OAKLAND COUNTY
MEDICAL CONTROL AUTHORITY

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OCMCA Digital Continuing Education (CE) Sponsorship Policy

OCMCA Responsibilities:

For the Oakland County Medical Control Authority (OCMCA) to comply with Michigan Department of Health and Human Services (MDHHS) requirements for Continuing Education (CE) Sponsorship, all of the following must be adhered to by the OCMCA:

- Develop lesson plans to meet educational needs identified by the OCMCA.
- Maintain attendance records of all courses taught for a minimum of five years.
- Maintain data-driven QA/QI through measurement and evaluation of data obtained through OCMCA Digital CE Sponsorship Course Evaluations.
- Require all students to complete a CE Course Evaluation to obtain a CHIT for all OCMCA Digital CE Sponsorship courses.

LSA ACES Representative Responsibilities:

For the OCMCA to comply with Michigan Department of Health and Human Services (MDHHS) requirements for CE Sponsorship, all of the following must be adhered to by the OCMCA life support agency (LSA) Agency CE Sponsorship (ACES) Representatives:

- Assure that all of their applicable I/Cs, SMEs understand the OCMCA Digital CE Sponsorship Policy.
- Assure that all of their applicable I/Cs, SMEs and students have established the appropriate OCMCA digital CE Sponsorship profiles, as needed.
- Assure that all of their applicable I/Cs, SMEs and students are familiar with the OCMCA digital CE Sponsorship How To Guide and all applicable information.
- Assure that SMEs are only teaching the topics they have been approved for.
- Assure that I/Cs are only teaching up to their level of licensure.
- Assure that all CE sessions meet or exceed all content and facilitation described on any approved OCMCA Digital CE Sponsorship Lesson Plan.
- Provide all students with documentation of any and all CE Sponsorship and/or CE course approval upon request.

POLICY:

Defined Roles

- **Agency CE Sponsorship (ACES) Representative:**
  - **Definition:** An OCMCA Digital CE Sponsorship Program ACES Representative is the primary point of contact between an individual LSA/FACILITY utilizing the OCMCA Digital CE Sponsorship Program and the OCMCA.
  - The ACES Representative of each LSA/FACILITY must have the following credentials on file and approved by the OCMCA:
    - Current state of Michigan EMS I/C license and CV.
    - Initial and ongoing CE Sponsorship training as identified by the OCMCA.
  - The ACES Representative for each LSA/FACILITY is responsible for the following:
    - Act in accordance with the OCMCA Digital CE Sponsorship Program Policy, and How To Guide.
    - Have a current "CE Sponsor (ACES) Representative Agreement" on file and approved by the OCMCA.
    - Assure that all approved I/C's and SME's that utilize the OCMCA Digital CE Sponsorship Program are following the OCMCA Digital CE Sponsorship Program Policy.

- Assure that all your OCMCA Digital CE Sponsorship Program CE sessions meet MDHHS CE requirements.
- The IC must have all participants sign an OCMCA CE Sponsorship approved attendance roster at the CE session. This roster must be uploaded to the OCMCA CE Sponsorship. A photocopy/electronic copy of the roster will be accepted as proof of attendance during the audit process. The CE sponsor must keep CE records for seven years.
- If the class was held virtually, an attendee's signature is not required on the physical roster.

* **EMS Instructor/Coordinator (I/C)**
  - **Definition:** An OCMCA Digital CE Sponsorship Program EMS I/C is a currently licensed state of Michigan EMS I/C that acts as an instructional staff member, approved by the OCMCA to conduct CE sessions within any LSA/FACILITY approved to provide CE's via the OCMCA Digital CE Sponsorship Program.
  - I/Cs can only teach up to their level of licensure.
  - All I/Cs within each LSA/FACILITY must have the following credentials on file and approved by the OCMCA:
    - Current state of Michigan EMS I/C license
    - CV
    - Listed as an approved OCMCA Digital CE Sponsorship I/C
  - I/Cs within each LSA/FACILITY are responsible for the following:
    - Act in accordance with the OCMCA Digital CE Sponsorship Program Policy and How To Guide.
    - Facilitate and instruct CE sessions to meet MDHHS CE requirements.
    - The IC must have all participants sign an OCMCA CE Sponsorship approved physical attendance roster at the CE session and either upload the physical roster or provide that documentation to the ACES Representative.
    - The students must also sign an electronic roster prior to the EMS I/C verifying the roster.
    - If the class was held virtually, an attendee's signature is not required on the physical roster.

* **Subject Matter Expert (SME)**

  Definition: An OCMCA Digital CE Sponsorship Program SME must be a content expert with extensive knowledge and experience in the specific specialty topic. The SME must verify that they have acquired a minimum of three years of consecutive experience in specific skills and/or knowledge in the specific specialty topic, applicable to certain CE categories. Subject Matter Experts act as adjunct instructional staff and must be approved by the OCMCA to conduct CE sessions within any approved LSA/FACILITY, in which their expertise is applicable. Potential SME Instructors will not be approved by the OCMCA Digital CE Sponsorship Program unless they have a minimum of three (3) years of consecutive experience in the specific specialty topic. SMEs Instructors based solely on EMS experience will not be approved to teach for the OCMCA CE Sponsorship.
  - All SME's within each LSA/FACILITY must have following credentials on file and approved by the OCMCA:
    - Curriculum Vitae (CV) including specific topics, skills or knowledge in which they posses that are applicable to certain CE categories, along with verification of a minimum of three years of consecutive experience in the category(s).
    - List of specific categories the SME is approved to teach, according to the Definition.
    - Listed as an approved OCMCA Digital CE Sponsorship SME.
  - SME's from each LSA/FACILITY are responsible for the following:
    - Act in accordance with the OCMCA Digital CE Sponsorship Program Policy and How To Guide.
    - Facilitate and instruct CE sessions to meet MDHHS CE requirements.

