



**Orange County Emergency Services  
Standard Operating Guidelines**

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**SOG Name: Medical Practitioner Credentialing**

**SOG Number: GEN-007**

**Submitted By: Jane Brice, MD, Medical Director**

**Approved By: F.R. Montes de Oca**

**Date Effective: April 1, 2010**

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**I. GOAL**

1. To establish a uniform credentialing and compliance system for all practicing Orange County pre-hospital personnel functioning under the office of the medical director.

**II. OBJECTIVE**

1. To increase oversight
2. Ensure compliance with training and credentialing requirements
3. Establish a single standard of practice for emergency medical providers in Orange County.

**III. SCOPE**

1. This Guideline applies to all Orange County pre-hospital personnel.

**IV. PROCEDURE**

1. Credentialing of Current Providers (Grandfathering Process):
  - a. Providers who are currently released to practice in Orange County and are in compliance with training requirements will be issued an identification card (credential) from the Orange County Department of Emergency Services following review and approval from the Medical Director after supplying the following documents.
  - b. Personnel Information Form with certification of current TSOP (Technical Scope of Practice) evaluation and continuing education compliance by Orange County Emergency Service's Training Coordinator.
  - c. Copy of current N.C. Driver's License
  - d. Copy of current NCOEMS Credential
  - e. Copy of current CPR certification
  - f. Copy of CEVO/EVOC/EVD or other approved driving course
  - g. Hepatitis B immunization records and/or waivers
  - h. Copy of current ACLS, PALS certification (Paramedic only)

- i. Copy of BTLS, PHTLS or other approved trauma program
- j. Copies of ICS 100, 200, 700, 800 certificates of completion.
- k. Signed attestation page of the Orange County Credentialing and Compliance Policy

## 2 Credentialing of New Providers

- a. New providers in the Orange County system will continue to be selected at the discretion of individual organizations.
- b. EMT-Basic and Paramedic personnel will precept according to the Orange County Emergency Services EMS System training plan.
- c. Documentation of successful completion of the Orange County precepting requirements must be provided.
- d. New providers may apply for an Orange County Credential once they have obtained a letter from their provider administrator stating their approval.

## 3. Application Process:

- a. Submit all required documents listed below to OCEMS for practice privileges. Incomplete submissions will not be processed and are subject to denial.

- Demographic Information Form
- Copy of current N.C. Driver's License
- Copy of current NCOEMS Credential
- Copy of CEVO/EVOC/EVD or other approved driving course
- Hepatitis B immunization records and/or waivers
- Copy of current ACLS, PALS certification (Paramedic only)
- Copy of BTLS, PHTLS or other approved trauma program
- Confirmation by a training officer that the staff member has viewed the NCDOT "Highway Safety Program" video
- Copies of ICS 100, 200, 700, 800 certificates of completion.
- Signed attestation page of the Orange County Credentialing and Compliance Policy
- Preceptor Manual documentation of training hours (Ride time and any additional patient care hours)
- Shift evaluation forms for all shifts precepted.

- b. OCES will conduct a certification verification process with NCOEMS.
- c. Volunteer providers must schedule a skill check-off session with OCES EMS Training Coordinator.
- d. Paramedics must successfully pass a protocol test and an oral board examination with the Medical Director or Assistant Medical Director.
- e. Upon completion of the application process and submission of the appropriate materials, new providers will participate in an assessment that will include: oral scenarios, written testing, patient care scenarios, and oral board examination with the medical director (Paramedic only).

## 4. Issuance of Credential Identification Card:

- a. Upon successful completion of all requirements, an Orange County credential will be issued to the provider and will be valid until the next schedule TSOP evaluation administered by Orange County Emergency Services.
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- Credentialed providers must remain compliant with continuing education requirements and all system requirements as outlined by the medical director.
- b. The Credential Identification Card will remain the property of Orange County.
  - c. Providers shall carry their identification card with them while providing medical services in Orange County.
  - d. Lost or stolen identification cards shall be reported to COES immediately through written communication by the chief or the organization. The card will be replaced at the expense of the individual provider.

**V. NOTES:**

1. Providers must comply with OCES continuing education policies in order to maintain current credentials.
2. If necessary, providers are subject to evaluation by the medical review board (see medical disciplinary policy).
3. The OCES Medical Director reserves the right to cancel practice privileges to providers who fail to comply with OCES training policies.
4. Provider practice privileges will be automatically placed on hold in the case that the NC credential expires, creating a lapse in certification, prior to the credential renewal period.

**VI. ADDENDUMS:**

1. Orange County System Continuing Education Policies
2. Orange County Emergency Services Personal Information Form
3. Provider Administrator Approval Letter Template

**VII. Attestation**

I have received, read and understand the Orange County Credentialing and Compliance Policy. I understand that it is my responsibility to ensure that my information is accurate and that falsification of information will result in the termination of my Orange County medical practice privileges.

Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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