

# **EMERGENCY MEDICAL SERVICES PROCEDURE MANUAL**

**December 2014**  
(Replaces August 2014 Version)

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## TERMS AND CONVENTIONS

<b>AAMS</b>	means Association of Air Medical Services
<b>AEMT</b>	means Advanced Emergency Medical Technician
<b>AI/DM</b>	means Administer Immunizations/Dispense Medication
<b>ALS</b>	means Advanced Life Support
<b>APN</b>	means Advanced Practitioner of Nursing
<b>BCCTPC</b>	means Board for Critical Care Transport Paramedic Certification
<b>BLS</b>	means Basic Life Support
<b>CAAHEP</b>	means Commission on Accreditation of Allied Health Education Programs
<b>CCT</b>	means Critical Care Transport
<b>CECBEMS</b>	means Continuing Education Coordinating Board for Emergency Medical Services
<b>CPR</b>	means Cardiopulmonary Resuscitation
<b>DOT</b>	means U.S. Department of Transportation
<b>EMS</b>	means Emergency Medical Services
<b>EMT</b>	means Emergency Medical Technician
<b>EMT-B</b>	means Emergency Medical Technician-Basic
<b>EMT-I</b>	means Emergency Medical Technician-Intermediate
<b>EMT-P</b>	means Emergency Medical Technician-Paramedic
<b>EMT-P (CC)</b>	means Emergency Medical Technician Paramedic (Critical Care)
<b>NAC</b>	means Nevada Administrative Code
<b>NAEMSP</b>	means National Association of EMS Physicians
<b>NEMSEC</b>	means National EMS Educator Certification
<b>NRS</b>	means Nevada Revised Statutes
<b>NSC</b>	means <i>National Standard Curriculum</i>
<b>OEMSTS</b>	means Office of Emergency Medical Services & Trauma System
<b>PA</b>	means Physician Assistant
<b>PHE</b>	means Public Health Emergency

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# FOREWORD

The *Emergency Medical Services Procedure Manual* outlines the operational processes and mandatory requirements as set forth in the *EMS Regulations* adopted by the Board of Health. The manual contains standardized procedures approved by the Southern Nevada Health District Office of Emergency Medical Services & Trauma System (OEMSTS). Changes to the manual must be approved by the OEMSTS. All procedures are to be completed in the order written, unless otherwise directed by the OEMSTS.

All requested provider cards must be signed by the cardholder and meet American Heart Association standards or equivalent, as approved by the OEMSTS. A copy of a valid class roster is acceptable in lieu of the card. All online classes must include verifiable documentation of the skills component.

From time to time, procedures may be added or revised by the OEMSTS. Additional recommendations are welcomed and appreciated at any time and should be mailed to:

Southern Nevada Health District  
Office of Emergency Medical Services & Trauma System  
P.O. Box 3902  
Las Vegas, Nevada 89127

Questions may be addressed to OEMSTS staff at 702-759-1050.

Or visit our website at <http://www.southernnevadahealthdistrict.org/ems/index.php>

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## Key:

Items in “**Bold**” and in quotations correspond to the name of a procedure.

Items in “*Italics*” and in quotations correspond to the name of a form.

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## DEFINITIONS

When a word or term is capitalized within the body of this document, it shall have the meaning ascribed to it as defined below. Unless otherwise expressly stated, words not defined herein shall be given their common and ordinary meaning. The words "shall" and "will" are mandatory; and the word "may" is permissive.

**"ADVANCED EMERGENCY MEDICAL TECHNICIAN"** means a Person who is certified by the Health Officer as having satisfactorily completed a program of training in procedures and skills for Emergency Medical Care as prepared and authorized by the National Highway Traffic Safety Administration of the United States Department of Transportation as a national standard for certification as an Advanced Emergency Medical Technician pursuant to NRS 450B.1915. (Note: This level of certification is effective January 1, 2014.).

**"ADVANCED PRACTITIONER OF NURSING"** means a Person who holds a certificate of recognition as an Advanced Practitioner of Nursing from the Nevada State Board of Nursing.

**"AIR AMBULANCE"** shall have the meaning ascribed to it in NRS 450B.030 that states, "Air Ambulance means an aircraft especially designed, constructed, modified or equipped to be used for the transportation of injured or sick Persons. Air Ambulance does not include any commercial aircraft carrying passengers on regularly scheduled flights."

**"AIR AMBULANCE ATTENDANT"** means a qualified individual licensed by the Health District in accordance with subsection 500.100 of *EMS Regulations* and authorized to provide Emergency Medical Care for an Air Ambulance Service.

**"AIR AMBULANCE SERVICE"** means a Permittee who is authorized by the Health District to provide Patient Transport and/or Transfer in an Air Ambulance in accordance with Section 1000 of *EMS Regulations*.

**"AMBULANCE"** shall have the meaning ascribed to it in NRS 450B.040 which states "Ambulance means a motor vehicle which is specifically designed, constructed, equipped and staffed to provide basic, intermediate, or advanced care for one (1) or more:

- I. Sick or injured persons; or
- II. Persons whose medical condition may require special observation during transportation or transfer."

**"AMBULANCE SERVICE"** means a Permittee, including Special Purpose Permit and Critical Care Transport services, which is authorized by the Health District to provide Patient Transport and/or Transfer in an Ambulance.

**"APPLICANT"** means a Person who applies for a Permit, Endorsement, License, Certificate or training, under the applicable provisions of *EMS Regulations*.

**"ATTENDANT"** shall have the meaning ascribed to it in NRS 450B.050 which states, "Attendant means a Person responsible for the care of a sick or injured Person in an ambulance or air ambulance, and includes the driver of an ambulance but not the pilot of an air ambulance." An Attendant is classified as a qualified individual licensed by the Health District in accordance with *EMS Regulations* and authorized to provide Emergency Medical Care for an Ambulance Service or Firefighting Agency.

**"AUTHORIZED EMS TRAINING CENTER"** means a public or private agency that is authorized by the Health Officer to conduct initial or refresher EMS training programs which must meet the standards set forth in NRS 450B, *EMS Regulations*, and the *EMS Procedure Manual*.

**"CERTIFICATE"** means a Nevada Certificate issued by the Health Officer as authorized by NRS 450B.0605, certifying successful completion of training and testing at the level identified on the Certificate. A Certificate does not authorize the holder to function as an Attendant, pursuant to *EMS Regulations*.

**“CLASS”** means continuing education subject matter taught to increase knowledge on a particular subject.

**“COURSE”** means a complete series of study that follows a standard curriculum for the purpose of certification or recertification.

**"COURSE MEDICAL DIRECTOR"** means a Physician who has accepted the responsibility for directing the conduct of training Courses and for evaluating the performance of students in such Courses.

**“CRITICAL CARE ENDORSEMENT”** means a Paramedic/EMT-Paramedic who is endorsed by the Health Officer as having satisfactorily completed an approved Course of instruction in Critical Care Transport.

**“CRITICAL CARE TRANSPORT”** means the Transfer or Transport of a Patient in an appropriately equipped Ambulance/Air Ambulance as defined by the Permittee’s Medical Director whose medical condition may require special observation or treatment.

**"DEDICATED ADVANCED LIFE SUPPORT AMBULANCE"** means an Ambulance equipped to provide advanced life support that:

- I. Is capable of transporting a Patient from a Special Event to a hospital but, upon delivering the Patient, immediately returns to the site of the Special Event; and
- II. Is staffed in accordance with these Regulations.

**“DISTRICT PROCEDURE”** means Southern Nevada Health District standard operating procedure.

**"EMERGENCY MEDICAL CARE"** means that Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic care given to a Patient in an Emergency before the Patient arrives at a Receiving Facility and until such reasonable transition of care, as set forth in protocol or procedure, is accomplished.

**"EMERGENCY MEDICAL SERVICES"** means a system comprised of a chain of services linked together to provide Emergency Medical Care for the Patient at the scene of an Emergency, during Transport or Transfer, and upon entry at the Receiving Facility and is sometimes referred to as EMS or EMSS.

**"EMERGENCY MEDICAL TECHNICIAN (EMT)"** means a Person who is certified by the Health Officer as having satisfactorily completed a program of training in procedures and skills for Emergency Medical Care as prepared and authorized by the National Highway Traffic Safety Administration of the United States Department of Transportation as a national standard for certification as an Emergency Medical Technician pursuant to NRS 450B.1905. (Note: This level of certification is effective January 1, 2014.)

**"EMERGENCY MEDICAL TECHNICIAN BASIC (EMT-B)"** means a Person who is certified by the Health Officer as having satisfactorily completed an approved Course of instruction in basic emergency medical care. (Note: This level of certification will sunset on December 31, 2015.)

**"EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE (EMT-I)"** means a Person who is certified by the Health Officer as having satisfactorily completed an approved Course of instruction in intermediate emergency medical care. (Note: This level of certification will sunset on December 31, 2015.)

**"EMERGENCY MEDICAL TECHNICIAN PARAMEDIC (EMT-P)"** means a Person who is certified by the Health Officer as having satisfactorily completed an approved Course of instruction in advanced emergency medical care. (Note: This level of certification will sunset on December 31, 2015.)

**“EMS REGISTERED NURSE” or “EMS RN”** means a Person who is certified by the State Board of Nursing, in accordance with NRS 450B.160, NAC 632.225, and NAC 632.565 et. Seq. as having met the requirements to function as an Attendant.

**“ENDORSEMENT”** means a provision added to a Certificate, License, or Permit altering the scope of practice or authorization, or a letter and/or identification card authorizing specific activities within the EMS System.

**“FIELD”** means experience obtained while working as a credentialed attendant responsible for the care of a sick or injured Person in an Ambulance, Air Ambulance, or Firefighting Agency vehicle with an EMS agency that responds to 911 calls.

**“FIRST AID STATION”** means a fixed location at the site of a Special Event that is staffed by at least one (1) EMT/EMT-B, AEMT/EMT-I, Paramedic/EMT-P Attendant, or a Person with a higher level of skill who is capable of providing Emergency Medical Care within his or her scope of practice.

**"FIXED WING AIR AMBULANCE"** means a fixed wing type aircraft that is used as an Air Ambulance to Transfer Patients.

**"HEALTH DISTRICT" or “DISTRICT”** means the Southern Nevada Health District, its officers and authorized agents.

**"HEALTH DISTRICT OFFICE OF EMSTS" or “OEMSTS”** means the staff of the Health District charged with the responsibility of administering Emergency Medical Services in Clark County.

**"HEALTH OFFICER"** means the Chief Health Officer of the Southern Nevada Health District or the Chief Health Officer's designee.

**"HOST ORGANIZATION"** means:

- I. If a permit was obtained for a Special Event, the Person who obtained the permit; or
- II. If a permit was obtained for a Special Event, the Person who sponsored the Special Event.

**"INTERN"** means a Person placed on an Ambulance, Air Ambulance or Firefighting Agency Vehicle for the purpose of gaining supervised, practical experience.

**"LETTER OF APPROVAL"** means a written authorization issued by the District that establishes the Host Organization has met the requirements of Section 1150 of *EMS Regulations* for the event specified. A Letter of Approval is not transferrable to another Person, date, or location.

**"LETTER OF AUTHORIZATION"** means a letter issued by the Health Officer that authorizes a Person to conduct EMS training at the level identified in the letter.

**"LICENSE"** means the License issued by the Health District to a Person authorizing the holder to perform the duties of an Attendant, or Air Ambulance Attendant, in accordance with *EMS Regulations*.

**"LICENSEE"** means an individual who holds a License issued in accordance with *EMS Regulations*.

**"MASTER EMS INSTRUCTOR"** means a Person who holds an Endorsement to conduct EMS Instructor Courses in compliance with standards set forth in *EMS Regulations* and the *EMS Procedure Manual*.

**"MEDICAL ADVISORY BOARD"** means a board appointed by the Health Officer which advises the Health Officer and Board on matters pertaining to the Emergency Medical Services System in Clark County.

**"MEDICAL DIRECTOR"** means a Physician who is specifically designated by an Authorized EMS Training Center or Permittee and has accepted the responsibility for providing medical direction to the Permittee's Ambulance, Air Ambulance, Critical Care Transport, Firefighting Agency or Special Purpose Permit Service.

**"NATIONAL REGISTRY"** means the agency known as the National Registry of EMTs based in Columbus, Ohio, that prepares and administers standardized testing for EMTs, AEMTs and Paramedics for national registration.

**"OFFICIAL AEMT/EMT-INTERMEDIATE DRUG INVENTORY"** means the inventory authorized by the Health Officer which lists the approved drugs for administration by AEMT/EMT-I Attendants.

**"OFFICIAL EMT/EMT-BASIC DRUG INVENTORY"** means the inventory authorized by the Health Officer which lists the approved drugs for administration by EMT/EMT-B Attendants.

**"OFFICIAL GROUND AMBULANCE, AIR AMBULANCE AND FIREFIGHTING AGENCY INVENTORY"** means the inventory authorized by the Health Officer which lists the minimum standards and additional requirements for medical and nonmedical equipment and supplies to be carried in Ambulances, Air Ambulances, and Firefighting Agency vehicles.

**"OFFICIAL PARAMEDIC/EMT-PARAMEDIC DRUG INVENTORY"** means the inventory authorized by the Health Officer which lists the approved drugs for administration by Paramedic/EMT-P Attendants.

**"OFFICIAL SPECIAL EVENT MEDICAL INVENTORY"** means the inventory authorized by the Health Officer which lists the minimum standards and additional requirements for medical and nonmedical equipment and supplies to be carried by EMT/EMT-B, AEMT/EMT-I, Paramedic/EMT-P Attendants, or a Person with a higher level of skill who is capable of providing Emergency Medical Care within his or her scope of practice.

**"OPERATIONS DIRECTOR"** means a person specifically designated by a Permittee and has accepted the responsibility for operational decisions on behalf of that Permittee.

**"PARAMEDIC"** means a person who is certified by the Health Officer as having satisfactorily completed a program of training in procedures and skills for Emergency Medical Care as prepared and authorized by the National Highway Traffic Safety Administration of the United States Department of Transportation as a national standard for certification as a Paramedic pursuant to NRS 450B.195. (Note: This level of certification is effective January 1, 2014.)

**"PARAMEDIC (CC)" or "EMT-P (CC)" or "CRITICAL CARE PARAMEDIC" or "CRITICAL CARE EMT-P"** means a Person who is endorsed by the Health Officer as having satisfactorily completed an approved Course of instruction in Critical Care Transport in accordance with subsection 400.050 of *EMS Regulations*.

**"PATIENT"** means any individual that meets at least one of the following criteria: 1) A Person who has a complaint or mechanism suggestive of potential illness or injury; 2) A Person who has obvious evidence of illness or injury; or 3) A Person identified by an informed 2<sup>nd</sup> or 3<sup>rd</sup> party caller as requiring evaluation for potential illness or injury.

**"PERMIT"** means a permit issued by the Health District to a Person authorizing the provision of Emergency Medical Care in Clark County through an Ambulance Service, Air Ambulance Service, or Firefighting Agency.

**"PERMITTEE"** means the Person who holds a Permit issued pursuant to *EMS Regulations*.

**"PERSON"** means any natural Person, partnership, corporation or other public or private entity.

**"PHYSICIAN"** means a Person licensed by the Board of Medical Examiners of the State of Nevada to practice medicine or the Board of Osteopathic Medical Examiners of the State of Nevada to practice osteopathy in Nevada.

**"PHYSICIAN ADVISOR"** means a Physician who has verified, on a form provided and approved by the Health Officer, the ability of a Registered Nurse to provide Emergency Medical Care in accordance with NAC 632.225 and has issued written policies or protocols for the performance of those procedures.

**"PHYSICIAN ASSISTANT"** means a Person licensed by the Board of Medical Examiners of the State of Nevada to perform medical services under the supervision of a supervising Physician.

**"PHYSICIAN SUPERVISOR"** means a Physician who has verified, on a form provided and approved by the Health Officer, the ability of a Physician Assistant to provide Basic, Intermediate or Advanced Emergency Medical Care in accordance with NAC 630.370. The performance of medical services must be within the scope of the specialty of the supervising Physician.

**"PLAN REVIEW AUTHORITY"** means the District or agency authorized by the District to review and approve of the Host Organization's Special Event Medical Plan. The Letter of Approval will be issued by the Health Officer.

**"PREHOSPITAL CARE RECORD "** means a form or format, approved by the Health Officer, used for the reporting of Emergency Medical Care rendered by licensed Attendants.

**"PRIMARY EMS INSTRUCTOR"** means a Person who holds an Endorsement to conduct EMS Courses or Classes in compliance with standards set forth in *EMS Regulations* and the *EMS Procedure Manual*.

**"PROVISIONAL LICENSE"** means a license issued by the Health Officer with specific limitations. A Provisional License may be issued for a period not to exceed twelve (12) months and is not renewable per NRS 450B.190.

**"PUBLIC HEALTH EMERGENCY" or "PHE"** means an occurrence or threatened occurrence for which, in the determination of the Governor, the assistance of state agencies is needed to supplement the efforts and capabilities of political subdivisions to save lives, protect property and protect the health and safety of persons in this State, or to avert the threat of damage to property or injury to or the death of persons in this State.

**"QUALITY ASSURANCE DIRECTOR"** means that Person who is specifically designated by a Permittee and has accepted the responsibility for the duties specified in subsections 900.050, 1000.050, and 1100.050 of *EMS Regulations*.

**"RECEIVING FACILITY "** means a medical facility as approved by the Health Officer.

**"REGISTERED NURSE"** means a Person who is licensed by the Nevada State Board of Nursing to practice professional nursing in Nevada under NRS 632.019.

