

**West Michigan Regional MCC
SYSTEM**
MEDICAL CONTROL PRIVILEGES TESTING
POLICY AND PROCEDURE

Initial Date: 04/09/2018
Revised Date:

Section: 8-30

Medical Control Privileges Testing Policy and Procedure

Testing Requirement

- Each provider, must successfully complete the privileges test prior to being released from a Field Training Program.
- Providers are required to test every other year.

Responsibilities:

WMRMCC

- Coordinate the proportional funding of the operational costs from each participating MCA.
- Develop “Courses” under the WMRMCC Account for each participating MCA
- Establish a cut-score level which equates to an acceptable demonstration of proficiency in clinical assessment, protocol knowledge and application of the protocols.
- Development of test questions according to recognized educational standards.
Validation of questions and updating questions when protocols change.

MCA's

- Proportionally fund the testing system cost.
- Adopt this protocol within each MCA participating in the testing process.
- Appoint a Course administrator to review testing results.
- Assign agencies to each course that is required for the respective MCA.
- Verify successful test completion of providers assigned to each course.
- Provide remediation and review when necessary.
- Apply remedial actions consistently as outlined in the Remediation Section of this policy.
- Ensure that the test is administered according to the Test Administration Section of this policy.

Agency

- Agencies are responsible to ensure that assigned providers complete their test when assigned to do so.
- Ensure compliance with the Test Administration Section of this policy.
- Agencies are responsible for addition and deletion of providers as necessary from the testing platform.

Licensed Personnel

- Comply with testing requirements.
- Comply with Test Administration Section of this policy.
- Individuals who fail to make arrangements and complete the test as assigned shall have their privileges suspended immediately and must contact the MCA for authorization to test. They may not function in any patient care capacity within the MCA during the interim; this includes any secondary EMS employment as well.
- In the event of unforeseen circumstances arising, the provider should contact the local Medical Control Authority to request and extension. Failure to do so will be considered failure to complete the test in the assigned timeframe.

MCA Name:
MCA Board Approval Date: Draft
MCA Implementation Date: Draft
MDHHS Approval: Draft

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Test Administration

- The test may be administered in coordination with the local Medical Control Authority.
- The test may be administered at a local EMS agency provided the provisions of this section are met and adhered to.

- Talking between test takers during the test is not permitted.
- The test taker will be informed of either Pass or Fail at the completion of the test.
- This protocol must be available for review prior to taking the test.
- Anyone found to be participating in unethical behavior while completing the protocol test will have their privileges immediately suspended. Revocation will be at the discretion of the MCA.
- Test questions may not be copied in any manner.
- Reference materials that are allowed are during the testing process include: A length-based pediatric resuscitation tape, MI MEDIC Cards, current protocols, and MCA approved resources such as the Mi-DIASTER cards through access by mobile application, web-based, or in print.

Remediation

- Agencies which have providers fail to take their scheduled test shall be held accountable by the local MCA as is outlined in their local protocol for agency accountability to protocols.
- A EMS provider is allowed to compete one (1) same day retest during the initial testing process.
- If a provider fails the test during the initial testing process, they may review the test with the medical control test administrator, by appointment.

- The EMS Provider may not retake the test if they are not successful for a minimum of 24 hours from the date of the first attempts.

- During that time, the provider is encouraged to meet with the MCA to review their test and to study the protocols.
- The retest must be taken within 7 calendar days or the individual will have medical control privileges suspended for not less than 30 days.

- If a provider fails their second retest, (third testing attempt) they must work with a field trainer who has successfully passed the test.
- If the second retest is failed, the provider will again be ineligible to retest for 24 hours.
- The second retest must be completed within 7 days of the failed retest.
- Should the individual fail on the second retest (third attempt to pass the test), MCA privileges will be suspended for not less than 90 days.
 - The individual may not provide care on an ALS ambulance during that time.
 - They may not function as a BLS provider on an ALS ambulance.
- Following the 90-day suspension, the individual will have one additional opportunity to pass the test. If unsuccessful, they will be ineligible to retest in any participating MCA for 1 calendar year: or earlier with proof of successful completion of a state approved provider refresher course.

- Individuals with documented reading disabilities may have special accommodations made including quiet spaces and/or having the test read. This may only occur with documented disability with accommodation recommendations.
- In rare situations with extenuating circumstances the timeframe for retests may be extended for a period of not more than 7 days only after the provider meets with the local Medical Director to discuss the specific need for the extension and receives approval. The meeting must occur prior to the expiration of the original 7-day retesting period and will not reduce any other provisions contained within this policy.

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