



# HVREMSCO and HVREMAC Policy and Procedures Manual

Policy Name: <b>Requirements for Receiving Medical Control Contact Hour Approval</b>
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Policy Number: CR-P-4
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Approved by: REMAC
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Effective Date: 6/5/2017
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Revision Date(s): 4/26/2016
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Page 1 of 4
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1. All programs seeking Medical Control Contact Hour (MCCH) allotment must be pre- approved by the HVREMSCO office.
2. Each request must fully identify the following:
  - The title of the program.
  - The name and credentials of the presenter.
  - A content outline and a brief description of its relevance to EMS providers.
  - The specific Collaborative ALS Protocols that the presentation will cover. If the presentation does not relate to any existing protocol, the presenter must indicate its relevance to the role or function of the EMS provider.
  - Organizers of educational seminars that offer multiple presentations over the course of the seminar must indicate the title, presenter, descriptive narrative, and protocol reference for each presentation included in the seminar, in order to be eligible for MCCH allotment.
  - A copy of all handouts or presentation materials should be included if possible, since this may include essential information needed to evaluate the appropriateness of the MCCH content to the certification level of the anticipated audience.
  - Proof that the presenter is currently credentialed under a REMAC participating in the Collaborative protocols.
3. All MCCH allotment requests should be either postmarked, or sent via email to the HVREMSCO a **minimum of fifteen (15) days prior** to the date of the program. The MCCH application **must be complete** and received on the MCCH request form provided by the HVREMSCO.
4. The HVREMSCO may reject any application not having all the required information provided by the organizer, and will notify the organizer that no MCCH allotment will be forthcoming until the information is provided.
5. A MCCH approval code must be obtained in advance of any program offering. Programs which are offered, which do not have an approval code will not be applied toward MCCH. Organizers that have been denied MCCH awards do not have approval to conduct credit-approved MCCH, in anticipation of receiving a retroactive approval and MCCH award. There are no retroactive MCCH approvals.
6. MCCH credit will not be allotted to any program delivered by non-credentialed Medical Control Practitioners. When a non-credentialed instructor participates, or assists in the delivery of a program that portion of the program will be considered physician contact hours only. It is the responsibility of the credentialed Medical Control Practitioner to actively participate in the presentation and ensure that the delivery of the program is applicable and relevant to EMS.



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Approved by: REMAC	Effective Date: 6/5/2017
Revision Date(s): 4/26/2016	Page 2 of 4

7. All content delivered in the program must be relevant to EMS, and must be designed to cover content within the knowledge base, skills, and/or scope of practice of the EMS participants in attendance. The HVREMAC reserves the right to reject content and may require that the organizer hosting the educational program provide additional content information or documentation prior to awarding any MCCH allotment. Content should always reference the appropriate NYS DOH BLS Protocols, and/or Collaborative ALS Protocols relevant to the topic of the presentation.

8. All MCCH Credit approvals are awarded on an hourly basis, and programs should be designed accordingly. When a presentation does not last as long as its advertised duration, the MCCH Award should be reduced as appropriate, and the attending participants so advised. For suggestion on how to avoid presentations that do not maximize their planned hourly duration please see the HVREMAC MCCH Planning tool.

9. All organizers providing educational content and anticipating the allotment of HVREMAC MCCH are advised to plan and time presentations appropriately. Repeated failures to do so will result in the withdrawal of MCCH allotment approval until a written plan of corrective action is received and accepted by the HVREMAC.

10. Organizers that demonstrate repeated non-compliance issues tantamount to fraudulent content delivery or timeframes of delivery are liable to an immediate suspension of the ability to conduct HVREMAC approved Medical Control content. In addition, any HVREMAC previously approved subsequent MCCH sessions scheduled by the organizer will be revoked until an acceptable remediation action plan is submitted by the organizer and approved by the REMAC.

11. The HVREMSCO will report any Certified Instructor Coordinator to the NYS DOH BEMS for investigation, who knowingly signs for a fraudulently submitted CME/MCCH document to be used for recertification.

12. The HVREMAC does not authorize CME content hours for EMS providers seeking to re-certify under the NYS DOH BEMS CME Recertification Program. Educational content to be utilized for NYS re-certification lies under the purview of the NYS Certified Instructor Coordinator providing oversight for the EMS Provider's recertification program.



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Policy Number: CR-P-4	
Approved by: REMAC	Effective Date: 6/5/2017
Revision Date(s): 4/26/2016	Page 3 of 4

13. All Original and Medical Control Practitioner signed MCCH rosters, complete with all presenter signatures must be received by the HVREMSCO Office within **five (5) business days** of the date of the presentation. Failure to provide said documentation within the prescribed time period may result in the HVREMAC withholding the MCCH allotment for attendees until such time as the verification paperwork is secured. Repeated delays by an organizer in forwarding required documents will lead to a suspension of any HVREMAC MCCH allotments for said organizer.

***Note: Providers requiring this MCCH credit for recertification or credentialing may be adversely affected by this delay, and the organizer offering the MCCH should be aware of the ramifications that missing, lost, or not submitted documentation may have on the EMS provider.***

14. The HVREMAC must approve any distance learning program seeking MCCH allotment. Organizers and presenters, including Medical Control Practitioners, must account and attest to the attendance and participation by all those present.

- Since this type of offering may have participants physically present in a common classroom where they are able to sign a session roster, the previously discussed submission criteria will apply.
- For any session where the participants are not present in a common area, i.e. they sign on via computer/internet at a remote location, the organizers, presenters, and Medical Control Practitioner will document all participant's verified names and MAC numbers on a HVREMSCO Roster, and countersign attesting to such attendance. Organizers must submit this roster to the HVREMSCO as previously identified.

15. Auditing of MCCH programs may be performed by the HVREMSCO or their representatives, and their findings reported to the Regional Office and/or REMAC. For purposes of audit and reporting, the following will be deemed mandatory reporters as agents of the HVREMSCO:

- All HVREMSCO staff
- All REMAC members
- All HVREMSCO Delegates
- All Members of the HVREMSCO Training Committee
- Any NYS DOH Certified Instructor Coordinator or Certified Lab Instructor affiliated with a HVREMSCO area Course Sponsor.
- Any Regional Faculty



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Revision Date(s): 4/26/2016	Page 4 of 4

Other than any of the aforementioned who are **assigned** by the HVREMSCO to audit a specific presentation, any party witnessing inappropriate content, presentations, presenters, or MCCH allotment of hours must report same to the regional office for follow-up.

16. No Medical Control Contact Hours offered in the Hudson Valley Region may be advertised as **“Medical Control Contact Hours Pending”**. All MCCH program announcements must list the HVREMAC Approval number. Organizers must be cognizant of the importance of MCCH offerings, and that the failure to provide approved and appropriate programs to an EMS Provider may have significant ramifications for the provider’s ability to recertify or re-credential.