**"REPORTS"** means any record required by the Health Officer as set forth in *EMS Regulations*.

**"ROTORWING AIR AMBULANCE"** means a helicopter type aircraft that is used as an Air Ambulance to Transfer or Transport Patients.

**"ROVING EMERGENCY MEDICAL TECHNICIAN TEAM"** means a team at the site of a Special Event that:

- I. Consists of two (2) or more Licensed EMTs/EMT-Bs, AEMTs/EMT-Is or Paramedics/EMT-Ps; and
- II. Has the medical supplies necessary to provide Emergency Medical Care.

**"ROVING INTERMEDIATE EMERGENCY MEDICAL TECHNICIAN TEAM"** means a team at the site of a Special Event that:

- I. Consists of two (2) or more Licensed AEMTs/EMT-Is or Paramedics/EMT-Ps; and
- II. Has the medical supplies necessary to provide Emergency Medical Care.

**"SECONDARY EMS INSTRUCTOR"** means a Person who holds an Endorsement to conduct EMS training in EMS skills, provide periodic lectures as part of a training program under the supervision of a Primary or Master EMS Instructor, or evaluate Field performance, in compliance with standards set forth in *EMS Regulations* and the *EMS Procedure Manual*.

**"SIGNIFICANT NUMBER"** means, with regard to:

- I. Contacts by emergency medical personnel with Persons who attended a Special Event, the number of contacts is 0.07 percent or more of the total number of Persons who attended the Special Event.
- II. Patients transported to a hospital, the number of Patients transported from the Special Event to the hospital by ambulance or private vehicle is 15 percent or more of the total number of contacts at the Special Event as defined in 1.

**"SPECIAL EVENT"** means a temporary event, including, without limitation, a concert or sporting event, at which 2,500 or more Persons are projected to be in attendance at the same time. The term does not include a temporary event held at a location which is designed to host concerts, sporting events, conventions, trade shows and any other similar events and which has permanently established methods for providing first aid or emergency medical services at the location.

**"SPECIAL EVENT MEDICAL PLAN"** means a written plan prepared by or on behalf of the Host Organization regarding the EMS Permittee's methods and procedures for providing Emergency Medical Care during the Special Event.

**"SPECIAL PURPOSE PERMIT SERVICE"** means a Permittee who is authorized by the Health District to provide Standby Medical Coverage in accordance with *EMS Regulations*.

**"UNIT"** means an Ambulance, Air Ambulance or Firefighting Agency Vehicle.

**"UNPROFESSIONAL CONDUCT"** means that failure of a Person while providing Emergency Medical Care to maintain that standard of performance, to exercise that degree of skill, care, diligence and expertise, or to manifest that professional demeanor and attitude, which is ordinarily exercised and possessed by Licensees in Clark County. Examples of such unprofessional conduct, demeanor and attitude would include, without limitation, the use of obscene, abusive or threatening language, berating, belittling or inappropriate critical remarks or statements regarding others, such as Permittees or Licensees and other professionals participating in the provision of Emergency Medical Care; use of unreasonable force unnecessarily increasing or inflicting pain upon a Patient; callous disregard for personal feelings or sensibilities of Patients, their friends, families or other Persons present while care is being rendered.

# **TRAINING PROCEDURES**

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**DISTRICT PROCEDURE FOR  
INITIAL EDUCATION**  
(EMS Regulations Section 200)

**PURPOSE:** To establish a standard guideline for approving initial training conducted within the Clark County EMS System.

**DEFINITION:** For training centers authorized to conduct initial training programs, a “*Notice of Intent to Conduct Initial EMS Training Course*” form\* and supporting documents are required.

- PROCEDURE:**
- I. For initial training, all Health District approved EMS Training Centers must submit the required documentation\* at least thirty (30) days prior to the Course start date.
    - A. The first time the Course is offered, submit the SNHD “*Notice of Intent to Conduct Initial EMS Training Course*” form and a copy of the Course lesson plan which indicates:
      1. The Course title;
      2. The date and time of the topic(s) to be discussed;
      3. A detailed outline of each topic;
      4. The time allotted for each topic;
      5. The section/lesson that the topic fits into;
      6. The method of presentation; and
      7. The instructor(s) names.
    - B. Each time the Course is offered, submit a copy of the Course schedule, in its entirety, which indicates:
      1. The Course title;
      2. The date and time of the topic(s) to be discussed;
      3. The time allotted for each topic;
      4. The section/lesson that the topic fits into; and
      5. The instructor(s) names.
  - II. A Primary or Master EMS Instructor must be present at all Courses.
  - III. All instruction must be by an EMS Instructor unless exempted under District EMS Regulations Section 400.550. The expertise of the exempted professional is to be documented by the Course coordinator and/or Course Medical Director. The OEMSTS will assess for appropriate faculty and will not authorize a proposed Course with inadequate faculty.
  - IV. An EMS Instructor may not teach Courses above his/her own level of certification.
  - V. Upon successful completion of the training program, the Course coordinator shall submit the “*EMS Course Completion Record*” to the OEMSTS within ten (10) days of Course completion.

\* Note: All documentation must be hand-delivered to the front office or emailed to [ems@snhdmail.org](mailto:ems@snhdmail.org).

- VI. For EMT Courses, the Course coordinator shall submit the National Registry practical examinations to the OEMSTS within ten (10) days of Course completion.
- VII. All initial training Courses must have EMS Course/Instructor Evaluation forms completed by each student. Evaluations must be submitted to the OEMSTS within ten (10) days of Course completion.
- VIII. All EMS Instructors will be given full CME credit for an EMS Course or portion of the Course they teach at the level of their certification. Credit for a given Class/Course will only be awarded “one time” per certification period, not each time it is taught.
- IX. Individuals who miss more than 10% of a Course will not receive credit for the Course.
- X. Any exception to the above procedure must be based upon a written appeal to the Health Officer.

**DISTRICT PROCEDURE FOR  
CONTINUING MEDICAL EDUCATION (CME)**  
(EMS Regulations Section 200)

**PURPOSE:** To establish a standard guideline for approving continuing medical education training conducted within the Clark County EMS System.

**DEFINITION:** For training centers authorized to conduct EMS training, a “*Notice of Intent to Conduct Continuing Medical Education (CME) Class*” form\* and supporting documents are required.

**PROCEDURE:**

- I. For CME training, all Health District approved EMS Training Centers or other entities conducting CME, must submit the required documentation\* at least seven days prior to the Class start date.
  - A. The first time the Class is offered, submit the SNHD “*Notice of Intent to Conduct Continuing Medical Education (CME) Class*” form,\* and a copy of the Class lesson plan which indicates:
    1. Class title;
    2. The date and time of the topic(s) to be discussed;
    3. A detailed outline of each topic;
    4. The time allotted for each topic;
    5. The category that the topic fits into;
    6. The method of presentation; and
    7. The instructor(s) names.
  - B. Each time the Class is offered, submit a copy of the Class schedule, in its entirety, which indicates:
    1. Class title;
    2. The date and time of the topic(s) to be discussed;
    3. The time allotted for each topic;
    4. The category that the topic fits into; and
    5. The instructor(s) names.
- II. A Primary or Master EMS Instructor must be present at all Classes.
- III. All instruction must be by an EMS Instructor unless exempted under District *EMS Regulations* Section 400.550. The expertise of the exempted professional is to be documented and will be assessed for appropriate faculty. The OEMSTS will assess for appropriate faculty and will not authorize a proposed Course with inadequate faculty.
- IV. An EMS Instructor may not teach Classes above his/her own level of certification.
- V. All EMS Instructors will be given full CME credit for an EMS Class or portion of the Class they teach at the level of their certification. Credit for a given Class will only be awarded “one time” per certification period, not each time it is taught.

\* Note: All documentation must be hand-delivered to the front office or emailed to [ems@snhdmail.org](mailto:ems@snhdmail.org).

- VI. Individuals who miss more than 10% of a Class will not receive credit for the Class.
- VII. Any exception to the above procedure must be based upon a written appeal to the Health Officer.

# DISTRICT PROCEDURE FOR EMT TRAINING

(EMS Regulations Section 200.200 & 200.210)

**PURPOSE:** To standardize EMT training programs conducted within the Clark County EMS System.

**DEFINITION:** A program of training in procedures and skills for Emergency Medical Care as prepared and authorized by the National Highway Traffic Safety Administration (NHTSA) of the United States DOT as a national standard for certification as an Emergency Medical Technician pursuant to NRS 450B.1905.

**PREREQUISITE:** Current healthcare provider CPR certification, as approved by the OEMSTS.

## PROCEDURE:

- I. NHTSA has posted the final National EMS Education Standards at [www.ems.gov](http://www.ems.gov). Educational programs should communicate and coordinate with the OEMSTS prior to using the *National EMS Education Standards* to ensure all Clark County requirements will be met.\*
- II. All EMT Courses must include Weapons of Mass Destruction (WMD) training. WMD training must include:
  - Introduction to Terrorism
  - Chemical
  - Biological (including Syndromic Surveillance & Health Alert Network)
  - Radiological/Nuclear Agents
  - Personal Protective Equipment
  - Decontamination
- III. Upon successful completion of the training program the Course coordinator shall:
  - A. Submit the “*EMS Course Completion Record*” to the OEMSTS within ten (10) days of Course completion;
  - B. Submit the National Registry EMT practical examinations to the OEMSTS within ten (10) days of Course completion; and
  - C. Submit the “*EMS Course/Instructor Evaluation*” forms to the OEMSTS within ten (10) days of Course completion.
- IV. The student shall schedule and successfully pass the National Registry EMT cognitive examination within 24 months of Course completion. **NOTE:** National Registry practical and cognitive examinations remain valid for a 12-month period.
- V. Upon successful completion of the National Registry practical and cognitive examinations, the student will be eligible to apply for reciprocity in accordance with the “**District Procedure for Certification via Reciprocity**”.

\* The new *National EMS Education Standards* are less prescriptive than its predecessor, the *National Standard Curriculum* (NSC). Accordingly, hours to deliver a particular Course will vary. The goal of the new *National Education Standards* is to focus on outcomes, not the time spent achieving them. The Course should dictate the pace of instruction and educational programs should determine the delivery methods (including distance learning that can be used by students to adapt to personal schedules or reinforce Course materials, if needed). The *Education Agenda* supports participation of learners by creating an opportunity for efficiency in the delivery of essential content.

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**DISTRICT PROCEDURE FOR  
ADVANCED EMT TRAINING**  
(EMS Regulations Section 200.300 & 200.310)

**PURPOSE:** To standardize AEMT training programs conducted within the Clark County EMS System.

**DEFINITION:** A program of training in procedures and skills for Emergency Medical Care as prepared and authorized by the National Highway Traffic Safety Administration (NHTSA) of the United States DOT as a national standard for certification as an Advanced Emergency Medical Technician pursuant to NRS 450B.191.

**ELIGIBILITY:** Current certification as an EMT or EMT-Basic.

**PREREQUISITE:** Current certification in healthcare provider CPR, as approved by the OEMSTS.

**PROCEDURE:**

- I. NHTSA has posted the final *National EMS Education Standards* at [www.ems.gov](http://www.ems.gov). Educational programs should communicate and coordinate with the OEMSTS prior to using the *National EMS Education Standards* to ensure all Clark County requirements will be met.\*
- II. The Course coordinator must submit the Course roster to the OEMSTS at least 14 (fourteen) days after Course start date. If the student is not Clark County certified, a copy of the student's current out-of-state or National Registry EMT/EMT-B certificate must be submitted.
- III. Upon successful completion of the training program, the Course coordinator shall:
  - A. Submit the "*EMS Course Completion Record*" to the OEMSTS within ten (10) days of Course completion; and
  - B. Submit the "*EMS Course/Instructor Evaluation*" forms to the OEMSTS within ten (10) days of Course completion.
- IV. The Authorized EMS Training Center may facilitate an Advanced Level National Registry practical examination.
- V. The student may schedule to take the National Registry AEMT cognitive examination within 24 months of Course completion.

NOTE: National Registry practical and cognitive examinations remain valid for a 12-month period.
- VI. Upon successful completion of the National Registry practical and cognitive examinations, the student will be eligible to apply for reciprocity in accordance with the "**District Procedure for Certification via Reciprocity.**"

\* The new *National EMS Education Standards* are less prescriptive than its predecessor, the *National Standard Curriculum* (NSC). Accordingly, hours to deliver a particular Course will vary. The goal of the new *National Education Standards* is to focus on outcomes, not the time spent achieving them. The Course should dictate the pace of instruction and educational programs should determine the delivery methods (including distance learning that can be used by students to adapt to personal schedules or reinforce Course materials, if needed). The *Education Agenda* supports participation of learners by creating an opportunity for efficiency in the delivery of essential content.

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# **DISTRICT PROCEDURE FOR PARAMEDIC TRAINING**

(EMS Regulations Section 200.400 & 200.410)

**PURPOSE:** To standardize Paramedic training programs conducted within the Clark County EMS System.

**DEFINITION:** A program of training in procedures and skills for Emergency Medical Care as prepared and authorized by the National Highway Traffic Safety Administration (NHTSA) of the United States DOT as a national standard for certification as a Paramedic pursuant to NRS 450B.195.

**ELIGIBILITY:** An Applicant for admission to a Paramedic training program shall be currently certified as an EMT/EMT-Basic or AEMT/EMT-Intermediate.

**PREREQUISITE:** Current certification in healthcare provider CPR, as approved by the OEMSTS.

**PROCEDURE:**

- I. NHTSA has posted the final *National EMS Education Standards* at [www.ems.gov](http://www.ems.gov). Educational programs should communicate and coordinate with the OEMSTS prior to using the *National EMS Education Standards* to ensure all Clark County requirements will be met.\*
- II. The Course coordinator must submit the Course roster to the OEMSTS at least 14 (fourteen) days after Course start date. If the student is not Clark County certified, a copy of the student's current out-of-state or National Registry EMT/EMT-B, or AEMT/EMT-I certificate must be submitted.
- III. Upon successful completion of the didactic and clinical portions of the Paramedic training program, including the training center's final written and practical examinations, the training center must submit to the OEMSTS the "*Paramedic Didactic/Clinical Course Completion*" form that certifies the student has successfully completed the didactic and clinical portions of the training program. The form must be signed by the Course coordinator and Course Medical Director. The Paramedic Intern Applicant must follow the procedure as outlined in the "**District Procedure for Provisional Licensure,**" which will allow the OEMSTS to schedule the written ALS Licensure examination for the students whose names appear on the form.
- IV. Upon successful completion of the ALS Licensure examination, a Provisional License may be issued by the OEMSTS allowing the student to enter the Field internship portion of the Paramedic training program. A Paramedic Intern must possess a Provisional License prior to performing any ALS procedure outside of the hospital or classroom setting. The Provisional License will expire upon completion of the Paramedic Course and shall not be valid for more than one (1) year from the date of issuance and is not renewable. The Paramedic Intern must sign the Provisional License prior to issuance and a copy shall be kept on file in the OEMSTS.
- V. The Paramedic Intern must complete the internship with a permitted 911 responding agency. The internship shall be for a minimum of 360 hours if 12-hour shifts are worked and for a minimum of 480 hours if 24-hour shifts are worked. The Paramedic Intern must be evaluated under the direct observation of an EMS Instructor. A "*Daily Performance Record*" must be completed by the evaluating EMS Instructor.

The Paramedic Intern must be a third-rider, and must be with an EMS Instructor at all times when providing care.

- VI. A “*Major Evaluation*” must be completed after 10, 20, and 30 shifts by the Paramedic Intern’s lead EMS Instructor for those candidates working 12-hour shifts. A “*Major Evaluation*” must be completed after 7, 14 and 20 shifts by the Intern’s primary EMS Instructor for those candidates working 24-hour shifts. A representative from the Paramedic agency and a representative from the Paramedic Training Center should assist with the completion of the major evaluations. A competency level of 3 in each area of the final major evaluation is required to successfully complete the internship. A competency level of 3 means the Intern consistently performs procedures in a competent manner according to established standards. The internship will be under the direction of the Paramedic Training Center.
- VII. Failure to successfully complete any portion of the “**District Procedure for Paramedic Training**” may be cause for the candidate’s internship to be terminated upon recommendation of the Health Officer.
- VIII. Upon successful completion of the internship or at a time determined by the OEMSTS and the training center, the training center may facilitate the National Registry practical examination.
- IX. Upon successful completion of the internship, the training center will submit an “*EMS Course Completion Record*” to the OEMSTS documenting the student’s successful completion of the entire Paramedic training program, along with the “*EMS Course/Instructor Evaluation*” forms.
- X. The student shall schedule and successfully pass the National Registry Paramedic cognitive examination within 24 months of Course completion.  
NOTE: National Registry practical and cognitive examinations remain valid for a 12 month period.
- XI. Upon successful completion of the National Registry practical and cognitive examinations, the student will be eligible to apply for reciprocity in accordance with the “**District Procedure for Certification via Reciprocity**”.

\* The new *National EMS Education Standards* are less prescriptive than its predecessor, the *National Standard Curriculum* (NSC). Accordingly, hours to deliver a particular Course will vary. The goal of the new *National Education Standards* is to focus on outcomes, not the time spent achieving them. The Course should dictate the pace of instruction and educational programs should determine the delivery methods (including distance learning that can be used by students to adapt to personal schedules or reinforce Course materials, if needed). The *Education Agenda* supports participation of learners by creating an opportunity for efficiency in the delivery of essential content.

