

## Agency Medical Director Qualifications and Approval Process

**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 in accordance with WV 64 CSR 48-9.1.d. The Agency Medical Director, by written agreement with the Agency, and concurrence of the Regional EMS Medical Director and State Medical Director, oversees medical aspects of an EMS agency or local EMS system and extends or restricts the privilege to practice to personnel associated with the agency.

**POLICY:** To ensure consistent standards and procedures for approving an Agency Medical Director in West Virginia, as well as, qualifications and responsibilities.

**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, as well as, the Regional Medical Director utilizing the following procedure:

- I. **Agency Medical Director Qualifications.** The Agency Medical Director must possess:
  - a. A valid, unrestricted license to practice medicine in the state of West Virginia.
  - b. Experience in prehospital and emergency department management of acutely ill or injured patients.
  - c. The Agency Medical Director must have the following qualifications unless they are waived by the Regional Medical Director.
  - d. Experience in on-line medical direction of emergency medical services personnel.
  - e. Experience in the education of emergency medical services personnel.
  - f. Experience in the medical audit, review, and critique of emergency medical services personnel and agencies. and
  - g. Board certification in emergency medicine: Provided, that this requirement may be waived by the Regional Medical Director.
  
- II. **Agency Medical Director Responsibilities:** The Agency Medical Director shall:
  - a. Provide advice and guidance on all aspects of the medical care provided by the agency or county.

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- b. Be the physician on whose authority all medical care is administered by agency or county EMS personnel.
- c. Grant, restrict or deny privileges for emergency medical services personnel practice within the agency or county.
- d. Oversee the medical review of patient care provided by the agency or county. Meet with the Regional Medical Director annually.
- e. Perform other duties assigned by the regional or Medical Directors or the Commissioner. and
- f. The Agency Medical Director may restrict privileges of EMS personnel affiliated with the agency or county at any time in order to assure quality patient care. This restriction of privileges must be according to guidelines established by WVOEMS.

**III. Application Packet Submission:** The prospective Agency Medical Director and/or agency will submit the following to WVOEMS for review by the WVOEMS State Medical Director and Regional Medical Director:

**a. Agency Modification Application (Appendix A)**

- i. An agency wishing to appoint a physician as their Agency Medical Director will need to complete the Agency Modification Application following these instructions:
  - 1. Ensure to check the “modification” box
  - 2. Ensure to highlight the Agency Medical Director section with the new prospective physician’s information.
  - 3. Ensure the prospective physician sign page 3 of the application. and
  - 4. Once the application is received by WVOEMS, the review process will begin.

**b. Agency Medical Director Contract/Agreement (Appendix B)**

- i. The requesting agency will need to submit a current and signed Agency Medical Director Contract/Agreement for review by WVOEMS.

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- ii. WVOEMS will review the Agency Medical Director Contract/Agreement to ensure that all Agency Medical Director responsibilities are noted as outline in WV 64 CSR 48-9.1.d.
- c. **Current CV or Resume:**
  - i. A current and updated CV or resume for the prospective Agency Medical Director will be submitted to WVOEMS. This will be utilized to verify any experience in prehospital and emergency department management of the acutely ill or injured patient.
- IV. **Submission Review Process:** upon submission of documents, WVOEMS will:
  - a. **Board of Medicine Review:** WVOEMS will conduct a Board of Medicine review/searches for all state licensure held by the prospective Agency Medical Director to ensure possession of a valid, unrestricted license to practice medicine in West Virginia as required in WV 64 CRS 48-9.1.d.
  - b. If information is in good order and complete it will be forwarded to the appropriate Regional Medical Director for review and approval.
  - c. Any additional information required by the Regional Medical Director will be requested by WVOEMS to the prospective Agency Medical Director to provide.
- V. **Create Continuum Account:** As part of the data system being utilized by WVOEMS, the prospective Agency Medical Director is required to create, update and maintain, personnel demographic information. This system is the current and primary source of information used by WVOEMS to discriminate information. To create an account:
  - a. Log onto [www.wvoems.org](http://www.wvoems.org).
  - b. Click on Continuum located at the top left corner of the main page.
  - c. Click on "Create an Account" located at the top right corner of the Continuum logon page and following the instructions.

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- d. Ensure that all personnel demographics are completed. Included, but not limited to, current active email and phone. and
- e. Ensure to remember your assigned WV number for future use.

### VI. **Review of Reference Material:**

- a. WVOEMS will provide upon request to the prospective Agency Medical Director, the following reference material for their review. It is recommended that prospective Agency Medical Director's review the material prior to meeting Regional Medical Director:
  - i. WV 64 CSR 48.
  - ii. WV Code 16-4C.
  - iii. WVOEMS Agency Licensure Manual.
  - iv. WVOEMS Performance Improvement Plan.
  - v. WVOEMS Scope of Practice.
  - vi. WVOEMS Educational Approval Policy.
  - vii. WVOEMS Treatment Protocols.
  - viii. WVOEMS Contact List
  - ix. WVOEMS contacts.
  - x. Regional Medical Director contact information.

