PURPOSE: To establish requirements for selection, approval and education of Agency Medical Directors in their role and responsibilities as part of the WVEMS Medical Direction System.

POLICY: To ensure consistent standards and procedures for approving an Agency Medical Director in West Virginia.

PROCEDURE / REQUIREMENTS: An agency may submit a prospective Agency Medical Director for approval. The prospective candidate physician will be reviewed by the WV Office of EMS utilizing the following procedure:

I. Submission
   A. Agency Modification Application
      1. An agency, wishing to appoint a physician, as their Agency Medical Director, will need to complete the Agency Application for modification. Indicate, by highlighting, the Agency Medical Director section with the new prospective physician’s information. Be sure to have the prospective physician sign page 3, of the application. Once the application is received at WV Office of EMS, the review process will begin.

   B. CIS account created
      1. As part of the data system being utilized by the WV Office of EMS System, the individual prospective Agency Medical Director is required to create, update and maintain, personnel demographic information, in the Credentialing Information System (CIS). This system is the primary source of information used by the WV Office of EMS.
      2. The prospective Agency Medical Director will be able to create an account by accessing the WV Office of EMS web page (www.wvoems.org) and clicking on the “CIS account creation tutorial”, located on the main page under CIS. If assistance is needed, contact the WV Office of EMS.
      3. The prospective Agency Medical Director will need to ensure that all personnel demographics are completed. Included but not limited to, current active e-mail and phone contact information.

   C. Current CV or resume
      1. A current and updated CV or resume, for the prospective Agency Medical Director, will need to be submitted to WV Office of EMS. This will be utilized as well as other means, to verify any experience in the pre-hospital and emergency department management of the acutely ill or injured patients. This can be mailed, faxed or e-mailed. This information will be submitted by WV Office of EMS to the appropriate Regional Medical Director for review.

   D. Signed Agency Medical Director Contract / Agreement
      1. The requesting agency will need to submit a current, signed Agency Medical Director Contract / Agreement for review by WV Office of EMS. The review will ensure that all Agency Medical Director responsibilities, as outlined in §64-48-9, are detailed.
E. Board of Medicine Review
   1. WV OEMS will conduct Board of Medicine review / searches for all of the states that
      which the prospective Agency Medical Director is licensed. As outlined in §64-48-9,
      the Agency Medical Director will possess a valid, unrestricted license to practice
      medicine in the State of West Virginia. This information will be submitted by WV
      Office of EMS to the appropriate Regional Medical Director for review.

II. Review
   A. WV Office of EMS will review the submission information. If information is in good
      order and complete it will be forwarded to the appropriate Regional Medical Director.

   B. Submission information obtained will be forwarded to the appropriate Regional Medical
      Director for review and approval. Any additional information requested from the
      Regional Medical Director will be obtained by WV Office of EMS.

III. Reference Material
   A. The Office of EMS will provide the prospective Agency Medical Director with the
      following reference material, for their review. It is recommended that the prospective
      Agency Medical Director review the material, prior to meeting with the Regional
      Medical Director.
      1. Legislative Rule §64CSR48
      2. WV Code §16-4C
      4. WV Office of EMS Performance Improvement Plan
      5. WV Office of EMS Scopes of Practice
      6. WV Office of EMS Skills Evaluation
      7. WV Office of EMS Protocols
      8. WV Office of EMS contact list
         a. WV Office of EMS Contacts
         b. Regional Medical Director contact information
         c. Agency Squad Medical Directors contact information

IV. Approval / Denial
   A. Approval
      1. Regional Medical Director Approval
         a. The Regional Medical Director will notify in writing, WV Office of EMS, the
            requesting agency Official Representative as well as the prospective Agency
            Medical Director of their approval.
         b. The Regional Medical Director will make arrangements to meet with the new
            Agency Medical Director for an orientation.
         c. WV Office of EMS will add the newly appointed Agency Medical Director to the
            requesting agency, in CIS.

   B. Denial
      1. Regional Medical Director Denial
Policy Name: Agency Medical Director Approval Process  
Policy Number: 9.12-040813

a. The Regional Medical Director will notify in writing, WV Office of EMS, the requesting agency Official Representative as well as the prospective Agency Medical Director of their denial.
b. The Regional Medical Director will act as the requesting agency's Medical Director until the time that an Agency Squad Medical Director is approved.