# **CERTIFICATION PROCEDURES**

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# DISTRICT PROCEDURE FOR APPLICATION FOR INITIAL CERTIFICATION/LICENSURE

(EMS Regulations Section 200; 300; 400)

**PURPOSE:** To standardize the application process for all EMT/EMT-Basics, AEMT/EMT-Intermediates and Paramedic/EMT-Paramedics applying for initial certification/licensure within the Clark County EMS System.

**DEFINITION:** An Applicant is an individual who:

1. Is at least 18 years of age;
2. Has current certification from National Registry or State of Nevada;
3. Is applying for initial licensure; or
4. Needs to renew an expired State of Nevada certificate

NOTE: Proof of residence in Clark County (State of Nevada I.D., military I.D., or Clark County University/College ID) or current EMS employment in Clark County is required for all Applicants.

**PROCEDURE:**

- I. Complete the Health District's "*Application for Initial Certification/Licensure*" that contains at least the following information:
  - A. Section 1 - Applicant Information
    1. Name
    2. Mailing/home address
    3. Telephone number
    4. Date of birth
    5. Gender
    6. Social security number
  - B. Section 2 - Background
    1. Can you speak, read, and write the English language?
    2. Have you ever been certified as an EMS provider in any other state?
    3. Have you ever been licensed as an Ambulance/Firefighter Attendant or Air Ambulance Attendant?
    4. Has your current out-of-state EMS certificate/license been under any investigation or review, if applicable?
    5. Have you ever surrendered any type of EMS certificate/license in any state or to a state agency that had issued you an EMS certificate/license?
    6. Have you ever been subject to limitation, suspension, or revocation of an EMS certificate/license, including your right to practice in a healthcare occupation, if applicable?
    7. Have you ever been denied any type of EMS certificate/license in any state by a state agency?

C. Section 3 - Criminal Background

1. Have you ever received deferred adjudication for a felony or misdemeanor?
2. Have you ever been convicted of a felony?
3. Have you ever been convicted of a gross misdemeanor?
4. Have you ever been convicted of a misdemeanor other than a minor traffic violation, e.g. speeding ticket or parking violation?

NOTE: An Applicant who answers “yes” to any of the above questions may be required to submit additional documentation to the OEMSTS.

D. Section 4 – Military Background (if applicable)

1. Branch of service
2. Length of service
3. Military Occupational Specialty

E. Section 4 - Signature and Date

The Applicant’s signature and date is required affirming that all information on the application is true and correct. The Applicant must provide any additional information needed to clarify the above relative to the Applicant’s pending certification which the OEMSTS has requested.

1. The Applicant’s signature further attests to knowledge of and compliance with the guidelines concerning safe and appropriate injection practices as set forth in NRS 450B.165.
2. The Applicant’s signature further acknowledges the obligation as a certified or licensed person providing medical services, to report any findings of abuse, neglect or exploitation of children, elderly, or vulnerable persons within 24 hours from occurrence as set forth in NRS 432B.220, NRS 200.5093, and NRS 200.50935.

F. Section 5 – Child Support Information

The Applicant must provide a statement indicating compliance with child support payment in accordance with NRS 450B.183.

II. Submit payment of all required non-refundable, non-transferable fee(s).

# **DISTRICT PROCEDURE FOR CERTIFICATION VIA RECIPROCITY**

(EMS Regulations Section 300)

**PURPOSE:** To standardize the certification process via reciprocity for all EMT/EMT-Basics, AEMT/EMT-Intermediates and Paramedic/EMT-Paramedics applying for certification within the Clark County EMS System.

**DEFINITION:** A reciprocity Applicant is an individual who has current certification from National Registry or State of Nevada.

**PROCEDURE:**

- I. Complete the Health District's "*Application for Initial Certification/Licensure*" form with:
  - A. Proof of residence in Clark County (State of Nevada I.D., military I.D., or Clark County University/College ID), or enrollment in EMS training, or current EMS employment in Clark County.
  - B. Payment of all required non-refundable, non-transferable fee(s).
  - C. Copy of:
    1. Current National Registry of Emergency Medical Technicians (NREMT) certificate; or
    2. Current State of Nevada certificate; and
    3. All other current or expired out-of-state EMS certifications held, if applicable.
  - D. If applicable, the Applicant must submit the "*Request for Verification of Certification*" form to all states where an EMS Certificate or License was held.
  - E. If Applicant previously held a Clark County Certificate that has expired, and holds current National Registry certification at that same level, the Applicant will be required to submit documentation of skills (signed off within the last six (6) months) appropriate to the level of certification as defined on the Health District's "*Skills Proficiency Record*".
  - F. Copy of current certification in healthcare provider CPR.
  - G. If Paramedic Applicant, copy of current certification in advanced cardiac life support procedures for Patients who require ALS care.
  - H. If Paramedic Applicant, copy of current certification in life support procedures for pediatric Patients who require ALS care, and prehospital trauma life support procedures.

NOTE: Any Paramedic Applicant who has not previously completed these Courses will be required to do so within twelve (12) months. Failure to do so will result in the certification being withdrawn by the Health Officer.

- I. Proof of completion of a course of instruction in both WMD Surveillance and Health Alert Network training as defined in NRS 450B.180. An Applicant who has not completed this training will be required to do so prior to recertification.

NOTE: An Applicant who has held a Clark County certification in the past will be required to submit documentation of completion of both the WMD Surveillance and Health Alert Network training courses at time of

application, if not already on file. (The Health Alert Network training course is only available on the SNHD website.)

- II. Upon receipt of the “*Request for Verification of Certification*” form, the OEMSTS will approve the application if the Applicant meets the requirements for certification via reciprocity, and will issue an EMS Certificate at the appropriate level.

NOTE: EMT/EMT-Basic, AEMT/EMT-Intermediate and Paramedic/EMT-Paramedic Applicants with a letter of intent to hire from a permitted agency, please also refer to the “**District Procedure for Licensure**” and “**District Procedure for Provisional Licensure**”.



# **DISTRICT PROCEDURE FOR RENEWAL OF AN EXPIRED NEVADA CERTIFICATE**

(EMS Regulations Section 300.322)

**PURPOSE:** To standardize the process for all EMT/EMT-Basics, AEMT/EMT-Intermediates and Paramedic/EMT-Paramedics to regain certification within Nevada.

**DEFINITION:** An Applicant for renewal of an expired Nevada Certificate is an individual who held a Nevada EMT Certificate that expired within the last two (2) years and wants to obtain Clark County certification.

**PROCEDURE:**

- I. Applicants must meet the following requirements at time of application:
  - A. Submit the Health District's "*Application for Initial Certification/Licensure*".
  - B. Submit proof of expired (w/in the last two (2) years) Nevada certification.
  - C. Submit proof of residency in Clark County (State of Nevada I.D., military I.D., or Clark County/College I.D.), or current EMS employment in Clark County.
  - D. Submit payment of all required non-refundable, non-transferable fee(s).
  - E. Submit the required continuing medical education hours as defined in the recertification procedure appropriate to the level of certification.

NOTE: Refresher paperwork is valid for two (2) years.

- F. If EMT/EMT-Basic Applicant, submit a copy of skills (signed off within the last six (6) months) as defined on the Health District's "*Skills Proficiency Record*". If AEMT/EMT-Intermediate or Paramedic/EMT-Paramedic Applicant, documentation of successful completion of the National Registry practical examination.

NOTE: National Registry skills remain valid for a 12-month period.

- G. Submit a copy of a current healthcare provider level CPR card.
  - H. If Paramedic Applicant, submit a copy of current certification in advanced cardiac life support procedures for Patients who require ALS care; copy of current certification in life support procedures for pediatric Patients who require ALS care; and documentation of certification in prehospital trauma life support procedures, if not already on file.
  - I. Submit documentation of completion of a course of instruction in both WMD Surveillance and Health Alert Network training, if not already on file. (The Health Alert Network training course is available on the SNHD website.)
- II. After successful completion of the above requirements, the Applicant may schedule to take the National Registry Assessment Examination appropriate to the level of certification on the NREMT website ([www.nremt.org](http://www.nremt.org)). AEMT/EMT-Intermediate and Paramedic/EMT-Paramedic Applicants must successfully pass the National Registry practical and assessment examinations.

NOTE: National Registry practical and cognitive examinations remain valid for a 12 month period.

- III. Applicants will have 12 months from the date of application to complete the renewal process as outlined above.

IV. After the Applicant passes the National Registry Assessment Examination, the OEMSTS will issue an EMS Certificate at the appropriate level.

## **ELIGIBILITY FOR ACCOMODATIONS DUE TO DISABILITY**

The OEMSTS will offer reasonable and appropriate accommodations for the written component of the written licensure examination for those persons with documented disabilities. (Please refer to National Registry's website ([www.nremt.org](http://www.nremt.org) Americans with Disabilities Act policy) for information on eligibility requirements for the certification examination.)

### Learning Disabilities

Based upon a thorough analysis of the written examination it has been determined that persons with learning disabilities in the areas of reading decoding, reading comprehension, or written expression may be eligible for special test accommodations. Other areas in which learning disabilities may be evidenced (e.g. mathematics calculations, mathematics applications, oral expression, listening comprehension) should not negatively impact upon one's performance on the written examination due to the format (multiple choice) and content.

Those persons requesting accommodations for the written component of the licensure examination must submit documented evidence of a learning disability. Appropriate documentation must be received three (3) weeks prior to the examination.

Documentation of a specific learning disability must include evidence of a previously documented learning disability in reading decoding, reading comprehension, or written expression as follows:

1. Diagnosis of a learning disability in the area(s) of reading decoding, reading comprehension, and/or written expression, based upon the results of a standardized psycho educational assessment including an individually administered standardized measure of intelligence and an individually administered standardized measure of achievement in reading decoding, reading comprehension and/or written expression. Both standard scores and grade equivalent scores are required.
2. A learning disability made by a qualified professional, according to the criteria outlined in the most current edition of Diagnostic and Statistical Manual of Mental Disorders.
3. Development and academic history reflecting current cognitive functioning, thorough investigation of deficit areas, reasonable consideration of alternative diagnosis and comorbidity, and rationale for diagnosis.
4. A recent psycho-educational evaluation (within the past five years). If no such assessment has been conducted, then the Applicant is responsible for obtaining such documentation before any decision can be made by the Southern Nevada Health District regarding the Applicant's request for special accommodations.

The OEMSTS will permit those persons who qualify for special accommodations on the written examination due to a documented learning disability in reading decoding, reading comprehension, and/or written expression to take the standard format of the examination but receive an extended amount of time in which to complete the examination. Applicants selecting this option will normally receive an additional 50% of the standard time allotted. (Example: A qualified individual will receive three (3) hours versus the standard two hours). Additional accommodations may be provided as appropriate.

No person will be granted special accommodation on the written examination if he/she does not meet the minimum standards for performance as determined by analysis of the requirements of the job and as documented by standardized measures of aptitude and achievement. Please contact the OEMSTS for further information regarding minimum standards of performance.

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# **ENDORSEMENT PROCEDURES**

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**DISTRICT PROCEDURE FOR  
SECONDARY EMS INSTRUCTOR ENDORSEMENT**  
(EMS Regulations Section 400)

**PURPOSE:** To standardize EMS Instructor training programs conducted within the Clark County EMS System.

**DEFINITION:** A Secondary EMS Instructor is a person who holds an Endorsement issued by the Health District to conduct training in EMS skills, provide lectures as part of a training program, or serve as an evaluator of Interns.

**PREREQUISITES:**

1. Current State of Nevada certification as an AEMT/EMT-Intermediate, Paramedic/EMT-Paramedic, or current State of Nevada licensure as a Physician, PA, APN, or Registered Nurse;
2. Letter of recommendation from an Authorized EMS Training Center outlining their intent to utilize the individual in this capacity; and
3. Documentation of at least two (2) years of full-time employment or at least five years of volunteer/part-time EMS Field experience at the level being requested, as defined by the OEMSTS.

**PROCEDURE:**

- I. Submit an “*Application for Secondary EMS Instructor Endorsement*”.
- II. Submit payment of all required non-refundable, non-transferable fee(s).
- III. Successfully demonstrate to a Clark County endorsed EMS Instructor the ability to perform the skills as defined on the “*Skills Proficiency Record*” within six (6) months prior to the date of application.
- IV. Successfully pass the appropriate Health District EMS Instructor Examination, with a minimum score of 80% within twelve (12) months from the date of application:
  - A. If the instructor Applicant does not pass the examination on the first attempt, a second opportunity to test will be allowed within six (6) months following the date of the first attempt.
  - B. If the instructor Applicant does not pass the examination on the second attempt, the Applicant will not be eligible to retest for twelve (12) months following the date of the second attempt.
- V. Successfully complete a Health District approved EMS Instructor Course, unless Applicant can show documentation of completion of both a Fire Service Instructor I and Fire Service Instructor II Course. The required minimum Course content shall meet or exceed the most recent *Guidelines for Educating the EMS Instructor*.
- VI. Submit the “*Monitoring Form for EMS Instructor Applicant*,” completed by a currently endorsed Primary or Master EMS Instructor, within ninety days of Course completion that verifies:
  - A. One (1) hour monitored skills instruction; and
  - B. One (1) hour monitored didactic instruction.

- VII. Upon receipt of the “*EMS Course Completion Record*” and the “*Monitoring Form for EMS Instructor Applicant*” the OEMSTS will:
  - A. Add an Endorsement as a Secondary EMS Instructor to the Applicant’s AEMT/EMT-I or Paramedic/EMT-P Certificate, or
  - B. Issue a letter of Endorsement as a Secondary EMS Instructor to a Nevada licensed Physician, PA, APN, or Registered Nurse.
- VIII. An Endorsement to be a Secondary EMS Instructor will expire:
  - A. On the date of expiration appearing on the Certificate for an AEMT/EMT-I or Paramedic/EMT-P, or
  - B. Up to two (2) years from the date of the letter granting Endorsement for a Nevada licensed Physician, PA, APN, or Registered Nurse, or
  - C. On the date the Certificate is suspended or revoked.
- IX. The Endorsement is renewable if the holder of the Endorsement:
  - A. Verifies participation as a Secondary EMS Instructor in good standing with a Health District Authorized EMS Training Center;
  - B. Provides documentation of current certification as an AEMT/EMT-I or Paramedic/EMT-P issued by the Health Officer, or current Nevada licensure as a Physician, PA, APN, or Registered Nurse;
  - C. Has submitted an “*Application for Recertification*” (EMS providers only); and
  - D. Has, within the Endorsement period, submitted documentation of completion of an EMS Instructor Update, or evidence of completion of four hours of instructor training as approved by the OEMSTS, along with the “*EMS Instructor Renewal Report*.”

NOTE: If the Endorsement is not renewed within two (2) years of expiration, the Applicant must meet the eligibility requirements as outlined in the “**District Procedure for EMS Instructor Endorsement via Challenge**”.

NOTE: All State of Nevada EMS Instructor Applicants will be endorsed as Secondary EMS Instructors unless the Applicant provides documentation that they meet the eligibility requirements as outlined in the “**District Procedure for Primary EMS Instructor Endorsement**” or “**District Procedure for Master EMS Instructor Endorsement**”.



# **DISTRICT PROCEDURE FOR PRIMARY EMS INSTRUCTOR ENDORSEMENT**

(EMS Regulations Section 400)

**PURPOSE:** To standardize the process to transition from Secondary EMS Instructor to Primary EMS Instructor within the Clark County EMS System.

**DEFINITION:** A Primary EMS Instructor is a person who holds an Endorsement issued by the Health District to coordinate and conduct EMS Courses/Classes.

**PREREQUISITES:**

1. Endorsement as a Secondary EMS Instructor for at least one (1) year within the last three (3) years, and successful completion of:
2. An EMS Primary Instructor Bridge Course, *or*
3. Both a Fire Instructor I and Fire Service Instructor II Course, or
4. The entire Health District approved EMS Instructor Course; *and*
5. *Has a letter of recommendation from an Authorized EMS Training Center outlining their intent to utilize the individual in this capacity.*

**PROCEDURE:**

- I. Submit an “*Application for Primary EMS Instructor Endorsement*”.
- II. Submit payment of all required non-refundable, non-transferable fee(s).
- III. Submit a teaching portfolio of at least one (1) year of mentored instruction under the supervision of a Primary or Master EMS Instructor in the form of:
  - A. At a minimum, two Class outlines, lesson plans, syllabi
  - B. PowerPoint presentations
  - C. Sample evaluation tools
  - D. Log of EMS Instructor hours

NOTE: All material submitted must be original work completed by the Applicant.

- IV. Submit a “*Monitoring Form for EMS Instructor Applicant,*” completed by a currently endorsed Primary or Master EMS Instructor, within ninety days of Course completion that verifies:
  - A. At a minimum, one (1) hour monitored skills instruction; and
  - B. At a minimum, one (1) hour monitored didactic instruction.
- V. Upon approval of the documentation, the OEMSTS will:
  - A. Add an Endorsement as a Primary EMS Instructor to the Applicant’s AEMT/EMT-I or Paramedic/EMT-P Certificate, or
  - B. Issue a letter of Endorsement as a Primary EMS Instructor to a Nevada Licensed Physician, PA, APN, or Registered Nurse.
- VI. An Endorsement to be a Primary EMS Instructor will expire:
  - A. On the date of expiration appearing on the Certificate for an AEMT/EMT-I or Paramedic/EMT-P, or

- B. Up to two (2) years from the date of the letter granting Endorsement for a Nevada licensed Physician, PAssistant, Advanced Practitioner of Nursing, or Registered Nurse, or
  - C. On the date the Certificate is suspended or revoked.
- VII. The Endorsement is renewable if the holder of the Endorsement:
- A. Verifies participation as a Primary EMS Instructor in good standing with a Health District Authorized EMS Training Center;
  - B. Provides documentation of current certification as an AEMT/EMT-I or Paramedic/EMT-P issued by the Health Officer, or current Nevada licensure as a Physician, PA, APN, or Registered Nurse;
  - C. Has submitted an “*Application for Recertification*” (EMS providers only); and
  - D. Has, within the Endorsement period, submitted documentation of completion of an EMS Instructor Update, or evidence of completion of four hours of instructor training as approved by the OEMSTS, along with the “*EMS Instructor Renewal Report*”.

