McLean County Area EMS System

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TITLE: POINT-OF-CARE GLUCOMETER MAINTENTANCE AND RECORD KEEPING

POLICY STATEMENT:

Since many EMS treatments rely on blood glucose measurements, it is imperative for point-of-care testing devices to be accurate and dependable. To ensure accurate and reliable blood glucose level measures, certain maintenance, training, and records must be maintained by agencies performing these tests.

GOAL/PURPOSE:

This policy is to ensure the accuracy and reliability of blood glucose point-of-care measurements performed by system-affiliated providers.

DEFINITIONS AND ASSUMPTIONS:

For the purposes of this policy, the following definitions and assumptions apply:

- *System* refers to the McLean County Area EMS System
- *Agency* refers to the system affiliated and approved organization authorized to perform blood glucose checks
- All records generated herein shall be maintained for a minimum of seven (7) years or indefinitely if an investigation or litigation is pending.

POLICY:

PART I: Equipment

A. Lancets shall be auto-disabling, single-use fingerstick devices.
B. At no time shall glucometers be utilized in a matter not in accord with manufacturer and/or system guidance.
C. Glucometer strips shall not be utilized on patients for which the manufacturer states an inaccurate reading will result.

PART II: Training

A. INITIAL:
    a. All candidates for system entry shall be trained by sponsoring agency personnel.
    b. Verification of this training and competency shall be documented on the system entry form under the “skills” section. This training and verification shall be completed on the

specific glucometer(s) in service at that particular agency ("general" training shall not be accepted).

c. Candidates shall not be approved for system entry until this training and competency is verified.

B. ONGOING:

a. Agencies shall verify *each* provider is competent in performing blood glucose level measurements with the glucometer(s) in service at the agency at least once every 12 months. Verification shall be performed on all glucometer make/models in service at the agency.

b. This training shall be documented on the system's *Annual Glucometer Training Log* or other such comparable form that captures the same information. The agency's chief officer or designated representative must verify the validity of the document and training.

c. This training log shall be submitted to the system during the period of annual vehicle inspections.

d. If an agency places a new make/model glucometer into service, all personnel shall be immediately re-verified as otherwise outlined under this subpart.

PART III: PROCEDURE

A. The system shall provide a general procedure for blood glucose level testing, to be found in the *System Procedure Manual*. This procedure is not intended to be all-encompassing, but rather to only incorporate universal guidelines applicable to all point-of-care blood glucose level measurements.

B. The agency shall develop an agency-level blood glucose level testing procedure specific for the glucometer(s) in use at the agency. A procedure shall be developed, based on manufacturer's recommendations, for each make/model glucometer in use. This procedure shall be readily available to all agency, system office, and regulatory authorities.

PART IV: MAINTENTANCE AND QUALITY CONTROL

A. Glucometers, test strips, test solution, and other related equipment must be stored at all times within the temperature ranges outlined by the manufacturer.

B. Agencies shall perform all manufacturer maintenance and quality control guidelines for the specific glucometer(s) in use, including but not limited to routine calibration checks.

C. These tasks shall be performed on a timetable established by the glucometer manufacturer, but not less than every month.

D. A calibration test shall be performed on the glucometer anytime it suffers a significant drop or other harsh environmental condition.

E. This maintenance and quality control shall be documented on the system's *Glucometer Maintenance and Quality Control Record* or other such comparable form that captures the same information. The record(s) shall be available upon request of the system office or regulatory authorities. A separate log shall be created for each glucometer in service.