

**PEORIA AREA EMS SYSTEM  
PREHOSPITAL CARE MANUAL**

**Agency Responsibilities Policy**

Listed below is a summary of the important responsibilities of the provider agencies that are in the Peoria Area EMS System. This list is based on the System manuals and IDPH rules and regulations. These responsibilities are categorized into four major areas: *Operational Requirements, Notification Requirements, Training & Education Requirements* and *Additional Reports and Records Requirements*. Some items have been repeated to stress the importance of compliance.

**Operational Responsibilities**

1. A provider agency must comply with minimum staffing requirements for the level and type of vehicle. Staffing patterns must be in accordance with the provider's approved system plan and in compliance with Section 515.830(f).
2. No agency shall employ or permit any member or employee to perform services for which he or she is not licensed, certified or otherwise authorized to perform (Section 515.170).
3. Agencies that utilize First Responders and Emergency Medical Dispatchers shall cooperate with the System and the Department in developing and implementing the program (Section 515.170).
4. A provider agency must comply with the Ambulance Report Form Requirements Policy, including Prehospital patient care reports, refusal forms and any other required documentation.
5. Agencies with controlled substances must abide by all provisions of the Controlled Substance Policy including: *maintaining a security log, maintaining a Controlled Substance Usage Form and reporting any discrepancies to the EMS Office.*
6. Notify the EMS Office of any incident or unusual occurrence which could or did adversely affect the patient, co-worker or the System within 24 hours via incident report form.

**PEORIA AREA EMS SYSTEM  
PREHOSPITAL CARE MANUAL**

**Agency Responsibilities Policy**

**Notification Requirements**

An agency participating as an EMS provider in the Peoria Area EMS System must notify the Resource Hospital, OSF Saint Francis Medical Center, of the following:

1. Notify the System in **any** instance when the agency lacks the appropriately licensed and System-certified personnel to provide 24-hour coverage. Transporting agencies must apply for an ambulance staffing waiver if the agency is aware a staffing shortage is interfering with the ability to provide such coverage.
2. Notify the System of agency personnel changes and updates **within 10 days**. This includes addition of new personnel and resignations of existing personnel.

Rosters must include: *Name/level of provider, license number, expiration date, current address, phone number, date of birth, and B-med certification status.*

3. Notify the System anytime an agency is not able to respond to an emergency call due to lack of staffing. The report should also include the name of the agency that was called for mutual aid and responded to the call.
4. Notify the System of **any** incident, via incident report within 24 hours, which could or did adversely affect the patient, co-worker or the System.
5. Provide the EMS Office with updated copies of FCC Licenses and Mutual Aid Agreements upon expiration.
6. Notify the System of any changes in medical equipment or supplies.
7. Notify the System of any changes in vehicles. Vehicles must be inspected by the System and the appropriate paperwork must be completed **prior** to the vehicle being placed into service.
8. Notify the System if the agency's role changes in providing EMS.

**PEORIA AREA EMS SYSTEM  
PREHOSPITAL CARE MANUAL**

**Agency Responsibilities Policy**

**Notification Requirements (continued)**

9. Notify the System if the agency's response area changes.
10. Notify the System if changes occur in communication capacities or equipment.

**Training and Education Responsibilities**

1. Twenty-five percent (25%) of all EMT continuing education must be obtained through classes taught or sponsored by the Resource Hospital, OSF Saint Francis Medical Center.
2. Appoint a training officer. The EMS training officer should be an IDPH Lead Instructor. The training officer (or approved designee) will be required to attend mandatory training officer inservices.
3. Develop a training plan which meets the requirements for re-licensure and System certification as detailed in the *Continuing Education and Re-licensure Requirements Policy*.
4. Submit the agency's training plan (along with a current roster) annually to the EMS Office for System and Department (IDPH) approval. The applications are due by October 1<sup>st</sup> for the following training year.
5. Any changes made to an approved training application must be communicated to the EMS Office prior to the training.
6. Maintain sign-in rosters for all training conducted and provide participants with certification of attendance.
7. Conduct System mandatory training annually as per EMS Office notification.

**PEORIA AREA EMS SYSTEM  
PREHOSPITAL CARE MANUAL**

**Agency Responsibilities Policy**

**Additional Reports and Records Responsibilities**

1. Comply with the Peoria Area EMS System Quality Assurance Plan, including agency self-review, submission of incident reports and submission of patient care reports.
2. Maintain controlled substance security logs and usage tracking forms. Logs must be made available upon request of EMS Office personnel.
3. Maintain glucometer logs. *Testing should be done a minimum of once per week, any time a new bottle of strips is put into service and any time the glucometer is dropped.* Glucometer logs should be kept in the ambulance (or other vehicle) and must be made available upon request of EMS Office personnel.
4. All agencies and agency personnel are to comply with all of the requirements outlined in HIPAA regulations with regard to protected health information.