NOTE: If the Endorsement is not renewed within two (2) years of expiration, the Applicant must meet the eligibility requirements as outlined in the “**District Procedure for EMS Instructor Endorsement via Challenge**”.

NOTE: If a Primary EMS Instructor originally certified at the AEMT/EMT-Intermediate level attains Paramedic certification, that instructor is eligible for Primary EMS Instructor Endorsement at the Paramedic level after two (2) years of full-time Paramedic Field experience. The Applicant must submit a letter of recommendation from an Authorized EMS Training Center outlining their intent to utilize the individual in this capacity, and successfully pass the Paramedic instructor examination.

**DISTRICT PROCEDURE FOR  
MASTER EMS INSTRUCTOR ENDORSEMENT**  
(EMS Regulations Section 400)

**PURPOSE:** To standardize the process to transition from Primary EMS Instructor to Master EMS Instructor within the Clark County EMS System.

**DEFINITION:** A Master EMS Instructor is a Person who holds an Endorsement issued by the Health District to coordinate and conduct a Train the Trainer EMS Instructor Course, in addition to EMS Courses/Classes.

**PREREQUISITES:**

1. Endorsement as a Primary EMS Instructor for at least three (3) years; and
2. Letter of recommendation from an Authorized EMS Training Center outlining their intent to utilize the individual in this capacity.

**PROCEDURE:**

- I. Submit an “*Application for Master EMS Instructor Endorsement*”.
- II. Submit payment of all required non-refundable, non-transferable fee(s).
- III. Submit documentation demonstrating successful completion of one (1) of the following:
  - A. NEMSEC examination; or
  - B. Course of study with the awarding of at least a bachelor’s degree in education, health education or other related fields, as approved by the OEMSTS; or
  - C. Other equivalent Course(s) as approved by the OEMSTS.
- IV. Upon approval by the OEMSTS, the Applicant must be monitored teaching a Train the Trainer EMS Instructor Course by a Master EMS Instructor designated by the OEMSTS.
- V. Upon receipt of documentation demonstrating successful monitoring of a Train the Trainer EMS Instructor Course, the OEMSTS may:
  - A. Add an Endorsement as a Master EMS Instructor to the Applicant’s AEMT/EMT-I or Paramedic/EMT-P Certificate, or
  - B. Issue a letter of Endorsement as a Master EMS Instructor to a Nevada licensed Physician, PA, APN, or Registered Nurse.
- VI. An Endorsement to be a Master EMS Instructor will expire:
  - A. On the date of expiration appearing on the Certificate for an AEMT/EMT-I or Paramedic/EMT-P, or
  - B. Up to two (2) years from the date of the letter granting Endorsement for a Nevada licensed Physician, PA, APN, or Registered Nurse, or
  - C. On the date the Certificate is suspended or revoked.

- VII. The Endorsement is renewable if the holder of the Endorsement:
- A. Verifies participation as a Master EMS Instructor in good standing with a Health District Authorized EMS Training Center;
  - B. Provides documentation of current certification as an AEMT/EMT-I or Paramedic/EMT-P issued by the Health Officer, or current Nevada licensure as a Physician, PA, APN, or Registered Nurse;
  - C. Has submitted an “*Application for Recertification*” (EMS providers only); and
  - D. Has, within the Endorsement period, submitted documentation of completion of an EMS Instructor Update or evidence of completion of four hours of instructor training as approved by the OEMSTS, along with the “*EMS Instructor Renewal Report*”.

NOTE: If the Endorsement is not renewed within two (2) years of expiration, the Applicant must meet the eligibility requirements as outlined in the “**District Procedure for EMS Instructor Endorsement via Challenge**”.

# DISTRICT PROCEDURE FOR EMS INSTRUCTOR ENDORSEMENT VIA CHALLENGE

(EMS Regulations Section 300)

**PURPOSE:** To standardize the Endorsement process via challenge for all individuals applying for EMS Instructor Endorsement within the Clark County EMS System.

**DEFINITION:** A challenge EMS Instructor is an individual who:

1. Has had training and experience equivalent to that of an EMS Instructor, as defined by the District Board of Health *EMS Regulations*; or
2. Has held an Endorsement as an EMS Instructor that expired more than two (2) years ago; and
3. Has a letter of recommendation from an Authorized EMS Training Center outlining their intent to utilize the individual in this capacity.

**PREREQUISITE:** Current Clark County certification as an AEMT/EMT-I, Paramedic/EMT-P, or current State of Nevada license as a Physician, PA, APN, or Registered Nurse.

**PROCEDURE:**

- I. Submit documentation of at least the minimum number of years of EMS Field experience as outlined in the District Procedures for EMS Instructor Endorsement at the applicable level being requested.
- II. Submit documentation of training and experience equivalent to that of an EMS Instructor at the applicable level being requested, as determined by the OEMSTS. If not considered equivalent training, the Applicant must complete a Health District approved EMS Instructor Course.
- III. Submit the completed, appropriate application for EMS Instructor Endorsement with documentation of completing all of the requirements as outlined in the District Procedure for EMS Instructor Endorsement at the applicable level being requested.
- IV. Successfully demonstrate to a Clark County endorsed EMS Instructor the ability to perform the skills as defined on the “*Skills Proficiency Record*” within six (6) months of the date of application.
- V. Obtain a minimum score of 80% on the Health District written EMS Instructor Examination:
  - A. If the instructor Applicant does not pass the examination on the first attempt, a second opportunity to test will be allowed within six (6) months following the first attempt.
  - B. If the instructor Applicant does not pass the examination on the second attempt, the Applicant will not be eligible to retest for twelve (12) months following the date of the second attempt.
- VI. Submit the “*Monitoring Form for EMS Instructor Applicant*,” completed by a Course coordinator or currently endorsed Primary or Master EMS Instructor, within ninety days of Course completion that verifies:
  - A. One (1) hour monitored skills instruction; and
  - B. One (1) hour monitored didactic instruction.

- VII. Upon receipt of the “*Monitoring Form for EMS Instructor Applicant*” the OEMSTS will:
  - A. Add an Endorsement as a Secondary, Primary or Master EMS Instructor to the Applicant’s AEMT/EMT-I or Paramedic/EMT-P Certificate; or
  - B. Issue a letter of Endorsement as a Secondary, Primary or Master EMS Instructor to a Nevada licensed Physician, PA, APN, or Registered Nurse.
- VIII. An Endorsement to be an EMS Instructor will expire:
  - A. On the date of expiration appearing on the Certificate for an AEMT/EMT-I, or Paramedic/EMT-P; or
  - B. Up to two (2) years from the date of the letter granting Endorsement for a Nevada licensed Physician, PA, APN, or Registered Nurse; or
  - C. On the date the Certificate is suspended or revoked.
- IX. The Endorsement is renewable if the holder of the Endorsement:
  - A. Verifies participation as an EMS Instructor in good standing with a Health District approved EMS Training Center;
  - B. Provides documentation of current certification as an AEMT/EMT-I or Paramedic/EMT-P issued by the Health Officer, or current Nevada licensure as a Physician, PA, APN, or Registered Nurse;
  - C. Has, within the Endorsement period, submitted documentation of completion of an EMS Instructor Update, or evidence of completion of four hours of instructor training as approved by the OEMSTS and documented on the “*EMS Instructor Renewal Report*”; and
  - D. Submits the “*Application for Recertification*” (EMS providers only).

**NOTE:** If the Endorsement is not renewed within two (2) years of expiration, the Applicant must meet the eligibility requirements as outlined in the “**District Procedure for EMS Instructor Endorsement via Challenge**”.

**DISTRICT PROCEDURE FOR  
PARAMEDIC/EMT-P (CC) TRAINING & ENDORSEMENT**  
(EMS Regulations Section 400)

**PURPOSE:** To ensure uniformity of training for all Paramedic/EMT-P (CC) training programs in the Clark County EMS System.

**PREREQUISITE:**

1. Current Paramedic/EMT-P certification.
2. Three (3) years full time Field experience as a Paramedic/EMT-P in ground or air service.
3. Current certification in healthcare provider CPR; Current certification in advanced cardiac life support procedures for patients who require ALS care; Current certification in life support procedures for pediatric patients who require ALS care; and certification of completion of training in prehospital trauma life support procedures.

**PROCEDURE:**

- I. The minimum Course content shall include the following:

Introduction

Concepts and Components of Critical Care Transport  
Aeromedical Considerations  
Flight Physiology  
Medical Legal Aspects  
Infection Control

Airway Management

Basic and Advanced Airway Management  
RSI  
Oxygenation  
Ventilation

Respiratory

Acute and Chronic Conditions  
Assessment  
Acid-Base Balance  
ABG Interpretation  
Ventilators  
End Tidal CO<sub>2</sub>

Cardiovascular

Cardiac pathophysiology  
Acute Coronary Syndromes  
Cardiogenic Shock  
Vascular Emergencies  
Pacemakers  
Invasive Hemodynamic Monitoring  
Intra-Aortic Balloon Pump Theory and Transport  
Left Ventricular Assist Devices  
12-Lead ECG Interpretation

## Neurological

- Medical Neurological Emergencies
- Traumatic Neurological Emergencies
- CVAs
- Spinal Trauma
- Head Trauma
- Neurogenic Shock States
- ICP Monitoring

## Pediatric

- Assessment
- Respiratory Emergencies
- Neurologic Emergencies
- Metabolic Emergencies
- Traumatic Emergencies
- Children with Special Needs

## Toxicology

- Assessment
- Toxic Exposures
- Poisoning
- Overdose
- Envenomations
- Anaphylactic Shock
- Infectious Diseases

## OB/GYN & Genitourinary

- Assessment
- OB Emergencies
- Trauma in Pregnancy
- Renal Disorders
- Reproductive System Disorders
- Fetal Assessment
- HELLP Syndrome

## Medical

- Septic Shock
- Hypertensive Emergencies
- Environmental Emergencies
- Coagulopathies
- Endocrine Emergencies
- Lab Value Interpretation

## Neonatal Considerations

- Delivery & Management of the Full-Term Newborn
- Delivery & Management of the Pre-Term Newborn
- Delivery Complications
- Neonatal Resuscitation Program
- PALS



## Trauma Considerations

- Trauma Assessment
- Adult Thoracic Trauma
- Adult Abdominal Trauma
- Vascular Trauma
- Musculoskeletal Trauma
- Penetrating Trauma
- Blunt Trauma
- Burns
- Ocular Trauma
- Maxillofacial Trauma
- Distributive and Hypovolemic Shock States
- Trauma Systems
- Trauma Scoring
- Kinematics of Trauma
- Patterns of Injury

## Radiographic Interpretation, Bedside Testing and Pharmacology

Wherever appropriate, the above should information regarding radiographic findings, pertinent laboratory and bedside testing and pharmacological interventions.

## Recommended Texts

Stewart, C. (2002). *Advanced Airway Management*: Prentice Hall  
Holleran, Renee Semonin. (2009). (4<sup>th</sup> ed.): St. Louis: Mosby  
CAMTS Accreditation Standards 9<sup>th</sup> Edition  
Pollack A. (Ed.). (2011). Massachusetts: Jones and Bartlett

- II. Nothing in the above listed content is meant to limit the Medical Director's ability to augment the didactic training to meet the specific needs of his/her agency.
- III. The Applicant must submit the following documentation to the OEMSTS prior to the issuance of a Provisional License:
  - A. Agency's letter of intent to utilize the Applicant as an Paramedic/EMT-P (CC) from a permitted Agency with a Critical Care Endorsement;
  - B. An "*Application for Paramedic/EMT-P (CC) Endorsement*";
  - C. Copy of skills (signed off within the last six (6) months) appropriate to the level of certification as defined on the Health District's "*Skills Proficiency Record*";
  - D. All procedures as listed on the "*Physician Advisor Verification of Paramedic/EMT-P (CC) Skills*" form;
  - E. Copy of current certification in healthcare provider CPR;
  - F. Copy of current certification in advanced cardiac life support procedures for Patients who require ALS care;
  - G. Copy of current certification in life support procedures for pediatric Patients who require ALS care;
  - H. Certification of completion of a Critical Care Transport Course, as approved by the OEMSTS; and
  - I. Payment of all required non-refundable, non-transferable fee(s).

- IV. Upon completion of all requirements listed in III., the OEMSTS will issue a Provisional License allowing the Applicant to complete an internship of no less than 120 hours of Field experience and no less than 10 Critical Care Transport Patient contacts with a Clark County endorsed EMS Instructor who is an EMS RN or a Paramedic/EMT-P (CC).
- V. Upon completion of the internship, the agency's Medical Director shall send a letter to the OEMSTS documenting successful completion of all requirements listed in IV.
- VI. The Paramedic/EMT-P must pass the examination for certification by the Board for Critical Care Transport Paramedic Certification (BCCTPC) and provide the OEMSTS with valid documentation of such certification.
- VII. Upon successful completion of all the above listed requirements, the OEMSTS will add a Critical Care Endorsement to the Applicant's Paramedic/EMT-P Certificate.
- VIII. The Critical Care Endorsement will expire on the date of expiration appearing on the Certificate, or on the date the Certificate is suspended or revoked.
- IX. The Endorsement is renewable if the holder of the Endorsement fulfills all requirements as set forth in the "**District Procedure for Paramedic/EMT-P Recertification**" and the "**District Procedure for Renewal of Critical Care Endorsement**".

**DISTRICT PROCEDURE FOR CRITICAL CARE ENDORSEMENT AS A  
PARAMEDIC/EMT-P (CC) VIA CHALLENGE**  
(EMS Regulations Section 400)

**PURPOSE:** To standardize the challenge process for all individuals applying for Critical Care Endorsement as a Paramedic/EMT-P (CC) within the Clark County EMS System.

**DEFINITION:** An Applicant for Critical Care Endorsement as a Paramedic/EMT-P (CC) via challenge has:

1. Training and experience equivalent to that of a Paramedic/EMT-P (CC) as defined in the **“District Procedure for Paramedic/EMT-P (CC) Training & Endorsement;”** or
2. Previously held a Critical Care Endorsement as a Paramedic/EMT-P (CC) and failed to complete the required hours for renewal of Endorsement.
3. Previously held a Critical Care Endorsement as a Paramedic/EMT-P (CC) that expired more than two (2) years ago.

**PREREQUISITES:**

1. Current Clark County certification as a Paramedic/EMT-P;
2. Proof of completion of an OEMSTS approved Critical Care Paramedic Course, a CECBEMS approved Critical Care Paramedic Course or equivalent, as determined by the OEMSTS; and
3. Current certification in healthcare provider CPR; Current certification in advanced cardiac life support procedures for patients who require ALS care; Current certification in life support procedures for pediatric patients who require ALS care; and certification of completion of training in prehospital trauma life support procedures.

**PROCEDURE:**

- I. An Applicant for Critical Care Endorsement as a Paramedic/EMT-P (CC) must submit the following prior to issuance of a Provisional License:
  - A. Agency’s letter of intent to utilize the Applicant as a Paramedic/EMT-P (CC) from a Permitted Agency endorsed to provide Critical Care Transport;
  - B. An *“Application for Paramedic/EMT-P (CC) Endorsement”*;
  - C. Copy of skills (signed off within the last six (6) months) appropriate to the level of certification as defined on the Health District’s *“Skills Proficiency Record”*;
  - D. Successfully demonstrate all skills as listed on the *“Physician Advisor Verification of Paramedic/EMT-P (CC) Skills”* form;
  - E. Certificate of completion of a Critical Care Transport Course, as approved by the OEMSTS (if not already on file); and
  - F. Payment of all required non-refundable, non-transferable fee(s).
- II. Upon completion of all requirements listed in I., the OEMSTS will issue a Provisional License allowing the Applicant to complete an internship of no less than 120 hours of Field experience and no less than 10 Critical Care Transport Patient contacts with a Clark County endorsed EMS Instructor who is an EMS RN or a Paramedic/EMT-P (CC).

- III. Upon successful completion of the internship, the agency's Medical Director may send a letter to the OEMSTS documenting successful completion of all requirements listed in II.
- IV. Upon receipt of the above, the Applicant must pass the examination for certification by the Board for Critical Care Transport Paramedic Certification (BCCTPC) and provide the OEMSTS with valid documentation of such certification, if not already on file.
- V. Upon successful completion of all of the above listed requirements, the OEMSTS will add a Critical Care Endorsement as a Paramedic/EMT-P (CC) to the Applicant's Paramedic/EMT-P Certificate.
- VI. The Critical Care Endorsement will expire on the date of expiration appearing on the Certificate, or on the date the Certificate is suspended or revoked.
- VII. The Endorsement is renewable if the holder of the Endorsement fulfills all requirements as set forth in the "**District Procedure for Paramedic/EMT-P Recertification**" and the "**District Procedure for Renewal of Critical Care Endorsement as a Paramedic/EMT-P (CC)**".

