

**Big Tree Volunteer Fire Company, Inc.**  
Standard Operating Guideline

**Rapid Recertification for EMTs**

*Revised January 24, 2006*

**Purpose:**

Currently all EMTs must recertify their EMT cards every 3 years. The rapid recertification program is a way that allows EMT to bypass the traditional recertification class and recertification exam. The program allows EMTs to take classes and do self-study to keep up on their skills through the 3 years and that at the end they may receive a new EMT card bypassing the traditional method. This allows the EMT to obtain a recertification at their own pace. This guideline is set up to explain the process to the EMT's, the requirements of the program, and set up the program administrator for Big Tree VFC. Due to strict time requirements set forth by the New York State Dept. of Health for this program, and participant must follow the timeline very closely.

**Policy:**

The Big Tree EMS Chief or his/her designee will be the program administrator for the Big Tree Volunteer Fire Company. Their job will be to set people up in the program, mentor them through the process, post a training schedule, hold yearly trainings that meet specific program CME requirements, and advise people of the requirements of the program.

The EMT's responsibility will be to advise the rapid recertification program administrator of their decision to recertify using the rapid, attend the trainings, and get their paperwork in with in the set time limits.

The process should be done as follows:

- 1.) The EMT must inform the Big Tree VFC program administrator of their desire to enroll in the program.
- 2.) The administrator of the program will inform the EMT of the requirements, process, and give them the paperwork to fill out (see attached).
- 3.) Each EMT enrolling will have to fill out a program enrollment form that must be sent to NYSDOH, and an agreement will need to be signed by the EMT and sent to Rural Metro (see attached).
- 4.) The administrator will contact Rural Metro to also enroll the EMT with them.
- 5.) The EMT must attend all core classes according to the schedule including BTLS and CPR. All paramedics must also attend required PALS, and ACLS courses. The EMT must also complete all CME requirements (see attached)
- 6.) After these core requirements are completed Rural Metro will mail the information to Big Tree VFC with attention to the program administrator. At that time the administrator and EMT will meet to write down the CME's that were completed and sign off on them.
- 7.) Once all hours are completed and the forms are signed off copies of any additional cards (copies of front and back) such as CPR, BTLS, etc. will be made and sent in with the course form.

- 8.) Once the following is completed any EMT-basics paperwork will be sent of to NYSDOH. Any EMT-Intermediate, Critical Care, or Paramedic must have their form sent to the Office of Prehospital Care (OPC) at ECMC so the Medical Director can sign off on advanced skills for that level of care. The OPC will then send out the paperwork to NYSDOH.
- 9.) All EMT-basics must have the above paper work received in the NYSDOH's office 45 days prior to the expiration of their current EMT card, but no sooner than 9 months prior to the expiration of their current EMT card.
- 10.) All EMT-Intermediates, Critical Care, and Paramedics must submit their paper work to OPC, no later than 60 days prior to the expiration of their current EMT card, but no sooner than 9 months prior to the expiration of their current EMT card.
- 11.) After the paperwork is sent in then NYSDOH will send the EMT a new card with a new expiration date 3 years later.

The preceding process can be done over the 3 years of a valid card, but the paperwork must be handed in with in the stated time frames. All questions should be directed to the Big Tree administrator, who will either answer or contact the appropriate person to seek the answer.