Assurance Policy: Prior to an SME submitting a Course Notification, the ACES Rep will review the request to ensure the SME has the requisite qualifications to teach the topic being requested. The ACES Rep will review the Lesson Plan, paying particular attention to the level of licensure for credits issued, as well as by reviewing the SME's curriculum vitae. SMEs can only teach topics that the OCMCA CE Sponsorship and MDHHS has approved.

- **OCMCA Approved Locations**
  - The OCMCA Digital CE Sponsorship Approved LSA/FACILITY is an approved location that has been established with the LSA/FACILITY ACES Representative. Approved locations only consist of Oakland County LSA/FACILITY's but may include LSA/FACILITY's that have headquarters located outside of Oakland County.

    Circumstances that require training to be held at a location that is not an OCMCA Digital CE Sponsorship approved location will require additional OCMCA authorization. Authorization can be obtained during the notification process. Please allow 60 days for approval. All location changes must be located within Oakland County.

- **OCMCA Distance Learning Provision**
  - The OCMCA recognizes the value of utilizing distance learning technology in conjunction with the completion of EMS CE sessions. To facilitate this, all approved OCMCA LSAs/FACILITIES may conduct CEs using the mechanisms, described below.

    - **"Teleconference" or "Videoconference" style CEs:**
      These "live broadcast" or "virtual classroom" CE sessions are designed to occur when an instructor is in a different location than some or all of the students. The OCMCA approves the use of any "Teleconference" or "Videoconference" technology that allows EMS to connect to a virtual classroom.

      In these circumstances, the LSA/FACILITY ACES Rep hosting the CE session is responsible for all required actions and steps, as outlined in this document and the OCMCA Digital CE Sponsorship How To Guide. It is the responsibility of the hosting ACES Rep to assure that each student attends the entire CE session, as described in the corelating lesson plan.

Conducting CE's

- CE Sponsorship ACES Representatives I/C's and SME's conducting CE sessions under the OCMCA Digital CE Sponsorship Program must meet or exceed all content described on the approved Lesson Plan. This is to include:
  - Time requirements
  - Objectives
  - Lecture and/or Practical requirements
- See the OCMCA Digital CE Sponsorship How To Guide regarding:
  - CE Notification process.
  - Attendance Roster completion process.
  - CE Course Survey completion.

CE Records

- The OCMCA's digital CE Sponsorship will maintain all CE course records throughout the program approval period, plus five (5) years. It will be the responsibility of the OCMCA to secure and maintain course records. Records will be generated and maintained and will include the following:
  - CE Course approval from MDHHS that indicates the category and specific topic of the approved Lesson Plan.

- Digital records of all OCMCA Attendance Rosters.
- Digital records of all CE Course Survey Evaluations.

Quality Assurance / Quality Improvement Process

- For each CE session conducted within the OCMCA Digital CE Sponsorship, all attendees will be required to complete a CE Course Evaluation during the CE roster sign in process in order to obtain a CHIT sheet. The OCMCA will collect Course Evaluations from all CE sessions to obtain feedback. The Education Task Force will review CE Course Evaluations on a regular basis. Quality Improvement changes will be made based on Education Task Force review.

NON-COMPLIANCE:

- Any LSA/FACILITY found to be non-compliant with the "CE Sponsorship (ACES) Agreement" will not be allowed to conduct CE sessions under the OCMCA Digital CE Sponsorship Program until they are deemed compliant. Any LSA/FACILITY found to be non-compliant will be under review by OCMCA PSRO. Actions will be dictated on a case-by-case basis.
- Any LSA/FACILITY found to be non-compliant with the CE Roster Submission and Approval Process, as listed in the OCMCA Digital CE Sponsorship How To Guide, will be subject to the following:
  - An automated email from the OCMCA office of non-compliance will be sent to the ACES Representative on the following notice schedule:
    - First Notice, 72 hours non-compliant.
    - Second Notice, 7 days non-compliant.
    - Third Notice, 14 days non-compliant.
  - Any LSA/FACILITY that fails to become compliant within 30 days of the first written notice will be subject to the following disciplinary action, as instructed by the PSRO:
    - Suspension from the OCMCA Digital CE Sponsorship Program privilege.
      - First Offense: Suspension for 6 months.
      - Second Offense: Suspension for 12 months.
      - Third Offense: Indefinite suspension from the CE Sponsorship Program.
- Prior to reinstatement from any suspension of the privilege of the CE Sponsorship Program, the agency will be required to submit a corrective action plan to the PSRO Committee for review.

State of Michigan Statute and Rule Violations:

- Any LSA/FACILITY or EMS Instructor utilizing the CE Sponsorship found to be non-compliant with the State of Michigan Statute, Administrative Rules, the OCMCA CE Sponsorship Policy, or CE Sponsorship ACES Representative Agreement regarding their use of the CE Sponsorship will be responsible to pay any fines levied by the State of Michigan. This would include, but not limited to, fines to any member of the OCMCA Staff, the CE Sponsorship and the Oakland County Medical Control Authority.
- Failure to pay these fines could result in loss of privileges to practice EMS in Oakland County. Any non-payment will be sent to the OCMCA PSRO to review.