# DISTRICT PROCEDURE FOR EMS RN TRAINING & ENDORSEMENT

(EMS Regulations Section 400)

**PURPOSE:** To standardize EMS RN training programs conducted within the Clark County EMS System.

**DEFINITION:** The EMS RN Training Program is based on the Course published by the Association of Air Medical Services (AAMS) covering the advanced training of air medical crew.

**PREREQUISITES:**

1. Currently licensed in Nevada as an RN and EMS RN.
2. Five years of nursing experience that includes a minimum of three (3) years of critical care nursing experience in hospital, air or ground critical care (rotor wing/CCT); or
3. Five years of nursing experience that includes a minimum of two (2) years of critical care nursing experience in hospital, air or ground critical care (fixed wing); and
  - A. Current certification in healthcare provider CPR;
  - B. Current certification in advanced cardiac life support procedures for Patients who require ALS care;
  - C. Current certification in life support procedures for pediatric Patients who require ALS care; and
  - D. Certification of completion of training in prehospital trauma life support procedures.

**PROCEDURE:**

- I. The minimum didactic Course content to meet both AAMS and local requirements shall be as follows:

<u>MODULE</u>	<u>TOPIC</u>	<u>HOURS</u>
A.	CCT & EMS: Roles and Responsibilities	3.0
B.	Mass Casualty Incidents/Triage/Incident Command	2.0
C.	Hazardous Materials Awareness	4.0
D.	Airway Management and Ventilation to include: Advanced airways/RSI, ABG interpretation, ventilator management)	10.0
E.	Pharmacology to include all drugs listed on the most current ALS inventory/CCT drugs approved by the agency Medical Director	6.0
F.	Cardiac Emergencies to include: 12-lead EKG interpretation and IABP/VAD management	10.0
G.	Respiratory Emergencies	3.0
H.	Neurological Emergencies	2.0
I.	Traumatic Emergencies NOTE: TNCC certification will fulfill this requirement	10.0
J.	Abdominal Emergencies	2.0
K.	Endocrine Emergencies/Allergy & Anaphylaxis	2.0
L.	Environmental Emergencies	2.0

M.	Behavioral & Psychiatric Emergencies	2.0
N.	Pediatric Emergencies	8.0
O.	Obstetrical Emergencies	2.0
P.	The Patient in Shock to include all forms of vascular access	2.0

**TOTAL HOURS: 70.0**

II. The minimum clinical Course content to meet both AAMS and local requirements shall be as follows:

<u>MODULE</u>	<u>TOPIC</u>	<u>HOURS</u>
A.	Labor and Delivery	24.0
B.	Neonatal ICU	24.0
C.	Emergency Department	24.0
D.	Operating Room	24.0
E.	Critical Care	24.0

**TOTAL HOURS: 120.0**

III. Nothing in the above listed content is meant to limit the Medical Director’s ability to augment the didactic training to meet the agency’s specific needs.

IV. The agency’s Medical Director may adjust the hours devoted to a specific clinical rotation, depending on the nurse’s background, but not the total number of required hours.

V. Upon completion of the didactic and clinical portions of the EMS RN Training Program, the EMS RN must successfully pass the Health District’s ALS Licensure Examination if he/she plans to work for a permitted EMS agency. The EMS RN is allowed three (3) opportunities to successfully complete the Health District’s ALS Licensure Examination.

VI. If unsuccessful, the EMS RN may not take the written licensure examination for at least one (1) year after the third failed attempt to be eligible for subsequent examinations.

VII. Rotorwing/CCT EMS RNs must complete an internship that consists of no less than 120 hours of Field experience under the direction of an EMS RN who is at least a Secondary EMS Instructor endorsed in Clark County.

VIII. The EMS RN must successfully demonstrate the following procedures:

1. All procedures listed on the “*Physician Advisor Verification of EMS Registered Nurse Skills*” form as required by the agency Medical Director;
2. All procedures as listed on the most current version of the Health District “*Skills Proficiency Record*” (signed off within the last six (6) months);
3. Five (5) endotracheal intubations on a human Patient;
4. Two (2) catheter thoracostomies, either live or simulated; and
5. One (1) surgical cricothyroidotomy, either live or simulated.

- IX. Upon completion of the above listed requirements, the OEMSTS will issue a letter of Endorsement and an identification card permitting the EMS RN to function as an EMS RN with a Clark County permitted agency.
- X. The Endorsement will expire on the date that appears on the holder's RN and EMS RN license.
- XI. The Endorsement is renewable if the holder renews both the RN and EMS RN licenses, and continues employment with the permitted EMS agency.
- XII. An Applicant who has had a lapse in licensure will be required to retake the licensure examination if it has been more than six (6) months since they have been licensed with a permitted Ambulance Service.

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**DISTRICT PROCEDURE FOR  
ENDORSEMENT TO ADMINISTER IMMUNIZATIONS AND  
DISPENSE MEDICATION (AI/DM) IN RESPONSE TO A  
PUBLIC HEALTH EMERGENCY**

(EMS Regulations Section 400.600)

**PURPOSE:** To standardize the training process for Clark County AEMTs/EMT-Is and Paramedics/EMT-Ps for Endorsement to administer immunizations and dispense medication in response to a Public Health Emergency (PHE).

**PREREQUISITES:** Current Clark County certification as an AEMT/EMT-I or Paramedic/EMT-P.

**PROCEDURE:**

Application Process

- I. An Applicant for AI/DM Endorsement shall:
  - A. Complete the “*Application for AI/DM Endorsement*”.
  - B. Pay all required non-refundable, non-transferable fee(s).
  - C. Provide proof of the successful completion of a training program for administering immunizations and dispensing medications in response to a PHE, as approved by the OEMSTS.
  - D. Submit copy of current certification in healthcare provider CPR.
  - E. If Paramedic/EMT-P, submit a copy of current certification in advanced cardiac life support procedures for Patients who require ALS care.
  - F. If Paramedic/EMT-P, submit a copy of current certification in life support procedures for pediatric Patients who require ALS care.
- II. Upon successful completion of the above listed requirements, the OEMSTS will add an Endorsement to the Applicant’s AEMT/EMT-I or Paramedic/EMT-P Certificate.
- III. The holder of an AI/DM Endorsement may participate in a public vaccination clinic or training exercise sponsored by a local public health authority if:
  - A. A list of the AEMT/EMT-I and Paramedic/EMT-P Persons who are participating in the clinic or training exercise is approved by the District before the clinic or training exercise begins; and
  - B. The holder of the Endorsement is under the direct supervision of the Health Officer or his designee.
- IV. The holder of an AI/DM Endorsement may participate in a public vaccination clinic in response to a PHE if:
  - A. A list of the AEMT/EMT-I and Paramedic/EMT-P Persons who are participating in the clinic is provided to the District within 48 hours after the event begins; and
  - B. The holder of the Endorsement is under the direct supervision of the Health Officer or his designee.

Renewal Process

- I. An Applicant for renewal of AI/DM Endorsement shall:
  - A. Complete all requirements for recertification; and
  - B. Pay all required non-refundable, non-transferable fee(s).

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# **SKILLS PROCEDURE**

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## **DISTRICT PROCEDURE FOR SKILLS PROFICIENCY VERIFICATION**

**PURPOSE:** To standardize proficiency in the performance of EMS skills appropriate to the level of certification/Endorsement within the Clark County EMS System.

**DEFINITION:** An EMS skill is any skill which is taught as a part of the most current *National EMS Education Standards* as approved by the Health District and identified on the applicable “*Skills Proficiency Record*”.

**PROCEDURE:**

- I. All levels of Emergency Medical Care providers are required to have their skills signed off as defined on the “*Skills Proficiency Record*” prior to:
  - A. Recertification
  - B. Reciprocity (if previously held a Clark County Certificate that has expired)
  - C. Renewal of Expired Nevada Certificate (EMT/EMT-Bs only)
  - D. Licensure
  - E. Added Instructor/CCT Endorsement to current Certificate
- II. All EMS RNs are required to have their skills signed off as defined on the “*Skills Proficiency Record*” prior to:
  - A. Endorsement as an EMS RN
  - B. Endorsement as an EMS Instructor
- III. Applicants for recertification must have their skills signed off as defined on the “*Skills Proficiency Record*” within the recertification period.
- IV. All other Applicants listed above must have their skills signed off (within the last six (6) months) as defined on the “*Skills Proficiency Record*”.
- V. All skills on the “*Skills Proficiency Record*” must be signed off by a currently endorsed EMS Instructor appropriate to the level of certification.
- VI. Completed “*Skills Proficiency Records*” shall be retained for three (3) years by a Health District approved EMS Training Center.

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# **LICENSURE PROCEDURES**

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# DISTRICT PROCEDURE FOR LICENSURE

(EMS Regulations Section 500)

**PURPOSE:** To standardize the process for all licensure Applicants while maintaining appropriate quality control for the licensing agency.

**DEFINITION:** A licensure Applicant is an individual who:

1. Is currently certified as an EMT/EMT-Basic, AEMT/EMT-Intermediate, or Paramedic/EMT-Paramedic in Clark County; and
2. Has a letter from a Clark County permitted Ambulance Service, Air Ambulance Service, or Firefighting Agency verifying employment or intent for employment at the specific level the Applicant will be utilized, not to exceed the Applicant's level of certification.

NOTE:

If Reciprocity Applicant, please also refer to the **“District Procedure for Certification via Reciprocity”**.

Paramedic Applicants who have not held a License within the past year, please also refer to the **“District Procedure for Provisional Licensure”**.

**PROCEDURE:**

Application Process:

- I. The following documentation must be submitted to the OEMSTS prior to EMS licensure testing:
  - A. Complete the *“Application for Initial Certification/Licensure”*;
  - B. Payment of all required non-refundable, non-transferable fee(s);
  - C. Copy of government-issued photo identification card;
  - D. Copy of current certification in healthcare provider CPR;
  - E. Paramedic/EMT-P Applicants must submit:
    1. Copy of current certification in advanced cardiac life support procedures for Patients who require ALS care;
    2. Copy of current certification in life support procedures for pediatric Patients who require ALS care; and copy of current certification in prehospital trauma life support procedures.

NOTE: Reciprocity Applicants who have not previously completed these courses will be required to do so within twelve (12) months of initial Clark County Paramedic/EMT-P certification. **Failure to do so will result in the certification being withdrawn by the Health Officer;** and

3. Evidence of completion of a course in prehospital trauma life support procedures.

NOTE: Reciprocity Applicants will be required to complete this requirement within twelve (12) months of initial Clark County Paramedic/EMT-P certification. **Failure to do so will result in the certification being withdrawn by the Health Officer;** and

- F. Copy of skills (signed off within the last six (6) months) appropriate to the level of certification as defined on the Health District's "*Skills Proficiency Record*".

Exception:

1. Applicant passed the National Registry practical examination at the appropriate level within the past six months; or
  2. Applicant's name appears on a Course Completion Record at the appropriate level within the last six months.
- G. A form documenting a physical examination (within the last twelve (12) months) completed by a physician, PA, or APN licensed in the State of Nevada verifying the Applicant's suitability for clinical practice.
- H. A form documenting the results of a TB test (signed off within the last twelve (12) months).

NOTE: If the Applicant has a history of a positive TB skin test, a chest x-ray must be done prior to the physical examination to be evaluated by the physician, PA, or APN performing the physical examination to determine the Applicant is free of disease.

- I. Two complete sets of fingerprints and written permission authorizing the Health District to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report.

Testing Process:

- I. Testing is scheduled by the OEMSTS at the Health District or predesignated location for individuals applying for EMS licensure.
- II. Successfully pass the Health District's appropriate licensure examination with a minimum score of 80% (within the last six (6) months). Applicants who fail the examination must schedule subsequent examinations with the OEMSTS and pay all required non-refundable, non-transferable fee(s) for each examination.
- III. An Applicant is allowed three (3) opportunities to successfully complete the written licensure examination. Applicants requesting a fourth attempt must submit to the OEMSTS, at a minimum, written documentation from the Applicant's sponsoring agency of successful completion of remedial training on *Emergency Medical Care Protocols* for the Clark County EMS System. The remedial training must be conducted by a Clark County endorsed EMS Instructor.
- IV. The remedial training must be successfully completed before the fourth attempt. A maximum of six (6) attempts will be allowed.
- V. If unsuccessful, the Applicant may not take the written licensure examination for at least one (1) year after the sixth failed attempt to be eligible for subsequent examinations.
- VI. An Applicant who has had a lapse in licensure with a permitted Ambulance Service for more than six (6) months will be required to retake the licensure examination prior to obtaining a new License.
- VII. The Health District will offer reasonable and appropriate accommodations for the licensure examination for those persons with documented disabilities. Applicants requesting accommodations should apply at least three (3) weeks prior to their test date. Special considerations will be made on a case-by-case basis. For eligibility

information, please refer to **“Eligibility for Accommodations Due to Disability”** or contact the OEMSTS.

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**DISTRICT PROCEDURE FOR  
AIR AMBULANCE ATTENDANT**  
(EMS Regulations Section 500)

**PURPOSE:** To standardize the process for licensure of all Air Ambulance Attendant Applicants while maintaining appropriate quality control for the licensing agency.

**DEFINITION:** An Air Ambulance Attendant Applicant is an individual who:

1. Is currently certified as a Paramedic/EMT-P in Clark County;
2. Has evidence of three (3) years of Field experience at the Paramedic/EMT-P level; and
3. Has a letter from an Air Ambulance Service verifying employment or intent for employment.

**PROCEDURE:** NOTE:

If Reciprocity Applicant, please also refer to the “**District Procedure for Certification via Reciprocity**”.

If Paramedic/EMT-P Applicant who has not held a Paramedic/EMT-P License within the past year, please also refer to the “**District Procedure for Provisional Licensure**”.

Application Process:

- I. The following documentation must be submitted to the OEMSTS prior to EMS licensure testing:
  - A. Resumé outlining evidence of three (3) years of Field experience as a Paramedic/EMT-P (unless currently meets the requirement as a Clark County Paramedic/EMT-P). Note: Contact information for all listed employers must be provided.
  - B. Copy of government-issued photo identification card.
  - C. Complete the “*Application for Initial Certification/Licensure*”.
  - D. Payment of all required non-refundable, non-transferable fee(s).
  - E. Copy of current certification in healthcare provider CPR.
  - F. Copy of current certification in advanced cardiac life support procedures for Patients who require ALS care.
  - G. Copy of current certification in life support procedures for pediatric Patients who require ALS care; and copy of current certification in prehospital trauma life support procedures.

NOTE: Reciprocity Applicants will be required to complete this requirement within twelve (12) months of initial Clark County Paramedic/EMT-P certification. **Failure to do so will result in the certification being withdrawn by the Health Officer.**

- H. Evidence of completion of a course in prehospital trauma life support procedures.

NOTE: Reciprocity Applicants will be required to complete this requirement within twelve (12) months of initial Clark County Paramedic/EMT-P

certification. **Failure to do so will result in the certification being withdrawn by the Health Officer.**

- I. Evidence of completion of a District approved Air Ambulance Attendant Course.
- J. Copy of skills (signed off within the last six (6) months) appropriate to the level of certification as defined on the Health District's "*Skills Proficiency Record*".

Exception:

- 1. Applicant passed the National Registry practical examination at the appropriate level within the past six months; or
  - 2. Applicant's name appears on a Course Completion Record at the appropriate level within the last six months.
- K. A form documenting a physical examination (within the last twelve (12) months) completed by a physician, PA, or APN licensed in the State of Nevada verifying the Applicant's suitability for clinical practice;
  - L. A form documenting the results of a TB test (signed off within the last twelve (12) months).
- NOTE: If the Applicant has a history of a positive TB skin test, a chest x-ray must be done prior to the physical examination to be evaluated by the physician, PA, or APN performing the physical examination to determine the Applicant is free of disease.
- M. Two complete sets of fingerprints and written permission authorizing the Health District to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report.

Testing Process:

- I. Testing is scheduled by the OEMSTS at the Health District or predesignated location for individuals applying for EMS licensure.
- II. Successfully pass the Health District's ALS Licensure Examination with a minimum score of 80% (within the last six (6) months). Applicants who fail the examination must schedule subsequent examinations with the OEMSTS and pay the required non-refundable, non-transferable fee(s) for each examination.
- III. An Applicant is allowed three (3) opportunities to successfully complete the written licensure examination. Applicants requesting a fourth attempt must submit to the OEMSTS, at a minimum, written documentation from the Applicant's sponsoring agency of successful completion of remedial training on *Emergency Medical Care Protocols* for the Clark County EMS System. The remedial training must be conducted by an EMS Instructor.
- IV. The remedial training must be successfully completed before the fourth attempt. A maximum of six (6) attempts will be allowed.
- V. If unsuccessful, the Applicant may not take the written licensure examination for at least one (1) year after the sixth failed attempt to be eligible for subsequent examinations.
- VI. An Applicant who has had a lapse in licensure will be required to retake the licensure examination if it has been more than six (6) months since they have been licensed with a permitted Ambulance Service.

- VII. The Health District will offer reasonable and appropriate accommodations for the licensure examination for those persons with documented disabilities. Applicants requesting accommodations should apply at least three (3) weeks prior to their test date. Special considerations will be made on a case-by-case basis. For eligibility information, please refer to **“Eligibility for Accommodations Due to Disability”** or contact the OEMSTS.