### VII. **Approval/Denial of Application:**

#### a. **Approvals:**

- i. Regional Medical Director Approval:
  - 1. The Regional Medical Director will notify in writing, WVOEM, Agency Official Representative, and the prospective Agency Medical Director of their approval.
  - 2. Regional Medical Director will plan to meet with the new Agency Medical Director for an orientation.
  - 3. WVOEMS will add the newly appointed Agency Medical Director to the requesting agency in Continuum.

#### b. **Denial:**

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i. Regional Medical Director Denial:

1. The Regional Medical Director will notify in writing, WVOEM, Agency Official Representative, and the prospective Agency Medical Director of their denial.
2. The Regional Medical Director will act as the requesting agency's Medical Director until the time that an Agency Medical Director is approved.

**Applicable Code and Rule:** WV Code §16-4C and 64-CSR-48 §9.1.d through §9.1.d3

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## APPENDIX A

# EMS AGENCY LICENSING APPLICATION

**NOTE:** This form can also be located in appendix 1, Licensing of Emergency Medical Services Agency Manual located at

<https://www.wvoems.org/media/305040/2012%20licensing%20of%20emergency%20medical%20services%20agencies%2001152016.pdf>



# West Virginia Office of Emergency Medical Services Policy and Procedures

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West Virginia Department of Health and Human Resources  
Bureau for Public Health  
Office of Emergency Medical Services  
350 Capitol Street, Room 425  
Charleston, WV 25301-3716

### EMS Agency License Application

Date \_\_\_\_\_  New Application  Renewal  Modification *(highlight area for modification)*

<b>Agency:</b>		<b>FEIN:</b>	
DBA:		County	
Physical Address:		Squad Code:	
City:	State:	Zip Code:	
Mailing Address (if different than above)		Website:	
City:	State:	Zip Code:	
Phone:	Fax:	Email Address:	

<b>Official Representative:</b>		Title:	
Mailing Address:		WV OEMS No:	
City:	State:	Zip Code:	
Daytime Phone:	Home Phone:		
Fax:	Cell:	Email Address:	

<input type="checkbox"/> <b>Agency Training Coordinator:</b>		Title:	
<input type="checkbox"/> <b>Agency Training Officer:</b>		WV OEMS No:	
Mailing Address:		Zip Code:	
City:	State:		
Daytime Phone:	Home Phone:		
Fax:	Cell:	Email Address:	

<input type="checkbox"/> <b>Assistant Agency Training Coordinator:</b>		Title:	
<input type="checkbox"/> <b>Assistant Agency Training Officer:</b>		WV OEMS No:	
Mailing Address:		Zip Code:	
City:	State:		
Daytime Phone:	Home Phone:		
Fax:	Cell:	Email Address:	

<b>Medical Director:</b>		WV License No:	
Mailing Address:		WV OEMS No:	
City:	State:	Zip Code:	
Daytime Phone:	Home Phone:		
Fax:	Cell:	Email Address:	

Attach additional page(s) if Agency has more than one Asst. Medical Director

revised 5-23-13

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West Virginia Department of Health and Human Resources  
Bureau for Public Health  
Office of Emergency Medical Services

License Level (check all that applies)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Fire Department Rapid Response - Basic Life Support (Non-transporting)**</li> <li><input type="checkbox"/> Fire Department Rapid Response - Advanced Life Support (Non-transporting)**</li> <li><input type="checkbox"/> Rapid Response - Basic Life Support (Non-transporting)</li> <li><input type="checkbox"/> Rapid Response - Advanced Life Support (Non-transporting)</li>   <li><input type="checkbox"/> Basic Life Support</li> <li><input type="checkbox"/> Advanced Life Support</li> <li><input type="checkbox"/> Critical Care Transport</li> <li><input type="checkbox"/> Specialized Multipatient Medical Transport</li> <li><input type="checkbox"/> Rotary Wing</li> <li><input type="checkbox"/> Fixed Wing</li> </ul> <p>** Only fire departments recognized by the State Fire Marshall's Office are eligible to apply for a license, under these requirements and standards found in WV Health Legislative Rule §64CSR48.</p>

Provider Description
<b>Corporate Structure:</b> <input type="checkbox"/> Government/Public <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Private-for-Profit
<b>Organization Type:</b> <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire Department <input type="checkbox"/> Hospital Based <input type="checkbox"/> Industrial <input type="checkbox"/> Other _____

Describe the area(s) in which you provide service. Attach additional pages if necessary and map if available.

