



Office of the Medical Director

Credentialing For Pitt County EMS System Providers

Re-credentialing Professionals should contact the CE Coordinator at their local Community College or any of the NC OEMS-approved EMS Teaching Institutions of their choice three to six months before the expiration date of his/her NC State credential to verify all CE hours and any required topics have been met. Unless directed by the system Medical Director, the Division does not process provider re-credentialing.

NEW ENTRY/RE-ENTRY to the Pitt County EMS System

All **New Entry/Re-entry Candidates** applicants entering the Pitt County System must complete the Pitt County Application Form and file the requested documents with the Pitt County Emergency Management Department (EM). The Pitt County EM department will notify the East Carolina University (ECU) Division of EMS (the Division) that all documents for the Candidate are completed and on file. The Candidate must be listed in Continuum under the appropriate EMS agency and complete all of the required Medical Directors educational updates before scheduling a credentialing review. Once the Division verifies that the Medical Director updates have been completed, the Candidate will be notified by email of the next scheduled credentialing review date must CONFIRM by email or voice (Do not leave a message). Once the date has been scheduled, The Division will notify the Candidate and the agency Chief and may begin functioning at the level of NC OEMS credential **under a supervisor and/or responsible person while on a probationary period until the scheduled credentialing date**. This Candidate **must be the third person** on the unit until satisfactorily completing the credentialing process.

UPGRADING a Credential:

Candidates within the system that upgrades a credential and can view the updated status on the NC State Continuum system or have been approved at the new credential level by NCOEMS should contact the Division of EMS office to schedule a credentialing review (*for the new NC State EMS Credential level*) before **performing as a primary provider at the newly credentialed level**. The Candidate must continue to be affiliated with one of the Pitt County EMS agencies to schedule a credential review for the new EMS level and not be under any remediation process, under investigation locally or by NC OEMS. ***The Candidate may begin functioning at the level of his/her new state credential under a supervisor and/or responsible person while on a probationary period until the next open credentialing review date scheduled at the Division.***

Scheduling for a Pitt County Credential Review

The Division will assign a credentialing review at the Division of EMS at the next available review date.

- Review dates are scheduled monthly by the Division. Candidates **MUST** arrive 15 minutes prior to their scheduled time.
- Date changes: Due to conferences, holidays, scheduling issues, etc., review date changes may occur at the discretion of the Division. Please verify with the Division of EMS on any scheduled date changes.

Candidate "No Show":

- Candidates not arriving for their credentialing review will be considered a "No Show."
A "no show" new entry candidate will not be allowed to practice at ANY level until a successful credential review.
- A candidate that "**calls to cancel**" may be rescheduled through the Division of EMS in the event of an actual emergency (i.e., hospitalized, involved in an accident). The Candidate is rescheduled solely at the discretion of the Division of EMS.

Credentialing Review Process:

A credentialing review packet is available at <https://emergency-medicine.ecu.edu/ems/> or emailed upon request to the Candidate upon scheduling a credentialing review with the Division. Credentialing candidates may be placed in groups of one or two, which may vary by the number of candidates testing. The Candidates will experience both oral and manual skills during the scenario-based reviews, performing any skill within the scope of practice for the Candidates' credential level. Upon completion of the credentialing review, satisfactory completion will be at the sole discretion of the system EMS Medical Director (or their designee) and what processes must be completed for the Candidate to meet the requirements to function in the Pitt County EMS System. Scenarios may be developed by the EMS System Medical Director or his designee and are approved by the EMS System Medical Director.



The Candidate is unsuccessful:

EMS System Functioning Status: Any Candidate who unsuccessfully completes any part of the Pitt County EMS System credentialing process may only, at the discretion of the Medical Director or their designee, continue in the process on that date. The Candidate will be advised on which areas need remediation and a remediation plan completed. Additional educational requirements may be required before rescheduling at the discretion of the EMS System Medical Director (or his/her designee). A candidate who **"fails to complete the credentialing review satisfactorily"** will remain in the probationary period until successful completion.

A Candidate who is upgrading **"fails to complete the credentialing review satisfactorily when upgrading"** will remain in the probationary period until completing a remediation plan and a successful credentialing review. The Candidate may be allowed to function at their approved lower level as a second provider of care until successful completion at the discretion of the System Medical Director.

- The Candidate may schedule a practicum time on equipment at the Division of EMS prior to the scheduled testing week. No instruction on skills will be provided during the week of testing. **Candidates should arrive at the EMS Division prepared to perform all skills their EMS credential allows.**

Candidates failing the credentialing review one time will not be permitted to reschedule a credentialing review until the Division of EMS completes an agreed-upon remediation plan. A candidate who **"fails to complete the credentialing review twice satisfactorily"** will remain in a probationary status until the agreed upon educational plan is satisfactorily completed, or the Candidate fails to submit timely documentation of the completed educational requirements requested by the System Medical Director.

Credentialing Policy:

Any provider requesting to be credentialed as a functioning EMS provider in any agency within the Pitt County EMS System must demonstrate the skills necessary to take care of patients based on their credential level and scope of practice. **EMS providers requesting functioning status (new, re-entry, and upgrade) in Pitt County will undergo a "Credentialing Review" before they can function unrestricted in Pitt County.**

EMS providers may be exempt from credentialing review at the sole discretion of the EMS Medical Director. To be considered for an exception, candidates meet one of the following criteria:

1. The EMS provider has been actively functioning in the preceding six months in another agency/county where an ECU EMS physician provides medical direction, has completed an assessment at that agency/county, and provides documentation of satisfactory performance.
2. The EMS provider has just completed an initial EMS program with a complete Technical Scope of Practice (TSOP) assessment at a community college where an ECU EMS Physician provides medical direction.
3. EMS providers must be in good standing in their agency/county and have no pending disciplinary actions in their agency/county

Any functioning provider in Pitt County may be asked to complete a "Credentialing Review" at any time to assess their proficiency in their level of credential and scope of practice.

Additional Information available:

Most East Carolina University Division (the Division) of EMS forms, Pitt County EMS Protocols, Pitt County EMS Medical Directors Updates are available on the ECU/Emergency Medicine/EMS website at: <https://emergency-medicine.ecu.edu/ems/> or through the ECU Division of EMS.