Purpose:
This policy provides a means to assure the skills of ECP’s remain at a high level and to assure protocols are being followed.

Policy:

1. Ongoing Training
   - Continuing Medical Education Requirements

   To remain an active member and/or an employee of the West Des Moines Emergency Medical Services, each individual shall maintain as a minimum the following:

   - Appropriate continuing education hours and required topics necessary to renew their EMS certification.
   - Maintain a current CPR certification according to current American Heart Association or American Red Cross standards (including 1 & 2 person adult/child CPR, infant CPR, adult, child obstructed airway and barrier device).
   - EMT-Paramedic, EMT-Paramedic Specialist and Registered Nurse must also maintain a current ACLS certification.
   - EMT-Paramedic, EMT-Paramedic Specialist and Registered Nurse must maintain a current pediatric certification of either PALS or PEPP.
Meet or exceed the minimum skills requirements for the position held on a quarterly basis, the necessary skills training session as required by Section 131.3(4) b – g, in the Iowa Administrative Code and the scope of practice document.

Maintain on file a copy of all current certification cards applicable to their level of certification.

Documentation of emergency driving and use of the communications equipment.

Minimum Skills Requirements

Many of the critical skills used by the Emergency Care Provider are performed infrequently. The impact of these skills varies in acuity, and the nature of emergency medicine is constantly changing. Due to these factors, the following skills must be performed on a call, or they may be performed in a simulated environment. Skills evaluators have been appointed for each shift. ECPs may schedule an appointment with a skills evaluator while on-duty in order to verify skills. It is the responsibility for each ECP to ensure that their quarterly skills are completed. Skills evaluators will forward completed documentation to the Deputy Chief of Education / Quality Management.

EMT-B

- Patient Immobilization – Annually
- Hare/Sager Application – Annually
- Combitube – Quarterly
- Glucometer operations – Annually
- ECG Monitor Placement – Annually
- Written protocol test – Semi-annually
- Driving skills review / evaluation - Annually

EMT-I

- All skills required of an EMT-B
- Intravenous Cannulation – Minimum of 10 annually, with a success rate greater-than 70%, as tracked by reporting software. If the ECP does not meet the minimum number annually, then IV skill will be observed in the classroom setting to verify continued competency.

Paramedic/Paramedic Specialist/RN

- All skills required of the EMT-I
- Medicated Airway management/review – 1 per quarter
- Endotracheal Intubation – Minimum of 5 successful per quarter with a success rate greater-than 80%. If the minimum number of intubations
was not met, or if the ECP’s success rate drops below 80%, intubations skills will be observed and/or remediated by the Deputy
Chief, Medical Director or their designee. If the ECP does not meet
the minimum number of intubations quarterly, then intubation skill will
be observed in the classroom setting to verify continued competency.

- Needle Chest Decompression – Annually
- Needle Cricothyrotomy – Quarterly
- Intraosseous Infusion – Semi-annually
- ACLS / Mega-Code Review – Annually – classroom setting only.
  Cardiac arrest calls will not fulfill this skill requirement unless
  performed in the presence of the medical director or his/her designee.
- 12 lead ECG interpretation (Iowa Paramedic excluded) – Semi-
  annually

<table>
<thead>
<tr>
<th>First Quarter</th>
<th>Second Quarter</th>
<th>Third Quarter</th>
<th>Fourth Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endotracheal Intubation</td>
<td>Endotracheal Intubation</td>
<td>Endotracheal Intubation</td>
<td>Endotracheal Intubation</td>
</tr>
<tr>
<td>Combitube</td>
<td>Combitube</td>
<td>Combitube</td>
<td>Combitube</td>
</tr>
<tr>
<td>Needle Cricothyrotomy</td>
<td>Needle Cricothyrotomy</td>
<td>Needle Cricothyrotomy</td>
<td>Needle Cricothyrotomy</td>
</tr>
<tr>
<td>Medicated Airway</td>
<td>Medicated Airway</td>
<td>Medicated Airway</td>
<td>Medicated Airway</td>
</tr>
<tr>
<td>Vehicle Operation</td>
<td>Cardiac Arrest</td>
<td>Vehicle Operation (Alt)</td>
<td>Immobilization</td>
</tr>
<tr>
<td>12 Lead ECG</td>
<td>Chest Decompression</td>
<td>12 Lead ECG</td>
<td>IV Therapy</td>
</tr>
<tr>
<td>Intraosseous</td>
<td>Intraosseous</td>
<td>Open</td>
<td>Open</td>
</tr>
<tr>
<td>Open</td>
<td>Open</td>
<td>Open</td>
<td>Traction Splints</td>
</tr>
</tbody>
</table>

- Skills Maintenance & Records

The Deputy Chief of QA/Education will be responsible for the recording of
skills performed by each employee and informing each employee when a
deficiency exists in their skills maintenance requirements.

Skills performed within the department will be tracked through patient care
reporting software.

Skills may be evaluated by the Medical Director, Deputy Chief or their
designee. Skills equipment will be made available on an as-needed basis to
maintain skills requirements.

The Deputy Chief or his/her designee will quarterly review CQI benchmarks
and identify any deficiencies. He/she will consider those deficiencies found
in preparation of departmental training calendar.
The Medical Director reserves the right to audit any service run report and/or individual’s skills log or compliance with QA skills directive at any time and hereby direct those acting as designees to bring to attention, at the earliest possible convenience of significant departure from written protocol and/or standard medical practice (for the individual’s and/or service’s level of certification).
Skills Maintenance Compliance
Decision Tree

ECP schedules / conducts quarterly skills with evaluator

Deputy Chief of Training verifies that quarterly skills have been completed.

Skill deficiencies completed prior to end of quarter?

Yes

Process Complete

No

Deputy Chief of Training notifies employee's Lieutenant and formal disciplinary process

Warning issued to employee, both verbally and electronically that they have 15 calendar days from the date of their notification to complete their deficient skills.

Skill deficiencies completed prior to end of 15 day period?

Yes

Process Complete

No

Formal written warning issued through HR department. Employee is suspended from all EMS operations until deficiencies are completed.

If deficiencies are not completed within the 60 days following the initial notification of skill deficiencies, the employee shall be terminated.