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# DISTRICT PROCEDURE FOR PROVISIONAL LICENSURE

(EMS Regulations Section 500.400)

**PURPOSE:** To standardize the process for Paramedic/EMT-P Applicants applying for provisional licensure within the Clark County EMS System.

**DEFINITION:** A provisional licensure Applicant is an individual who:

1. Has a letter of intent to hire, or letter of sponsorship at the appropriate level from an Authorized EMS Training Center or a Clark County permitted Ambulance Service, Air Ambulance Service, or Firefighting Agency; and
2. Has successfully completed the didactic and clinical sections of a national standard Paramedic/EMT-P Course curriculum and needs to complete the internship portion of the Paramedic/EMT-P training program; or
3. Has completed the Health District's "*Application for Initial Certification/Licensure*" for Paramedic/EMT-P reciprocity and needs to complete the Field internship; or
4. Is certified in Clark County as an EMT-P and has not held a License within the last year.

## PROCEDURE:

- I. Complete the Health District's "*Application for Initial Certification/Licensure*," along with:
  - A. Payment of all required non-refundable, non-transferable fee(s).
  - B. Copy of current certification in healthcare provider CPR.
  - C. Copy of current certification in advanced life support procedures for Patients who require ALS care.
  - D. Copy of current certification in life support procedures for pediatric Patients who require ALS care; and copy of current certification in prehospital trauma life support procedures.

NOTE: Any Paramedic/EMT-P Applicant who has not previously completed these courses will be required to do so within twelve (12) months of initial Clark County Paramedic/EMT-P certification. Failure to do so will result in the certification being withdrawn by the Health Officer.

- E. Copy of government-issued photo identification card.
- F. Copy of skills (signed off within the last six (6) months) appropriate to the level of certification as defined on the Health District's "*Skills Proficiency Record*".
- G. A form documenting a physical exam completed by a physician, PA or APN licensed in the State of Nevada verifying the Applicant's suitability for clinical practice (within the last twelve (12) months).
- H. A form documenting the results of a TB test (within the last twelve (12) months).

NOTE: If the Applicant has a history of a positive TB skin test, a chest x-ray must be done prior to the physical examination to be evaluated by the physician, PA or APN performing the physical examination to determine the Applicant is free of disease.

- I. Two complete sets of fingerprints and written permission authorizing the Health District to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report.
- II. Successfully pass the Health District's ALS Licensure Examination with a minimum score of 80% (within the last six (6) months).
- III. A Paramedic student or out-of-state Intern who holds a Provisional License must complete a period of Field evaluation with a permitted 911 responding agency under the direction of an Authorized EMS Training Center and the permittee's EMS Instructor. The period of Field evaluation shall not be less than 360 hours and the student/Intern must demonstrate competency in accordance with the "**District Procedure for Paramedic Training and Endorsement**".
- IV. Paramedic/EMT-P reciprocity Applicants and Clark County certified Paramedics/EMT-Ps who have not held a License within the last year must complete at a minimum, 120 hours of Field evaluation as approved by the OEMSTS, under the direction of the permitted agency's EMS Instructor and demonstrate competency. If the OEMSTS determines that the Field experience was not adequate, the Applicant may be required to complete additional shifts as deemed appropriate.  
  
NOTE: A Clark County certified Paramedic/EMT-P who is hired by a permitted agency that responds to 911 calls will be required to complete the 120 hours of Field evaluation if the initial Field evaluation was done with a permittee who doesn't respond to 911 calls.
- V. The holder of a Provisional License may only perform approved procedures under the direct supervision of an EMS Instructor until successful completion of the Field internship.
- VI. The Paramedic Intern must sign the Provisional License prior to issuance.
- VII. A Provisional License will expire at the completion of a training Course and/or the issuance of a Clark County Certificate and/or License.
- VIII. A Provisional License shall not be valid for more than one (1) year from the date of issuance and is not renewable.

# **RECERTIFICATION PROCEDURES**

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# **DISTRICT PROCEDURE FOR APPLICATION FOR RECERTIFICATION**

(EMS Regulations Section 300)

**PURPOSE:** To standardize the application process for all EMTs/EMT-Basics, AEMTs/EMT-Intermediates and Paramedics/EMT-Paramedics applying for recertification within the Clark County EMS System.

**DEFINITION:** An Applicant is an individual who is currently certified as an EMT/EMT-Basic, AEMT/EMT-Intermediate or Paramedic/EMT-Paramedic in Clark County and is applying for recertification.

**PROCEDURE:**

- I. Complete the Health District's "*Application for Recertification*" that contains at least the following information:
  - A. Section 1 - Applicant Information
    1. Name
    2. Mailing/home address
    3. Telephone number
    4. Date of birth
    5. Gender
    6. Last 4 digits of Social Security number
  - B. Section 2 - Background
    1. Has your current out-of-state EMS certificate/license been under any investigation or review, if applicable?
    2. Have you ever surrendered any type of EMS certificate/license in any state or local EMS authority that had issued you a License, if applicable?
    3. Have you ever been subject to limitation, suspension, or revocation of an EMS certificate/license, including your right to practice in a healthcare occupation?
    4. Have you ever been denied any type of EMS certificate/license in any state or local EMS authority by a state agency?
  - C. Section 3 - Criminal Background
    1. Have you ever received deferred adjudication for a felony or misdemeanor?
    2. Have you ever been convicted of a felony?
    3. Have you ever been convicted of a gross misdemeanor?
    4. Have you ever been convicted of a misdemeanor other than a minor traffic violation, e.g. speeding ticket or parking violation?
  - D. Section 4 – Military Background (if applicable)
    1. Branch of service
    2. Length of service
    3. Military Occupational Specialty

E. Section 5 - Signature and Date

1. The Applicant's signature and date are required affirming that:
  - a. All information on the application is true and correct. The Applicant must provide any additional information needed to clarify the above relative to the Applicant's pending certification which the OEMSTS has requested.
  - b. The required CME hours and skills have been completed.
  - c. The Applicant has knowledge of, and is in compliance with the guidelines concerning safe and appropriate injection practices as set forth in NRS 450B.165.
  - d. The Applicant understands his/her obligation as a Certified or Licensed Person providing medical services to report any findings of abuse, neglect, or exploitation of children, elderly, or vulnerable Persons within 24 hours from occurrence as set forth in NRS 432B.220, NRS 200.5093, and NRS 200.50935.

F. Section 5 - Child Support Information

The Applicant must provide a statement indicating compliance with child support payment in accordance with NRS 450B.183.

- II. Submit payment of all required non-refundable, non-transferable fee(s).

**DISTRICT PROCEDURE FOR  
EMT/EMT-BASIC RECERTIFICATION**  
(EMS Regulations Section 300.110)

**PURPOSE:** To define continuing education requirements for EMTs/EMT-Basics in the Clark County EMS System in order to keep up with the rapid changes in emergency medical care and to respond to needs that are identified by quality improvement programs.

**DEFINITION:** Recertification for EMT/EMT-Basic status requires completion of 24 hours of required continuing medical education biennially in addition to a skills assessment, and current certification in healthcare provider level CPR.

**SECTION I: REQUIRED CONTINUING MEDICAL EDUCATION (CME)**

The following table outlines the required topics and hours of CME that must be completed to recertify at the EMT/EMT-Basic level:

TOPICS*	HOURS
PREPARATORY	1 Hour
AIRWAY	2 Hours
OB, INFANTS, CHILDREN	2 Hours
PATIENT ASSESSMENT	3 Hours
MEDICAL/BEHAVIORAL	4 Hours
TRAUMA	4 Hours
MISCELLANEOUS	8 Hours

\* Go to [www.nremt.org](http://www.nremt.org) for suggested topics for each listed category

In addition to the above, you must submit documentation of completion of a Health District approved (healthcare provider or professional rescuer) CPR course. The CPR card must be current and shall not expire the same month your Clark County Certificate expires. Verification may be in the form of an instructor’s signature on the course roster or copies of both sides of the CPR card. Note: The CPR course may not be applied toward CME hours.

**PROCEDURE:**

- I. Submit a completed “*Application for Recertification*”.
- II. Submit proof of residency or EMS employment within Clark County.
- III. Submit payment of all required non-refundable, non-transferable fee(s).
- IV. Submit one (1) of the following:
  - A. Current National Registry EMT/EMT-B card. If you choose this option, your future Clark County Certificate expiration date will coincide with your National Registry expiration date.

**NOTE:** If you have not received your updated National Registry EMT/EMT-B card at the time your Clark County Certificate expires you will be required to submit copies of the paperwork given to National Registry for recertification; or

- B. Certificate of completion of a Health District approved EMT/EMT-Basic (24 hour) Refresher Course; or
- C. An “*EMT/EMT-Basic Recertification Report*” listing all Health District or CECBEMS approved CME classes taken during the recertification period. The report must include the signature of the Applicant and Course coordinator. Certificates of completion for all Health District approved distributive education must be included, if applicable.
- V. Submit documentation of skills (signed off within the last six (6) months) as defined on the “*Skills Proficiency Record*” that includes the signature of the Applicant and the Clark County endorsed EMS Instructor, unless already on file at the permitted agency.
- VI. Submit proof of completion of a course of instruction in Weapons of Mass Destruction as defined in NRS 450B.180, unless already on file at the OEMSTS. (This course is available on the SNHD website.)
- VII. Submit proof of completion of a course of instruction in Health Alert Network training as defined in NRS 450B180, unless already on file at the OEMSTS. (This course is available on the SNHD website.)

## SECTION II: ADMINISTRATIVE CRITERIA — EMT/EMT-BASIC

- I. All CME Courses/Classes must be Health District or CECBEMS approved.
- II. Each certified individual is responsible for maintaining documentation of their CME activities. This documentation must be kept on file for a minimum of three (3) years for audit purposes. If employed by a permitted agency, CME documentation must be provided to the agency for placement in their CME file.
- III. Permitted EMS agencies and training centers must maintain CME files for their employees that include copies of rosters from CME Classes or refresher Course completion certificates, and skills proficiency records. These copies must be retained for at least three (3) years for audit purposes.
- IV. If an EMT/EMT-Basic is attending a SNHD approved AEMT or Paramedic training program and his/her EMT/EMT-Basic Certificate will expire prior to completing the training, the EMT/EMT-Basic may recertify at the current level provided the recertification requirement has been met.
- V. All required documentation of CME hours must be received by the OEMSTS at least sixty (60) days prior to Certificate expiration with audit procedures to be conducted by the OEMSTS within thirty (30) days of submission of recertification documentation. **False statements or submission of false documents may be sufficient cause for forfeiture of the right to recertification by the Southern Nevada Health District.**
- VI. Should an audit identify a deficiency in recertification documentation, the provider shall be immediately eligible to recertify if documentation addressing any deficiencies is submitted prior to Certificate expiration. If such documentation is not submitted prior to Certificate expiration the Certificate holder shall be decertified.



# DISTRICT PROCEDURE FOR AEMT/EMT-INTERMEDIATE RECERTIFICATION

(EMS Regulations Section 300.210)

**PURPOSE:** To define continuing education requirements for AEMT/EMT-Intermediates in the Clark County EMS System in order to keep up with the rapid changes in emergency medical care and to respond to needs that are identified by quality improvement programs.

**DEFINITION:** Recertification for AEMT/EMT-Intermediate status requires completion of 36 hours of continuing medical education biennially in addition to a skills assessment, and current certification in healthcare provider level CPR.

## SECTION I: REQUIRED CONTINUING MEDICAL EDUCATION (CME)

The following table outlines the required topics and hours of CME that must be completed to recertify at the AEMT/EMT-Intermediate level:

TOPICS*	HOURS
OPERATIONAL TASKS	1 Hour
TRAUMA	5 Hours
MEDICAL EMERGENCIES	6 Hours
AIRWAY/BREATHING/CARDIOLOGY	12 Hours
OB/PEDS	12 Hours

\* Go to [www.nremt.org](http://www.nremt.org) for suggested topics for each listed category

In addition to the above, you must submit documentation of completion of a Health District approved (healthcare provider or professional rescuer) CPR course. The CPR card must be current and shall not expire the same month your Clark County Certificate expires. Verification may be in the form of an instructor's signature on the course roster or copies of both sides of the CPR card. Note: The CPR course may not be applied toward CME hours.

## PROCEDURE:

- I. Submit a completed "Application for Recertification."
- II. Submit proof of residency or EMS employment within Clark County.
- III. Submit payment of all required non-refundable, non-transferable fee(s).
- IV. Submit one (1) of the following:
  - A. Current National Registry AEMT/EMT-I card. If you choose this option, your future Clark County Certificate expiration date will coincide with your National Registry expiration date.  
NOTE: If you have not received your updated National Registry AEMT/EMT-I card at the time your Clark County Certificate expires you will be required to submit copies of the paperwork given to National Registry for recertification; or
  - B. Certificate of completion of a Health District approved AEMT/EMT-Intermediate (36 hour) Refresher Course; or

- C. An “*AEMT/EMT-Intermediate Recertification Report*” listing all Health District or CECBEMS approved CME Classes taken during the recertification period. The report must include the signature of the Applicant and Course coordinator. Certificates of completion for all Health District approved distributive education must be included, if applicable.
- V. Submit documentation of skills (signed off within the last six (6) months) as defined on the “*Skills Proficiency Record*” that includes the signature of the Applicant and the Clark County endorsed EMS Instructor, unless already on file at the permitted agency.
- VI. Submit proof of completion of a course of instruction in Weapons of Mass Destruction as defined in NRS 450B.180, unless already on file at the OEMSTS. (This course is available on the SNHD website.)
- VII. Submit proof of completion of a course of instruction in Health Alert Network training as defined in NRS 450B180, unless already on file at the OEMSTS. (This course is available on the SNHD website.)

## **SECTION II: ADMINISTRATIVE CRITERIA—AEMT/EMT-INTERMEDIATE**

- I. All CME Courses/Classes must be Health District or CECBEMS approved.
- II. Each certified individual is responsible for maintaining documentation of their CME activities. This documentation must be kept on file for a minimum of three (3) years for audit purposes. If employed by a permitted agency, CME documentation must be provided to the agency for placement in their CME file.
- III. Permitted EMS agencies and training centers must maintain CME files for their employees that include copies of rosters from CME Classes or refresher Course completion certificates, and skills proficiency records. These copies must be retained for at least three (3) years for audit purposes.
- IV. If an AEMT/EMT-Intermediate is attending a SNHD approved Paramedic training program and his/her AEMT/EMT-Intermediate Certificate will expire prior to completing the Paramedic training, the AEMT/EMT-Intermediate may recertify provided the recertification requirement has been met.
- V. All required documentation of CME hours must be received by the OEMSTS at least sixty (60) days prior to Certificate expiration with audit procedures to be conducted by the OEMSTS within thirty (30) days of submission of recertification documentation. **False statements or submission of false documents may be sufficient cause for forfeiture of the right to recertification by the Southern Nevada Health District.**
- VI. Should an audit identify a deficiency in recertification documentation, the provider shall be immediately eligible to recertify if documentation addressing any deficiencies is submitted prior to Certificate expiration. If such documentation is not submitted prior to Certificate expiration the Certificate holder shall be decertified.

**DISTRICT PROCEDURE FOR  
PARAMEDIC/EMT-PARAMEDIC RECERTIFICATION**  
(EMS Regulations Section 300.310)

**PURPOSE:** To define continuing education requirements for Paramedics/EMT-Paramedics in the Clark County EMS System in order to keep up with the rapid changes in emergency medical care and to respond to needs that are identified by quality improvement programs.

**DEFINITION:** Recertification for Paramedic/EMT-Paramedic status requires completion of sixty (60) hours of continuing medical education biennially which includes a skills assessment, and current certification in healthcare provider level CPR, advanced cardiac life support procedures, and life support procedures for pediatric Patients who require ALS care.

**SECTION I: REQUIRED CONTINUING MEDICAL EDUCATION (CME)**

The following table outlines the required topics and hours of CME that must be completed to recertify at the Paramedic/EMT-Paramedic level:

TOPICS*	HOURS
OPERATIONAL TASKS	2 Hours
TRAUMA	6 Hours
MEDICAL EMERGENCIES	8 Hours
AIRWAY/BREATHING/CARDIOLOGY	16 Hours
OB/PEDS	16 Hours
ELECTIVE**	12 Hours

\* Go to [www.nremt.org](http://www.nremt.org) for suggested topics for each listed category

\*\* If licensed provider, content to be determined by agency’s Medical Director

In addition to the above, you must submit documentation of completion of a Health District approved (healthcare provider or professional rescuer) CPR course. The CPR card must be current and shall not expire the same month your Clark County Certificate expires. Verification may be in the form of an instructor’s signature on the course roster or copies of both sides of the CPR card. Note: The CPR course may not be applied toward CME hours.

**PROCEDURE:**

- I. Submit a completed “*Application for Recertification.*”
- II. Submit proof of residency or EMS employment within Clark County.
- III. Submit payment of all required non-refundable, non-transferable fee(s).
- IV. Submit one (1) of the following:
  - A. Current National Registry Paramedic/EMT-P card. If you choose this option, your future Clark County Certificate expiration date will coincide with your National Registry expiration date.