EMT Pilot Requirements	EMT-I Pilot Requirements	EMT-P Pilot Requirements
<ul style="list-style-type: none"> <li>● Attendance at a 2-day <b>BTLS</b> class will account for <ul style="list-style-type: none"> <li>○ 2 hours Airway</li> <li>○ 4 hours Trauma</li> <li>○ 2 hours Elective</li> <li>○ 8 hours of CME</li> </ul>           And the following Skills: <ul style="list-style-type: none"> <li>■ Airway/Ventilation</li> <li>■ Hemorrhage Control &amp; Splinting</li> <li>■ Spinal Immobilization</li> <li>■ Trauma Assessment</li> </ul> </li> <li>● Attendance at the 4 hour <b>Core Session 1</b> (Patient Assessment) will account for: <ul style="list-style-type: none"> <li>○ 1 hour Preparatory</li> <li>○ 3 hours Patient Assessment</li> </ul> </li> <li>● Attendance at the 4 hour <b>Core Session 2</b> (Medical Emergencies) will account for: <ul style="list-style-type: none"> <li>○ 4 hours Medical/Behavioral</li> </ul> </li> <li>● Attendance at the 4 hour <b>Core Session 3</b> (OB/Neonate/Infants/Child) will account for: <ul style="list-style-type: none"> <li>○ 4 hours OB/Infants/Children</li> </ul> </li> <li>● Attendance at the 4 hour <b>Core Session 7</b> (General Pharmacology/Respiratory/Cardiac) will account for: <ul style="list-style-type: none"> <li>○ 4 hours General Pharmacology/Respiratory/Car diac</li> </ul> </li> </ul> <p>Attendance at the above sessions will provide you with the Core training and 8 hours of CME. You will need to complete an additional 40 hours of documented CME, of which 3 hours must be dedicated to Geriatrics and 3 hours to WMD/Terrorism awareness.</p>	<ul style="list-style-type: none"> <li>● Attendance at a 2 day <b>BTLS</b> class will account for: <ul style="list-style-type: none"> <li>○ 2 hours Airway</li> <li>○ 4 hours Trauma</li> <li>○ 2 hours Elective</li> <li>○ 3 hours of CME</li> <li>○ 2 hours ILS Patient Assessment</li> <li>○ 3 hours ILS Trauma</li> </ul>           And the following Skills: <ul style="list-style-type: none"> <li>■ Airway/Ventilation (Basic and Advanced)</li> <li>■ Hemorrhage Control &amp; Splinting</li> <li>■ Spinal Immobilization</li> <li>■ Trauma Assessment</li> <li>■ Suctioning</li> </ul> </li> <li>● Attendance at the 4 hour <b>Core Session 1</b> (Patient Assessment) will account for: <ul style="list-style-type: none"> <li>○ 1 hour Preparatory</li> <li>○ 3 hours Patient Assessment</li> </ul> </li> <li>● Attendance at the 4 hour <b>Core Session 2</b> (Medical Emergencies) will account for: <ul style="list-style-type: none"> <li>○ 4 hours Medical/Behavioral</li> </ul> </li> <li>● Attendance at the 3 hour <b>Core Session 3</b> (OB/Neonate/Infants/Child) will account for: <ul style="list-style-type: none"> <li>○ 4 hours OB/Infants/Children</li> </ul> </li> <li>● Attendance at the 3 hour <b>Core Session 4</b> (Advanced Airway/ Pulmonary Ventilation) will account for: <ul style="list-style-type: none"> <li>○ 3 hours Advanced Airway</li> </ul> </li> <li>● Attendance at the 3 hour <b>Core Session 5</b> (Roles/ Responsibilities, Medical/Legal, EMS Systems, Communications) will account for: <ul style="list-style-type: none"> <li>○ 2 hours Preparatory</li> <li>○ 1 hour CME</li> </ul> </li> <li>● Attendance at the 4 hour <b>Core Session 7</b> (General Pharmacology/Respiratory/Cardiac) will account for: <ul style="list-style-type: none"> <li>○ 4 hours General Pharmacology/Respiratory/Car diac</li> </ul> </li> </ul> <p>Attendance at the above sessions will provide you with the Core training and 4 hours of CME. You will need to complete an additional 32 hours of documented CME, of which 3 hours must be dedicated to Geriatrics and 3 hours to WMD/Terrorism awareness.</p>	<ul style="list-style-type: none"> <li>● Attendance at a 2 day <b>BTLS</b> class will account for: <ul style="list-style-type: none"> <li>○ 2 hours Airway</li> <li>○ 10 hours Trauma</li> <li>○ 4 hours of CME</li> </ul>           And the following Skills: <ul style="list-style-type: none"> <li>■ Airway/Ventilation (Basic and Advanced)</li> <li>■ Hemorrhage Control &amp; Splinting</li> <li>■ Spinal Immobilization</li> <li>■ Trauma Assessment</li> <li>■ Suctioning</li> </ul> </li> <li>● Attendance at a 2 day <b>ACLS</b> class will account for: <ul style="list-style-type: none"> <li>○ 4 hours Airway Management</li> <li>○ 6 hours Medical</li> <li>○ 6 hours of CME</li> </ul>           And the following Skills: <ul style="list-style-type: none"> <li>■ IV Therapy / Medication Administration</li> <li>■ Cardiac Arrest Management</li> </ul> </li> <li>● Attendance at a 2 day <b>PALS</b> class will account for: <ul style="list-style-type: none"> <li>○ 1 hour Medical</li> <li>○ 4 hours Special Considerations</li> <li>○ 7 hours CME</li> </ul> </li> <li>● Attendance at the 4 hour <b>Core Session 1</b> (Patient Assessment) will account for: <ul style="list-style-type: none"> <li>○ 3 hours Preparatory</li> <li>○ 1 hour CME</li> </ul> </li> <li>● Attendance at the 4 hour <b>Core Session 2</b> (Medical Emergencies) will account for: <ul style="list-style-type: none"> <li>○ 4 hours Medical</li> </ul> </li> <li>● Attendance at the 4 hour <b>Core Session 3</b> (OB/Neonate/ Infants/Child) will account for: <ul style="list-style-type: none"> <li>○ 3 hours Medical</li> <li>○ 1 hour Special Considerations</li> </ul> </li> <li>● Attendance at the 3 hour <b>Core Session 5</b> (Roles/ Responsibilities, Medical/Legal, EMS Systems, Communications) will account for: <ul style="list-style-type: none"> <li>○ 3 hours Preparatory</li> </ul> </li> <li>● Attendance at the 4 hour <b>Core Session 6</b> (Neurology/ Urology/Gastro/Hematology) will account for: <ul style="list-style-type: none"> <li>○ 4 hours Medical</li> </ul> </li> <li>● Attendance at the 2 hour <b>Core Session 8</b> (Operations) will account for: <ul style="list-style-type: none"> <li>○ 2 hours Operations</li> </ul> </li> </ul> <p>Attendance at the above sessions will provide you with the Core training and 17 hours of CME. You will need to complete an additional 7 hours of documented CME, of which 3 hours must be dedicated to Geriatrics and 3 hours to WMD/Terrorism awareness.</p>
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