

POLICY:	IN-FIELD SERVICE LEVEL UPGRADE – 300.37		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMERGENCY MEDICAL SERVICES (EMS);		
EFFECTIVE DATE: 6/1/2017	CURRENT REVIEW/REVISION DATE: 5/17	SUPERSEDES: N/A	ORIGINAL EFFECTIVE DATE: 6/17
DEPARTMENT SPECIFIC		EMERGENCY MEDICAL SERVICES	

I. Purpose:

The Morris Hospital EMS System (MHEMSS) recognizes that at times there may be providers working with an agency that hold IDPH licensure at a level above that of the vehicle, which they are currently working. Furthermore, the MHEMSS recognizes the unique challenges faced by rural agencies in providing timely BLS/ILS/ALS care. This policy applies equally to Ambulances, Non-Transport Vehicles, and Specialized Emergency Medical Services Vehicles. This policy is to ensure that agencies and providers are given clear guidance on how to initiate in-field service level upgrade in accordance with Illinois Department of Public Health (IDPH) administrative code 515.833

II. Policy:

- A. Any agency wishing to apply for in field service level upgrade will notify the EMS office of that intent in writing. The letter must identify the vehicle requesting the upgrade by Vehicle Identification Number (VIN) (last 4 digits) as well as license plate number if applicable. The letter must also include a statement indicating that the provider will remain compliant with annual IDPH inspection.
- B. The agency requesting the upgrade shall also complete a system modification form, and return it to the system office along with the letter mentioned in Section A.
- C. The agency requesting the upgrade shall provide a detailed plan including the manner in which the provider will secure and store equipment, supplies, and medications that are reserved for the level being upgraded to.
- D. The agency requesting the upgrade shall provide a detailed plan outlining the type of quality assurance measures the provider will perform.
- E. The agency requesting the upgrade shall provide written assurances that will only advertise the level of care that can be provided 24 hours a day.

III. Security:

- A. All equipment that is not permitted at the primary licensure level of the unit must be secured in a locked cabinet. This may be accomplished by key lock, digital lock, or combination lock. A plastic number lock does NOT meet the requirements of this policy.
- B. The only individuals who shall be provided access to this locked cabinet(s) shall be providers employed by the agency licensed and approved by the system to function at the level of the upgrade. Agencies which are multi-jurisdictional, or have documented mutual aid agreements in place at the discretion of both agencies may share access information with providers from those agencies, but only if they are approved to practice by the system at the upgrade level.
- C. No required ambulance equipment for the primary licensure of the vehicle may be

stored in the locked cabinet. Providers at the primary licensure level need to be able to access all equipment needed for their level of licensure.

IV. Equipment:

- A. In field service level upgrade units are required to carry the equipment and supplies outlined on the respective EMS System supply and equipment form.
- B. In field service level upgrade units will follow the same medication/equipment and replenishment procedures as vehicles permanently licensed at that level.
- C. Requests for waiver of specific equipment will be considered by the EMS System and IDPH on a case by case basis.

V. Quality Improvement:

- A. MHEMSS shall be provided a login for the department's computer PCR program so that QA/QI can be done.
- B. All calls where In-Field upgrade was utilized shall be reviewed by the department's EMS Coordinator or Chief. If further review is needed notification to the MHEMSS shall be made.
- C. As is the same with all other licensed vehicles, in field upgrade vehicles are subject to inspection by the EMS system or IDPH at any time.

VI. Personnel:

- A. In order to apply for the in-field service level upgrade, the agency making the request must have at least one individual on their EMS System Roster for the level being requested.
- B. In the event that an agency initially able to fulfill the requirement becomes unable to fulfill the personnel requirement they shall notify the EMS office in writing within one business day, and the agencies in field service level upgrade privileges shall be suspended. In addition, any and all medications outside the primary level of the agency shall be disposed of or stored in a manner deemed acceptable by the Medical Director.

Approval:

Thomas J. Dohm **Date**
VP of Professional Services

Robin Stortz, MSN, RN **Date**
EMS & Emergency Management Manager