

# STANDARD OPERATING PROCEDURE

## CME Recertification



---

**Department:** Operations

SOP#124

**Applicable to:** All Staff

**Effective Date:** 1 Dec 2020

3 Pages

**Authority:** Ac of Education

**Applicable CAAS Standard:**

**Revised Effective Date:**

---

### Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the process of Continuing Medical Education (CME) Recertification.

### Scope:

The scope of this document applies to staff participating in CME based recertification.

### Guideline:

1. Staff are responsible for tracking their own progression through the CME Recert process
2. The CME Recertification is a state program allowing staff to conduct self study as well as attend core content classes in lieu of formal refresher EMT programs.
3. Core Content
  - a. Portion of the material that refreshes the EMT concepts relevant to your level of certification. Core Content must be taught or overseen by a Certified Instructor Coordinator (CIC). Providers must complete the following:
    - i. EMT- Basic Core: 26 hours
      1. EMS Operations (1hr), Airway (2hr), Preparatory (1hr), Patient Assessment (3hr), Pharmacology (1hr), Respiratory (1hr), Cardiology (1hr), Psychiatric (1hr), Shock and Resuscitation (1hr), Geriatrics (2hr), Trauma (4hr), Endocrine/Neurology (1hr), Abdominal/Geni-Renal/GI/Hematology (3hr), Special Needs (1hr), OB/Neonate/Peds (2hr), Immunology/Toxicology (1hr)  
(8 hrs of BLS Core can be done online, with the approval of the CIC)
    - ii. EMT Paramedic Core: 48 Hours
      1. EMS Operations (2hrs), Airway Management and Ventilation(6hrs), Preparatory (6hrs), Pulmonology and Cardiology (6hrs), Trauma (10hrs), Endocrinology/Neurology/Allergies and Anaphylaxis (3hrs), Urology/Renal and GI/Hematology/Toxicology (3hrs), Environmental Conditions/Infectious and Communicable Diseases/Behavioral (3hrs), Gynecology/OB (3hrs), Neonatology/Pediatrics (3hrs), Abuse and Assault (1hr), Patients with Special Challenges/Acute Interventions for Chronic Care Patients (2hrs)  
(8 hrs of ALS Core can be done online, with the approval of the CIC)

---

This document supersedes any documents on the topic dated prior to the effective date noted above.

# STANDARD OPERATING PROCEDURE

## CME Recertification



---

<b>Department:</b> Operations	SOP#124	<b>Applicable to:</b> All Staff
<b>Effective Date:</b> 1 Dec 2020	3 Pages	<b>Authority:</b> Ac of Education
<b>Applicable CAAS Standard:</b>		<b>Revised Effective Date:</b>

---

4. The Department of Health (DOH) allows an original ACLS, PALS, and/or BTLIS class to cover many of the required topics for the Core Content. If you take a core content class, these classes can count as CME credit, but only up to twelve (12) hours.
5. EMT Basic & Paramedic's must have a valid BLS CPR/AED card for recertification.
6. EMT Paramedics must have a valid ACLS card.
  - a. A refresher program is available for all American Heart Association classes.
7. CME Classes:
  - a. CME's do not require a CIC to teach the class. These are elective topics; providers may take anything that interests them as long as the topics are relevant to EMS. The requirements are structured by category, and providers may count a maximum of twelve (12) hours per category. CME skills and CIC-approved CME instructing may be used for CME credit
  - b. Requirements by certification level:
    - i. EMT- Basic CME: 46 hours (total)
      1. Category 1: x hours
    - ii. EMT Paramedic CME: 24 hours
      1. Category 1: x hours
  - c. CME's only count for the certification period a provider is currently in (a three [3] year period). For example, if a provider's paperwork was submitted in June of 2007, but their current card does not expire until 31 October of 2007, then any CME's during this period (June through October) cannot be applied to the next certification period. CME's may start accruing starting November of 2007.
8. Record Keeping
  - a. Individual providers are responsible for keeping records of all their training that they wish to use for the Pilot Program. However, the NYS DOH also requires the sponsoring agency (Agency) to maintain these same records. In addition to the provider's records, The Agency will keep a copy of the Participant Registration form and the agreement that acknowledges the rules and requirements.
  - b. The Agency maintains records of any training provided by The Agency and will maintain the required records. Providers need only to attend the class and sign the attendance sheets to use the class for credit.
  - c. Classes that are taken outside of The Agency will require a copy of the attendance sheet, signed by the instructor, and the presentation or outline of the class.
9. Submission for Recertification

---

This document supersedes any documents on the topic dated prior to the effective date noted above.

# STANDARD OPERATING PROCEDURE

## CME Recertification



---

<b>Department:</b> Operations	SOP#124	<b>Applicable to:</b> All Staff
<b>Effective Date:</b> 1 Dec 2020	3 Pages	<b>Authority:</b> Ac of Education
<b>Applicable CAAS Standard:</b>		<b>Revised Effective Date:</b>

---

- a. Paperwork can be submitted no greater than nine (9) months prior to your NYS EMT card's expiration date and no fewer than forty-five (45) days prior. If the recertification application is accepted by the NYS DOH, the Department will issue the provider a new card with 37 months added to the old card's expiration date.
  - b. Because the paperwork needs the Medical Director's signature before being submitted to the DOH, The Agency will submit the recert application no fewer than 45 days ahead. We prefer to send in completed paperwork around 2-3 months ahead of your card's expiration date to allow for "wiggle room" should DOH disallow any training.
10. Eligibility and Enrollment
- a. In order to participate in the Pilot Program, a provider must be actively practicing as an EMT/AEMT (whatever level they wish to recertify). Driver-only personnel are not eligible for the Pilot Program, as they are not actively practicing as an EMT/AEMT.
  - b. Providers wishing to enroll in the Pilot Program through The Agency should see the Training Manager. Providers will need to complete a Participant Registration form and program agreement. The Training Manager will keep and track all paperwork and will submit the completed application and other required information to the DOH.
  - c. Any changes to the requirements by a governing body will supersede the local document.

---

This document supersedes any documents on the topic dated prior to the effective date noted above.