NOTE: If you have not received your updated National Registry Paramedic/EMT-P card at the time your Clark County Certificate expires you will be required to submit copies of the paperwork given to National Registry for recertification; or

- B. Certificate of completion of a Health District approved Paramedic/EMT-Paramedic (60 hour) Refresher Course; or
- C. A “*Paramedic/EMT-Paramedic Recertification Report*” listing all Health District or CECBEMS approved CME Classes taken during the recertification period. The report must include the signature of the Applicant and Course coordinator. Certificates of completion for all Health District approved distributive education must be included, if applicable.
- V. Submit documentation of skills (signed off within the last six (6) months) as defined on the “*Skills Proficiency Record*” that includes the signature of the Applicant and the Health District endorsed EMS Instructor, unless already on file at the permitted agency.
- VI. Submit proof of completion of a course of instruction in Weapons of Mass Destruction as defined in NRS 450B.180, unless already on file at the OEMSTS. (This course is available on the SNHD website.)
- VII. Submit proof of completion of a course of instruction in Health Alert Network training as defined in NRS 450B180, unless already on file at the OEMSTS. (This course is available on the SNHD website.)

## **SECTION II: ADMINISTRATIVE CRITERIA — PARAMEDIC/EMT-PARAMEDIC**

- I. Each certified individual must submit documentation of completion of a course in advanced cardiac life support procedures for Patients who require ALS care. The provider card must be current and shall not expire the same month the Clark County Certificate expires. Verification may be in the form of an instructor’s signature on the course roster or copies of both sides of the provider card.
- II. Each certified individual must submit documentation of completion of a course in life support procedures for pediatric Patients who require ALS care. The provider card must be current and shall not expire the same month the Clark County Certificate expires. Verification may be in the form of an instructor’s signature on the course roster or copies of both sides of the provider card.
- III. All CME Courses/Classes must be Health District or CECBEMS approved.
- IV. Each certified individual is responsible for maintaining documentation of their CME activities. This documentation must be kept on file for a minimum of three (3) years for audit purposes. If employed by a permitted agency, CME documentation must be provided to the agency for placement in their CME file.
- V. Permitted EMS agencies and training centers must maintain CME files for their employees that include copies of rosters from CME Classes or refresher Course completion certificates, and skills proficiency records. These copies must be retained for at least three (3) years for audit purposes.
- VI. All required documentation of CME hours must be received by the OEMSTS at least sixty (60) days prior to Certificate expiration with audit procedures to be conducted by the OEMSTS within thirty (30) days of submission of recertification documentation. **False statements or submission of false documents may be sufficient cause for forfeiture of the right to recertification by the Southern Nevada Health District.**
- VII. Should an audit identify a deficiency in recertification documentation, the provider shall be immediately eligible to recertify if documentation addressing any deficiencies is submitted

prior to Certificate expiration. If such documentation is not submitted prior to Certificate expiration the Certificate holder shall be decertified.

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**DISTRICT PROCEDURE FOR RENEWAL OF  
CRITICAL CARE ENDORSEMENT AS A PARAMEDIC/EMT-P (CC)**  
(EMS Regulations Section 400)

**PURPOSE:** To define continuing education requirements for Paramedic/EMT-P (CC)s in the Clark County EMS System.

**DEFINITION:** Renewal of Critical Care Endorsement as a Paramedic/EMT-P (CC) requires completion of 12 hours of continuing education specific to critical care topics in addition to the requirements for Paramedic/EMT-P recertification as defined in the “**District Procedure for Paramedic/EMT-Paramedic Recertification**”.

**PROCEDURE:**

- I. An Applicant for Renewal of Critical Care Endorsement as a Paramedic/EMT-P (CC) must submit the following:
  - A. A “*Critical Care Paramedic/EMT-P (CC) Renewal Report*” sixty (60) days prior to Certificate expiration documenting 12 hours of continuing education specific to critical care topics (this is in addition to the CMEs required for Paramedic/EMT-P recertification);
  - B. Verification of participation as a Critical Care Paramedic/EMT-P (CC) with a permitted EMS agency; and
  - C. Payment of all required non-refundable, non-transferable fee(s).
- II. Upon successful completion of the above listed requirements, the OEMSTS will renew the Critical Care Endorsement on the Applicant’s Paramedic/EMT-P Certificate.

**ADMINISTRATIVE CRITERIA — Paramedic/EMT-P (CC)**

- I. Each endorsed Paramedic/EMT-P (CC) is responsible for maintaining documentation of continuing education. This documentation must be kept on file for a minimum of three (3) years for audit purposes.
- II. Permitted EMS agencies and training centers must maintain CME files for their employees/students that include copies of rosters and skills proficiency records. These copies must be retained for at least three (3) years for audit purposes.
- III. Supporting documentation must accompany the Health District approved “*Critical Care Paramedic/EMT-P (CC) Renewal Report*” form and be submitted to the OEMSTS at least sixty (60) days prior to Certification expiration. The OEMSTS will conduct random audits of documentation of continuing education. **False statements or submission of false documents may be sufficient cause for forfeiture of the right of Critical Care Endorsement as a Paramedic/EMT-P (CC).**
- IV. Should an audit identify a discrepancy in the renewal documentation, the provider shall be immediately eligible to renew the Endorsement if documentation addressing any deficiencies is submitted prior to Certificate expiration. If such documentation is not submitted prior to Certificate expiration the Applicant may apply for Endorsement via challenge in accordance with the “**District Procedure for Critical Care Endorsement as a Paramedic/EMT-P (CC) via Challenge**”.

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# **DISTRICT PROCEDURE FOR RENEWAL OF EMS INSTRUCTOR ENDORSEMENT**

(EMS Regulations Section 400.450)

**PURPOSE:** To define continuing education requirements for EMS Instructors in the Clark County EMS System in order to keep up with the rapid changes in emergency medical training and education and to respond to needs that are identified by quality improvement programs.

**DEFINITION:** Renewal of EMS Instructor Endorsement requires completion of four hours of Health District approved continuing education specific to education.

**PROCEDURE:**

- I. Submit “*EMS Instructor Renewal Report*” form sixty (60) days prior to certification expiration;
- II. Submit payment of all required non-refundable, non-transferable fee(s);
- III. Submit documentation of completion of four hours of continuing education specific to education sixty (60) days prior to Certificate expiration;
- IV. Submit verification of participation as an instructor in good standing with an Authorized EMS Training Center; and
- V. Submit all documentation for recertification at the appropriate level (EMS providers only).

**ADMINISTRATIVE CRITERIA—EMS INSTRUCTOR**

- I. Each endorsed EMS Instructor is responsible for maintaining documentation of continuing education. If employed by a permitted EMS agency or Authorized EMS Training Center, copies of continuing education documents must be kept on file for audit purposes.
- II. Permitted EMS agencies will maintain continuing education files for their employees that include copies of rosters from continuing education Classes and/or certificates of completion. Copies of rosters from continuing education Classes and/or certificates of completion records must be retained for three (3) years.
- III. Supporting documentation must accompany the Health District approved “*EMS Instructor Renewal Report*” form and be submitted to the OEMSTS at least sixty (60) days prior to certification expiration. The OEMSTS will conduct random audits of documentation of continuing education. **False statements or submission of false documents may be sufficient cause for forfeiture of the right of Endorsement as an EMS Instructor.**
- IV. Should an audit identify a discrepancy in renewal documentation, the provider shall be immediately eligible to renew if documentation addressing any deficiencies is submitted prior to Certificate expiration. If such documentation is not submitted prior to Certificate expiration the Applicant may apply for Endorsement via challenge in accordance with the “**District Procedure for Endorsement as EMS Instructor via Challenge**”.

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# **REFRESHER COURSE PROCEDURES**

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# DISTRICT PROCEDURE FOR EMT REFRESHER COURSE

(EMS Regulations Section 300)

**PURPOSE:** To define the refresher education requirements for EMT/EMT-Basics in the Clark County EMS System.

**DEFINITION:** Refresher training for EMT/EMT-Basic status requires the successful completion of a minimum of 24 hours of training conforming to the most recent *National EMS Education Standards*.

## SECTION I: REQUIRED MINIMUM COURSE CONTENT

<u>TOPIC</u>	<u>HOURS</u>
Preparatory	1.0
Airway	2.0
OB, Infants, Children	2.0
Patient Assessment	3.0
Medical/Behavioral	4.0
Trauma	4.0
Miscellaneous	8.0
<b>TOTAL HOURS:</b>	<b><u>24.0</u></b>

## SECTION II: ADMINISTRATIVE CRITERIA

- I. All required information must be submitted on the Health District “*Notice of Intent to Conduct EMS Training Course*” form at least thirty (30) days prior to the scheduled start date.
- II. All required skills must be performed in front of and signed off by a Clark County endorsed EMS Instructor.
- III. Courses must be submitted for approval thirty (30) days prior to the first day of the Course.
- IV. The Course coordinator shall submit the “*EMS Course Completion Record*” to the OEMSTS within ten (10) days of Course completion.
- V. The training center will maintain an EMS training file which will include the Course outlines, rosters, tests and skills proficiency records for a minimum of three (3) years.
- VI. Persons who miss more than 10% of the Course will not receive credit for the Course.

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# DISTRICT PROCEDURE FOR AEMT REFRESHER COURSE

(EMS Regulations Section 300)

**PURPOSE:** To define the refresher education requirements for AEMT/EMT-Intermediates in the Clark County EMS System.

**DEFINITION:** Refresher training for AEMT/EMT-Intermediate status requires the successful completion of a minimum of 36 hours of training conforming to the most recent *National EMS Education Standards*.

## SECTION I: REQUIRED MINIMUM COURSE CONTENT

<u>TOPIC</u>	<u>HOURS</u>
Operational Tasks	1.0
Trauma	5.0
Medical Emergencies	6.0
Airway/Breathing/Cardiology	12.0
OB/Peds	12.0
<b>TOTAL HOURS:</b>	<b><u>36.0</u></b>

## SECTION II: ADMINISTRATIVE CRITERIA

- I. All required information must be submitted on the Health District “*Notice of Intent to Conduct EMS Training Course*” form at least thirty (30) days prior to the scheduled start date.
- II. All required skills must be performed in front of and signed off by a Clark County endorsed EMS Instructor.
- III. The Course coordinator shall submit the “*EMS Course Completion Record*” to the OEMSTS within ten (10) days of Course completion.
- IV. The training center will maintain an EMS training file which will include the Course outlines, rosters, tests and skills proficiency records for a minimum of three (3) years.
- V. Persons who miss more than 10% of the Course will not receive credit for the Course.

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# **DISTRICT PROCEDURE FOR ALTERNATIVE EDUCATION HOURS FOR AEMT REFRESHER COURSE**

**PURPOSE:** To define an alternative refresher education option for AEMT/EMT-Intermediates who have successfully completed an approved EMT Refresher Course in the Clark County EMS System.

**DEFINITION:** Refresher training for AEMT/EMT-Intermediate status requires the successful completion of a minimum of 24 hours of EMT training and 12 hours of AEMT training conforming to the most recent *National EMS Education Standards*.

## **SECTION I: EDUCATIONAL ALTERNATIVE**

As an alternative, the AEMT/EMT-I may choose to take an EMT Refresher Course (see “**District Procedure for EMT Refresher Course**”). Upon successful completion of that Course, the AEMT/EMT-Intermediate will need to take an additional 12 hours of AEMT level training, not to exceed the maximum in the listed categories as defined in the “**District Procedure for AEMT/EMT-Intermediate Recertification**”. Upon successful completion, the required total of 36 hours of AEMT refresher training will have been satisfied.

## **SECTION II: ADMINISTRATIVE CRITERIA**

- I. All required information must be submitted on the Health District “*Notice of Intent to Conduct EMS Training Course*” form at least thirty (30) days prior to the scheduled start date.
- II. All required skills must be performed in front of and signed off by a Clark County endorsed EMS Instructor.
- III. The Course coordinator shall submit the “*EMS Course Completion Record*” to the OEMSTS within ten (10) days of Course completion.
- IV. The training center will maintain an EMS training file which will include the Course outline, rosters, tests and skills proficiency records for a minimum of three (3) years.
- V. Persons who miss more than 10% of the Course will not receive credit for the Course.

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# DISTRICT PROCEDURE FOR PARAMEDIC REFRESHER COURSE

(EMS Regulations Section 300.321)

**PURPOSE:** To define the refresher education requirements for Paramedics/EMT-Paramedics in the Clark County EMS System.

**DEFINITION:** Refresher training for Paramedic/EMT-Paramedic status requires the successful completion of a minimum of sixty (60) hours of training conforming to the most recent *National EMS Education Standards*.

## SECTION I: REQUIRED MINIMUM COURSE CONTENT

<u>TOPIC</u>	<u>HOURS</u>
Operational Tasks	2.0
Trauma	6.0
Medical Emergencies	8.0
Airway/Breathing/Cardiology	16.0
OB/Peds	16.0
Elective	12.0
<b>TOTAL HOURS:</b>	<b><u>60.0</u></b>

## SECTION II: ADMINISTRATIVE CRITERIA

- I. All required information must be submitted on the Health District “*Notice of Intent to Conduct EMS Training Course*” form at least thirty (30) days prior to the scheduled start date.
- II. All required skills must be performed in front of and signed off by a Clark County endorsed EMS Instructor.
- III. The Course coordinator shall submit the “*EMS Course Completion Record*” to the OEMSTS within ten (10) days of Course completion.
- IV. The training center will maintain an EMS training file which will include the Course outline, rosters, tests and skills proficiency records for a minimum of three (3) years.
- V. Persons who miss more than 10% of the Course will not receive credit for the Course.

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# DISTRICT PROCEDURE FOR DISTRIBUTIVE REFRESHER COURSES

**PURPOSE:** To establish a standard guideline for approving distributive refresher Course training.

**DEFINITION:** Distributive refresher training includes online, distance learning and video/print media education that is approved by CECBEMS or pre-approved by the OEMSTS.

**PROCEDURE:**

- I. All required information must be submitted on the District's "*Notice of Intent to Conduct EMS Training Course*" form at least thirty (30) days prior to the scheduled start date.
- II. The following administrative requirements shall apply:
  - A. Distributive refresher Courses will be pre-approved on a case-by-case basis by the OEMSTS.
  - B. All required skills must be performed in front of and signed off by a Clark County endorsed EMS Instructor.
- III. The Authorized EMS Training Centers and permitted agencies must maintain an EMS training file which will include the distributive Course outlines, rosters, tests, and skills proficiency records for a minimum of three (3) years.

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**DISTRICT PROCEDURE FOR  
PRORATING EMS CMEs**  
(EMS Regulations Section 300.321)

**PURPOSE:** To standardize the required CME for EMS providers with a Certificate issued for less than two full years.

**DEFINITION:** Each EMS provider is required to earn a specific number of CME hours to be eligible for recertification. Those persons whose initial Certificate is issued for less than two full years will use the following guideline to identify their recertification requirements:

Note: If your Clark County certificate was issued for less than one (1) year AND your National Registry Certificate expires in less than one (1) year, you will be required to provide documentation of the full CME requirement at time of Certificate expiration.

I. EMT/EMT-BASIC:

- A. If the EMT/EMT-Basic Certificate has been issued for a period of less than one (1) year, there is no CME requirement. The EMS provider must submit:
  - 1. An “*Application for Recertification*”; and
  - 2. A copy of current certification in healthcare provider CPR. (The back of the CPR card must be signed by the holder.)
- B. If the EMT/EMT-Basic Certificate has been issued for a period of more than one (1) year, but less than two (2) years, the EMS provider must submit:
  - 1. Twelve (12) hours of CME;
  - 2. A current “*Skills Proficiency Record*” (signed off within the last six (6) months); and
  - 3. A copy of current certification in healthcare provider CPR. (The back of the CPR card must be signed by the holder.)

II. AEMT/EMT-INTERMEDIATE:

- A. If the AEMT/EMT-Intermediate Certificate has been issued for a period of less than one (1) year, there is no CME requirement. The EMS provider must submit:
  - 1. An “*Application for Recertification*”; and
  - 2. A copy of current certification in healthcare provider CPR. (The back of the CPR card must be signed by the holder.)
- B. If the AEMT/EMT-Intermediate Certificate has been issued for a period of more than one (1) year but less than two (2) years, the EMS provider must submit:
  - 1. 18 hours of CME;
  - 2. A current “*Skills Proficiency Record*” (signed off within the last six (6) months); and
  - 3. A copy of current certification in healthcare provider CPR. (The back of the CPR card must be signed by the holder.)

III. PARAMEDIC/EMT-PARAMEDIC:

- A. If the Paramedic/EMT-Paramedic Certificate has been issued for a period of less than one (1) year, there is no CME requirement. The EMS provider must submit:
  - 1. An “*Application for Recertification*”; and
  - 2. Copies of current certification of training in healthcare provider CPR, advanced life support procedures for Patients who require ALS care, and life support procedures for pediatric Patients who require ALS care. (The backs of all provider cards must be signed by the holder.)
- B. If the Paramedic/EMT-Paramedic Certificate has been issued for a period of more than one (1) year, but less than two (2) years, the EMS provider must submit:
  - 1. 30 hours of CME;
  - 2. A current “*Skills Proficiency Record*” (signed off within the last six (6) months); and
  - 3. Copies of current certification of training in healthcare provider CPR, advanced life support procedures for Patients who require ALS care, and life support procedures for pediatric Patients who require ALS care. (The backs of all provider cards must be signed by the holder.)



# **MISCELLANEOUS PROCEDURES**

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**DISTRICT PROCEDURE FOR  
ADMINISTRATIVE CORRECTIVE ACTION**  
(EMS Regulations Sections 1800 & 1900)

**PURPOSE:** To establish a guideline for administrative corrective action and discipline for Permittees, Authorized EMS Training Centers, Host Organizations, Certified Persons, Licensed Persons, and Endorsed Persons within the Clark County EMS System.

