input from the appropriate Subcommittees and local EMS Council or Committee, the request will be submitted to the EMS Committee. The off-line medical director is encouraged to present the request to the appropriate Subcommittee or EMS Committee.

The recommendations from the EMS Committee will then go to the Department for final approval. If it is determined that this time frame would be too long, the Department may modify the above time requirements. If approved, the Bureau will modify the agency license or designation (under the special condition section) to reflect any additional or deleted equipment or drugs approved for the agency. If the request is denied, a letter from the Technical Assistance and Quality Assurance Program Manager will detail the rationale for denying the request.

Adding or Deleting Equipment or Drugs (Air Ambulance)

Air ambulance services shall have available the equipment found on the equipment appendix for their specific licensure level. In view of the variety of missions for which air ambulances are used, the off-line Medical Director can add specific drugs or equipment, at their discretion, above the minimum standard of required drugs and equipment based on the individual mission profile. The agency and Medical Director shall be responsible for insuring the proficiency of the staff in the use of any additional drugs or equipment.

At the time of inspection, a list of specific drugs or equipment carried on a consistent basis by the service in addition to the required drugs listed in the equipment appendix will be provided to the Bureau by the air ambulance agency. Records of training must be on file at the air ambulance service, and copies will be provided to the State EMS Bureau upon request.

The request to add or delete equipment or drugs from the equipment appendix will be handled as outlined above in the Agency Specific section.

Staffing Waiver

EMS agencies transitioning to a Paramedic level service may request a staffing variance, which would allow the agency to staff with one Paramedic and one Intermediate, for a period of up to, but not to exceed three years. The agency is required to state in their Plan of Operations the timetable to meet full staffing requirements pursuant to R426-15-200(3)(a) Staffing.

It will be the responsibility of the agency to provide an annual written progress report to the State EMS Committee. The report will be due to the Bureau 14 days prior to the EMS Committee's annual meeting; the Bureau will notify the agency as to when the EMS Committee meeting will be scheduled. The Bureau will present a report to the EMS Committee of all notices sent to paramedic agencies granted a staffing waiver.

The Bureau will provide the agency with a written notice of the approaching variance expiration at six months, three months, and 30-days prior to the expiration of the waiver. At the conclusion of the variance period, the agency will be in full compliance with the staffing rules or licensure will revert back to the prior level.

Bureau Contacts

If you have any questions regarding this information, contact Tami Goodin at 801-538-6791.

Equipment Modification Checklist

If modification request is above the minimum standard, Off-Line Medical Director must provide the following:

- Letter from the Off-Line Medical Director requesting the Drug or Equipment Modification with justification and support documentation.
- Training outline
- Treatment Protocol
- Testing method(s)
- Description of Quality Assurance program
- Letter of support from the Local EMS Council or Committee

If modification request is below minimum standard:

- Letter from the Off-Line Medical Director with justification for the modification.