



EMS Information Bulletin 2016-04

DATE: Tuesday, May 3, 2016

SUBJECT: Critical Care Agency Licensure Process

TO: Pennsylvania EMS Agencies

FROM: Richard L. Gibbons, EMS Director
Bureau of EMS

Until such time as the new agency electronic application system is on-line, the following process is to be utilized by regional councils.

- 1) An EMS Agency must inform the Regional Council in a letter that the Agency wishes to obtain CCT licensure. The letter must be on Agency letterhead.
- 2) The Agency must submit an amended application via the licensure portal.
 - a. In section 16 of the application, the Agency must note that it is amending its license to the CCT level. A CCT staffing plan must be included, and the Agency must identify the specific ambulance(s) that will be designated for CCT inspection. Note that this information amends, and does not replace, the existing Agency Response Plan ordinarily found in this section.
- 3) At a minimum, a CCT crew must consist of the following personnel:
 - a. One (1) EMSVO
 - b. Two (2) EMS Providers above the level of AEMT, with at least one of the EMS providers being a Paramedic, PHPE, PHRN or a PHP who has successfully completed a critical care transport educational program approved by the Department of Health. In the event the Agency intends to undertake specialty transports which may require a health care provider with specific skills, education or training (such as a respiratory therapist, nurse anesthetist, or neonatal specialist), the Agency shall submit a plan to the Department for approval that would permit this specialized health care provider to replace one of the EMS

providers as the second attendant, so long as the remaining EMS provider has successfully completed a critical care transport educational program approved by the Department of Health.

The Bureau will maintain a list of approved Critical Care training programs in the Licensure SharePoint library.

- c. The Agency must identify those EMS providers who have completed approved CCT training programs.
- 4) The Regional Council shall review the application for completeness. Any questions should be brought to the attention of the Bureau of EMS.
 - a. Regional Council staff shall review the entire Agency Application for current and complete documentation.
- 5) The Regional Council will then conduct an on-site inspection utilizing the approved CCT checklist. During the on-site inspection, Regional staff shall:
 - a. Verify the CCT education credentials of the identified EMS personnel;
 - b. Inspect the ambulance(s) identified by the Agency to ensure compliance with the vehicle-specific components on the checklist;
 - c. Inspect all required CCT medical equipment.

Note – if the Agency elects to license at the CCT level fewer than the total number of identified eligible ambulances, the EMS Agency only needs to maintain a sufficient cache of required CCT equipment to correspond to the total number of CCT ambulances desired. For example, if an Agency has three ambulances that meet all of the requirements applicable to a CCT ambulance (all of which are inspected by Regional staff) but elects to only have two CCT transporting ambulances on its license, the Agency only needs to maintain two complete sets of CCT medical equipment, which may then be utilized on any of the three eligible ambulances (licensure is not vehicle-specific). EMS provider staffing must be appropriate for the total number CCT ambulances the Agency desires to have licensed (using the example above, if two caches of CCT medical equipment are available, the staffing analysis should assume that two CCT level transports may occur at the same time).

- 6) Once the on-site inspection is complete, the inspection packet, along with a cover page from the Regional Council noting whether or not the EMS Agency meets the CCT licensure requirements, must be scanned and sent via email to the BEMS Licensure Coordinator. The original signed application and checklist shall be immediately mailed to BEMS.

Please refer any questions to your regional EMS council.