**DEFINITION:** Corrective action is a progressive process. Coaching, counseling, and sanction are included in the process. Actions rising to the level of immediate threat to public safety as defined in *EMS Regulations* Section 1800.100 II. are not included in this process. The Administrative Corrective Action Procedure is independent of, but may be included in Quality Assurance activities performed by the OEMSTS.

**CRITERIA:**

- I. For Certified Persons, Licensed Persons, and Endorsed Persons the following examples may require entry into the corrective action procedure (this list is not exhaustive and serves only as a guide):
  - A. Any violation of the Clark County *EMS Regulations, Emergency Medical Care Protocols, or EMS Procedure Manual.*
  - B. Fraud, deceit, or inaccuracy of information on applications, Patient care reports, medication logs, or other documentation pertinent to the execution or administration of duties.
  - C. Any lawful conviction.
  - D. Incompetence or negligence in carrying out EMS functions.
  - E. Failure to comply with any corrective action ordered by the Health Officer.
  - F. Unprofessional Conduct.
  - G. Any other action, conduct, or circumstance deemed severe enough by the Health Officer to warrant corrective action.
  
- II. For Permittees, Authorized EMS Training Centers, and Host Organizations, the following examples may require entry into the corrective action procedure (this list is not exhaustive and serves only as a guide):
  - A. Any violation of the Clark County *EMS Regulations, Emergency Medical Care Protocols, or EMS Procedure Manual.*
  - B. Fraud, deceit, or inaccuracy of information on applications, CME records, Class rosters, skills proficiency documentation, Course completion records, or other documentation pertinent to the execution or administration of duties.
  - C. Failure to train in accordance with the most recent *National EMS Education Standards.*
  - D. Failure to ensure that persons entering an EMS training Course are eligible to do so.
  - E. Failure to maintain a current roster of Licensed employees or volunteers.

- F. Failure to comply with any corrective action ordered by the Health Officer.
- G. Unprofessional Conduct.
- H. Any other action, conduct or circumstance deemed severe enough by the Health Officer to warrant corrective action.

**PROCEDURE:**

The following steps may be taken for those situations that warrant entry into the Administrative Corrective Action Procedure:

1. The first violation will result in a coaching session applied in an effort to determine the cause of the violation and, if needed, a corrective action plan will be assigned.
2. The second similar violation will result in a counseling session and a corrective action plan will be assigned.
3. The third similar violation will result in sanctions being levied against the Person, Agency, or Training Center. The Sanction levied will be commensurate with the severity of the violation and comply with *EMS Regulations* Sections 1800 and 1900 inclusive.

**DISTRICT PROCEDURE FOR  
INITIAL/RENEWAL OF AMBULANCE PERMIT**  
(EMS Regulations Section 800)

**PURPOSE:** To establish a standard guideline for initial/renewal of Ambulance Permit.

**DEFINITION:** An Applicant is any Person who proposes to operate an Ambulance Service, Air Ambulance Service or Firefighting Agency at the EMT/EMT-B, AEMT/EMT-I, or Paramedic/EMT-P Endorsement level, including Critical Care Transport.

**PROCEDURE:**  
I. Complete the Health District's "*Application for Initial Ambulance Permit*" that contains at least the following information:

A. Section 1: Applicant Information

1. Owner(s) name/ mailing address/ phone number.
2. Name of corporation/partnership/department.
3. Trade name or fictitious name of service or volunteer service (if applicable).
4. Resident managing agency of service or volunteer service (if applicable).
5. Name, address, title, and percent ownership of officers, partners, directors, managing agents and other owners. If the Applicant is a corporation or partnership of any type, include the business interest of the Persons listed.
6. Registered owner of the Ambulance Units (if other than the Applicant).
7. Legal owner of the Ambulance Units (if other than the Applicant).
8. Type of Permit, i.e. commercial ground Ambulance Service, commercial Air Ambulance Service, Firefighting Agency, Rotorwing, Fixed Wing, Special Purpose, Critical Care Transport.
9. Insurance carrier, and amount.
10. Address and description of main location of Ambulance Service.
11. Address of all substations.
12. Number of red lights and sirens permits as issued by the Nevada Highway Patrol.
13. Radio system(s) used to contact the receiving facilities.
14. Description of all Ambulance/Air Ambulance Units.

B. Section 2: Background

1. Has the Applicant ever been issued a Permit for Ambulance or Air Ambulance Service in any other state or jurisdiction?
2. Has the Applicant ever had a Permit for Ambulance or Air Ambulance Service revoked or suspended in any other state or jurisdiction?

- C. Section 3: Additional information
  - 1. A “*Personal Information Request*” form completed by the agency’s medical director.
  - 2. Two complete sets of fingerprints for each Applicant. If the Applicant is a corporation, partnership, or sole proprietor, two sets of fingerprints for each person named under A.5. above must be provided.
  - 3. A schedule of rates charged for transport as outlined in NRS 450B.235.
- D. Section 4: Signature and Date
  - 1. The Applicant’s signature certifying that all their Attendants and Air Ambulance Attendants are licensed at the appropriate level by the Health District.
  - 2. The Applicants signature certifying that the Applicant has received, read, and understands the *EMS Regulations* and will fully comply with all sections included therein.
  - 3. The Applicant’s signature certifying that each air/ground Ambulance has been inspected by a professional mechanic who has found it to be in safe operating condition, and each ground Ambulance meets the most current standards established by the U.S. Department of Transportation.
  - 4. The Applicant’s signature and date certifying that all information on the application is true and correct, and the Applicant must provide any additional information needed to clarify the above related to the Applicant’s pending Permit which the OEMSTS has requested.
- II. Submit payment of the required non-refundable, non-transferable fee(s).
- III. An initial Permit expires on June 30 following the date of issuance, and may be renewed annually on July 1.
- IV. A Permit may be renewed if the Applicant submits an “*Application for Renewal of Ambulance Permit*” at least sixty (60) days prior to the date on which the current Permit expires, and:
  - A. Has had all Ambulance/Air Ambulance Units inspected within the past twelve (12) months for compliance with EMS Regulations; and
  - B. Has submitted payment of all required non-refundable, non-transferable fee(s).

**DISTRICT PROCEDURE FOR  
AUTHORIZATION/REAUTHORIZATION  
AS AN EMS TRAINING CENTER**  
(EMS Regulations Section 200)

**PURPOSE:** To establish a standard guideline for authorization/reauthorization as an EMS Training Center.

**DEFINITION:** An Applicant is:

1. A training center that provides initial or refresher EMS Courses, or continuing medical education Classes to Persons other than their own employees, or the employees of another Permitted EMS agency; and
2. Has a license or a letter of licensure exemption to conduct EMS training issued by the State of Nevada Commission on Postsecondary Education.

**PROCEDURE:**

- I. The following requirements must be met prior to authorization/reauthorization as an EMS Training Center:

A. Complete the Health District's "*Application for Authorization/Reauthorization as an EMS Training Center*" that contains at least the following information:

1. Owner(s) name/ mailing address/ phone number/ email address
2. Name of designated Medical Director
3. Name of corporation/ partnership/ sole proprietorship
4. Trade name or fictitious name (if applicable)
5. Copy of business license from the appropriate jurisdiction
6. Training center address/ phone number/ fax number
7. List of all Courses/Classes that will be offered

Background questions:

8. Has the Applicant ever been endorsed to operate an Authorized EMS Training Center?
9. Has the Applicant ever had an Endorsement to operate an Authorized EMS Training Center revoked or suspended in any other state or jurisdiction?
10. Has the Applicant ever been convicted of a felony, gross misdemeanor or misdemeanor?

B. Submit copy of license or letter of licensure exemption from Nevada Commission on Postsecondary Education.

C. Submit two complete sets of fingerprints for each Applicant, and written permission authorizing the OEMSTS to forward the fingerprints to the Central Repository for Nevada Records of Criminal History for submission to the Federal Bureau of Investigation for its report, if not already on file.

D. Schedule a site inspection with the OEMSTS to ensure Applicant has met all requirements as listed on the EMS Training Center Guidelines.

E. Submit payment of all required non-refundable, non-transferable fee(s).

- I. Upon successful completion of the above, the OEMSTS will send a Letter of Authorization to conduct EMS training at the level identified in the letter.
- II. A change in majority ownership or substantive change in structural organization of an existing Authorized EMS Training Center shall require a new application and Letter of Authorization.
- III. The Letter of Authorization expires on June 30<sup>th</sup> following the date of issuance and may be renewed annually on July 1<sup>st</sup>.
- IV. An Authorized EMS Training Center may submit an “*Application for Authorization/Reauthorization as an EMS Training Center*” at least sixty (60) days prior to expiration.

NOTE: A Letter of Authorization to conduct a Paramedic Course may only be issued to:

- 1) A Receiving Facility licensed by the Nevada State Health Division; or
- 2) A college or university, accredited by the Department of Education, in affiliation with a Receiving Facility licensed by the Nevada State Health Division.

Any Authorized EMS Training Center holding a Letter of Authorization to conduct a Paramedic Course shall attain and maintain CAAHEP accreditation within 24 months of the issuance of the initial Letter of Authorization.

NOTE: The OEMSTS may audit for compliance.



## **DISTRICT PROCEDURE FOR INITIAL/RENEWAL DESIGNATION AS A PEDIATRIC DESTINATION HOSPITAL**

**PURPOSE:** To establish a standard guideline for initial/renewal designation as a pediatric destination hospital.

**DEFINITION:** The Applicant is a hospital seeking initial/renewal designation as an EMS pediatric destination hospital. Certain conditions must be met prior to becoming a pediatric destination facility.

**PROCEDURE:**

- I. The Applicant must meet the following requirements prior to initial designation as an EMS pediatric destination hospital:
  - A. Complete the Health District's "*Application for Initial/Renewal Designation as an EMS Pediatric Destination Hospital*" that contains at least the following information:
    1. Name, address, and telephone number of institution
    2. Owner of facility
    3. Hospital administrator/director
    4. Contact person for application processing
  - B. Complete an attestation that the hospital is in compliance with the following conditions:
    1. Provides 24/7 in-house coverage for the emergency department with one of the following:
      - a. A Board Certified/Board Eligible pediatric emergency medicine physician.
      - b. A Board Certified/Board Eligible emergency medicine physician.
      - c. A Board Certified/Board Eligible general pediatrician, at the discretion of the pediatric medical director of the facility.
    2. Has a Pediatric Intensive Care Unit that provides 24/7 coverage with a Board Certified/Board Eligible Pediatric Critical Care Specialist available on site within 30 minutes by contract.
    3. Provides nursing services:
      - a. 80% of pediatric emergency department nurses must have Emergency Nursing Pediatric Course (ENPC) certification.
      - b. At least one ENPC nurse must be present at all times.
      - c. All pediatric emergency department nurses shall possess a current Pediatric Advanced Life Support card.

4. Has a medical director who is Board Certified/Board Eligible in pediatric emergency medicine.
  5. Provides quality improvement activities conducted by the medical director or Pediatric Critical Care Physician or their designee.
- II. The Applicant's signature and date is required affirming that all information on the application is true and correct. The Applicant must provide any additional information needed to clarify the above relative to the Applicant's pending application.
- III. The Applicant's signature further attests that the Applicant agrees to comply with the conditions set forth in the application.
- Required signatures:
1. Hospital Chief Executive Officer
  2. Printed name of Hospital Administrator or owner
  3. Title of Person signing the application
- IV. Payment of all required non-refundable, non-transferable fee(s).
- V. Upon completion of the above requirements, the Health Officer shall issue a letter of approval for designation as an EMS pediatric destination hospital, or a letter outlining the reason(s) for denial of the application.
- VI. Designation as an EMS pediatric destination hospital expires on June 30<sup>th</sup> following the date of issuance and may be renewed annually on July 1<sup>st</sup>.
- VII. A hospital may submit an "*Application for Initial/Renewal Designation as an EMS Pediatric Destination Hospital*" at least sixty (60) days prior to expiration, along with payment of all required non-refundable, non-transferable fee(s).

NOTE: The OEMSTS may audit for compliance.

**DISTRICT PROCEDURE FOR  
SPECIAL EVENT MEDICAL PLAN APPROVAL**  
(EMS Regulations Section 1150)

**PURPOSE:** To establish a standard guideline for approving medical plans for Special Events conducted in Clark County.

**DEFINITION:** Pursuant to Nevada Revised Statute (NRS) 450B.650 - 450B.700 and Clark County EMS Regulation Section 1150, certain organizations hosting certain special events in Clark County must provide emergency medical services under certain circumstances.

**PROCEDURE:**

I. The Host Organization must submit a “*Host Organization Application for Special Event Medical Plan Approval*” at least thirty (30) days prior to the first day of the event.

Note: Under unusual circumstances, the Chief Health Officer may waive the time limitation for filing a “*Host Organization Application for Special Event Medical Plan Approval*” if sufficient justification can be provided that an expedited review of the Special Event Medical Plan is necessary and warranted. The application must be submitted a minimum of seven calendar days prior to the first day of the Special Event.

II. The Special Event Medical Plan submitted by the Host Organization must contain at least the following information:

- A. Name of the Host Organization.
- B. Type and date of the event, location, length, and anticipated attendance.
- C. Name of the Permit holder contracted to provide Emergency Medical Care.
- D. How the Applicant will meet all requirements as outlined in the *Minimum EMS Requirements Algorithms* for the anticipated number of attendees.
- E. Number of Licensed EMS providers, Registered Nurses, PA’s, APN’s, or Physicians scheduled to provide Emergency Medical Care.
- F. Description of the First Aid Station(s) or other treatment facilities, including maps of the Special Event site which depict points of ingress/egress.
- G. Emergency Medical Care equipment as defined in the “*Official Special Event Inventory*”.
- H. Description of the on-site emergency medical communications capabilities.
- I. Plan to inform Special Event attendees regarding access to Emergency Medical Care, and specific hazards such as inclement or severe weather.
- J. Plan for emergency evacuation of the Special Event.
- K. Any additional information as determined by the Plan Review Authority.

III. Payment of all required non-refundable, non-transferable fee(s).

IV. Upon completion of the above requirements, the Health Officer shall issue within fifteen (15) days of application either a Letter of Approval of the Special Event Medical Plan, or a letter outlining the reason(s) for denial of the Special Event Medical Plan.

V. Within 30 days following the last day of a Special Event, the Host Organization must complete and submit a report to the Plan Review Authority. The report must include at least the following information:

- A. The estimated peak number of attendees at the Special Event.
- B. The estimated total number of attendees at the Special Event.
- C. The number of Patient contacts at the Special Event.

- D. The number of Transports from the Special Event.
- VI. Based on the information provided in the Host Organization's post Special Event report, the Plan Review Authority will verify if a Significant Number of Patient Contacts or a Significant Number of Patient Transports occurred during the Special Event. The OEMSTS will maintain a database of this information to be used when approving subsequent Special Event Medical Plans submitted by a Host Organization.

## **DISTRICT PROCEDURE FOR MANAGING DRUG SHORTAGES**

**PURPOSE:** To ensure continuation of high quality prehospital care and to maximize patient safety during the current national drug shortage.

**SCOPE:** This procedure must be implemented whenever a Clark County EMS provider agency is unable to maintain current par levels of a drug as listed in the Southern Nevada Health District (SNHD) official drug inventories.

**DURATION:** This procedure shall remain in effect until the persistent national drug shortages of formulary drugs have been abated.

**PROCEDURE:**

- I. An EMS provider agency who wishes to use an alternative drug(s) as approved by the Medical Advisory Board must submit their training program for alternative drug(s) to [ems@snhdmail.org](mailto:ems@snhdmail.org) including a copy of the relevant protocol(s).
- II. If the request meets the defined standards, a 90-day exception to EMS Regulation 1300.530 I. C. (3) will be granted, and a letter from the OEMSTS will be issued to the EMS provider agency.
- III. Upon receipt of the letter from the OEMSTS, the EMS provider agency must submit proof of training of at least 90% of the agency's licensees to [ems@snhdmail.org](mailto:ems@snhdmail.org) prior to implementation of the alternative drug(s).
- IV. The EMS provider agency is responsible for notifying the OEMSTS and any other responding provider agency of the start and stop date for alternative drug(s).
- V. An EMS provider agency that cannot obtain a sufficient supply of a drug because of the national drug shortage may lower the par level as described in the SNHD official drug inventories to one (1) therapeutic dose for an average adult male in Clark County. (Note: According to the CDC Behavioral Risk Factor Surveillance System Survey Questionnaire from 2003 to 2009, the average male adult weight in Clark County is 90 kg.)
- VI. An EMS provider agency that cannot obtain at least one (1) therapeutic dose of a drug must provide documentation of a good faith effort to obtain a required drug that includes the following:
  - A. The contact information, including date of contact, for three (3) sources through which the EMS provider agency attempted to obtain the drug. The source can be distributors, other healthcare providers, or any other reseller that could reasonably be expected to be able to sell drugs to the EMS provider agency.
  - B. An attestation statement: "I attest that I have made a good faith effort to obtain [name of drug] from the sources described herein for use by [EMS provider agency name], but was unable to obtain the minimum supply required in the SNHD official drug inventories. I will continue to attempt to obtain a complete complement of all required drugs." The attestation statement must be signed and dated by the EMS provider agency's medical director.
- VII. If routine and/or random inspections occur during this period, a copy of the EMS provider agency's good faith effort attestation statement and the letter documenting SNHD approval of an exception to EMS Regulation 1300.530 I.C. (3) must be readily available.

VIII. Under no circumstance will the documentation required by Section III.A. above be accepted retroactively after a notice of violation for a deficiency is given.