Insurance Information (attach copy of current policy)		
Medical Liability Insurance Provider:	Policy No.:	
Address:	Expiration Date:	
City:	State:	Zip code:
Agent Name:	Phone:	Fax:



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West Virginia Department of Health and Human Resources  
Bureau for Public Health  
Office of Emergency Medical Services

Staffing Information					
Staff Level	Full-time	Part-time	Paid per Call	Volunteer	Total
EMVO					
EMR					
EMT					
ACT					
PARAMEDIC					
MCCN/NCCP					
Totals					

Vehicles	
Units	Number of Basic Life Support units (BLS) _____ Number of Advanced Life Support units (ALS) _____ Number of Rotary/Fixed wings units _____ Number of CCT units _____ Number of SMPMT units _____ Number of Non-Transporting Class A _____
Radio Frequencies:	Transmit Frequency _____ Receive Frequency _____ Transmit Frequency PL _____ Receive Frequency PL _____

**Rapid Response**

Do you have rapid response agencies that are operating under your agency's license through an affiliation agreement:

Yes     No    If yes, complete chart below:

Do you have written agreements with rapid response agencies, but are licensed independently?

Yes     No    If yes, complete chart below:

Rapid Response Agency	Level of Service

Attach additional pages if necessary

I verify that all information contained within this document is true and accurate. Any subsequent transactions which alter the information will be promptly reported to the West Virginia Office of Emergency Medical Services.

Signature of Agency's Official Representative	Title	Date
Signature of Agency Medical Director		Date

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## APPENDIX B

# MEDICAL DIRECTOR AGREEMENT SAMPLE

**NOTE:** This form can also be located in appendix 5, Licensing of Emergency Medical Services Agency Manual located at

<https://www.wvoems.org/media/305040/2012%20licensing%20of%20emergency%20medical%20services%20agencies%2001152016.pdf>

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### Emergency Medical Service MEDICAL DIRECTOR AGREEMENT

This Agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between \_\_\_\_\_ Emergency Medical Service, party of the first part, hereinafter referred to as the "Agency", and \_\_\_\_\_, M.D./D.O., a physician licensed to practice medicine in the State of West Virginia, party of the second part, hereinafter referred to as the "Medical Director."

#### RECITALS:

*WHEREAS*, the Agency renders emergency medical services pursuant to the Emergency Medical Services Act of 1975, as amended, and the Code of West Virginia of 1931; and

*WHEREAS*, the Agency requires the services of a licensed physician to ensure compliance with the Emergency Medical Services Act of 1975 and the Agency desires to enter into this agreement with the medical director; and

*WHEREAS*, the medical director desires to perform the services required and the medical director desires to enter into this agreement with the Agency;

*NOW, THEREFORE*, for and in consideration of the promises made each to the other as hereinafter set forth, the parties agree as follows:

1. The medical director will serve as the medical director for the Agency and as such shall supervise the medical performance of the Agency's emergency medical service personnel and shall authorize said personnel to perform, or prohibit said personnel from performing, as the case may be, basic and/or advanced life support procedures, as established by their scope of practice based on their individual certification level, in connection with their employment with the Agency.
2. The medical director shall advise and train Agency personnel with respect to:
  - a. professionally recognized standards of care;
  - b. medical policies, procedures and standards, as adopted by the Agency;
  - c. West Virginia approved pre-hospital care treatment protocols, procedures, policies and guidelines, as established and approved by the WV Office of EMS;

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- d. applicable rules, regulations and policies; and
  - e. applicable security procedures for medications and controlled substances in accordance with United States Drug Enforcement Agency and West Virginia regulations.
3. The medical director shall audit the performance of Agency personnel under an established Quality Assurance/Quality Improvement program which, at a minimum, shall include, but not be limited to, a review of Pre-Hospital Care Reports, direct observation and comparison of field performances with established standards, policies, protocols and guidelines.
  4. The Medical Director shall:
    - a. ensure the Agency participates in regional Quality Assurance programs;
    - b. oversee the Agency's continuing education programs;
    - c. provide advice and direction to the Agency on the prevention of illnesses and injuries which are common to EMS personnel in the performance of their duties; and
    - d. devote such hours: as needed to carry out his duties under this agreement.
  5. The Department shall:
    - a. provide professional liability coverage for the medical director for any and all activity related to the performance of his duties;
    - b. provide necessary and appropriate clerical and staff support to the medical director as required to perform his duties; and
    - c. be responsible for any reasonable expenses incurred by the medical director in the performance of his duties.
  6. This Agreement shall be effective upon signing and shall continue until termination by either party by giving the other written notice thirty (30) days in advance of termination.



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SIGNED:

\_\_\_\_\_ Emergency Medical Services, THE

AGENCY

BY: \_\_\_\_\_, IT'S \_\_\_\_\_

DATED: \_\_\_\_\_

AND

\_\_\_\_\_, M.D./D.O.

DATED: \_\_\_\_\_

SAMPLE