



McLean County Area EMS System

1609 Northbrook Dr. Ste. 8
Normal, IL 61761

Phone: (309) 827-4348
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Title of Policy: <i>In Field Service Level Upgrade (Only applies to agencies serving <7500 people)</i>	Policy Number: Ops-106
Effective Date: 09/2015	Review Date: 01/22/2017
Policy Area: Operations	Approvals: EMSSC, EMS MD

Background to Policy:

To ensure that agencies and providers are given clear guidance on how to initiate in-field service level upgrade in accordance with IDPH administrative code 515.833

Policy Statement:

The McLean County Area EMS System recognizes that at time there may be providers working with an agency that hold IDPH licensure at a level above that of the vehicle, which they are currently working. Furthermore, the McLean County Area EMS System recognizes the unique challenges faced by rural agencies in providing timely BLS/ILS/ALS care. This policy applies equally to Ambulances, Non-Transport Vehicles, and Specialized Emergency Medical Services Vehicles.

Policy:

- A. Any agency wishing to apply for in field service level upgrade will notify the EMS office of that intent in writing. The letter must identify the vehicle requesting the upgrade by vin (last 4 digits) as well as license plate number if applicable. The letter must also include a statement indicating that the provider will remain compliant with annual IDPH inspection.
- B. The agency requesting the upgrade shall also complete a system modification form, and return it to the system office along with the letter mentioned in section A
- C. The agency requesting the upgrade shall provide a detailed plan including The manner in which the provider will secure and store equipment, supplies and medications that are reserved for the level being upgraded to.
- D. The agency requesting the upgrade shall provide a detailed plan outlining the type of quality assurance measures the provider will perform
- E. The agency requesting the upgrade shall provide written assurances that will only advertise the level of care that can be provided 24 hours a day.

Security

- A. All equipment that is not permitted at the primary licensure level of the unit must be secured in a locked cabinet. This may be accomplished by key lock, digital lock, or combination lock
 - a. A plastic number lock does not meet the requirements of this policy
- B. The only individuals who shall be provided access to this locked cabinet(s) shall be providers employed by the agency licensed and approved by the system to function at the level of the upgrade.
 - a. Agencies which are multi- jurisdictional, or have documented mutual aid agreements in place at the discretion of both agencies may share access information with providers from those agencies, but only if they are approved to practice by the system at the upgrade level
- C. No required ambulance equipment for the primary licensure of the vehicle may be stored in the locked cabinet
 - a. le. Providers at the primary licensure level need to be able access all equipment needed for their level of licensure

Equipment



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- A. In field service level upgrade units are required to carry the equipment and supplies outlined on the respective EMS System supply and equipment form
- B. In field service level upgrade units will follow the same medication/equipment and replenishment procedures as vehicles permanently licensed at that level.
- C. Requests for waiver of specific equipment will be considered by the EMS System and IDPH on a case by case basis.

Quality Improvement

- A. Any instance that results in an in-field service level upgrade shall be reported to the EMS Office within 48 hours. Included with that notification shall be a copy of the run report (computer chart or non transport form whichever is applicable)
- B. Any instance in which a transport vehicle with an in-field service level is unable to provide that care and requires an intercept at the same level shall file with the EMS System within 48 hours.
 - a. If a BLS ambulance with ALS infield capabilities requests an ALS intercept
- C. The EMS office will compile this data and will forward information to IDPH on a regular basis. This information will be completed on a form as prescribed by IDPH. Data forwarded shall include, but not limited to the number of usages by agency, and any adverse outcomes associated with the in-field service level upgrade
- D. All agencies with an in-field service level upgrade vehicle by the last day of every month submit to the EMS office a completed Equipment/Medication inspection sheet.
- E. As is the same with all other licensed vehicles, in field upgrade vehicles are subject to inspection by the EMS System or IDPH at any time.

Personnel

- A. In order to apply for the in-field service level upgrade, the agency making the request must have at least one individual on their EMS System Roster for the level being requested
- B. In the event that an agency initially able to fulfill the requirement becomes unable to fulfill the personnel requirement they shall notify the EMS office in writing within one business day, and the agencies in field service level upgrade privileges shall be suspended. In addition, any and all medications outside the primary level of the agency shall be disposed of or stored in a manner deemed acceptable by the Medical Director.

Special Considerations

- A. In order for a vehicle to be eligible for in field service level upgrade, when not in use the vehicle must be stored in an environment that does not have an average temperature <45 degrees nor > 85 degrees.

Resources:

1. [MCAEMS Infield Upgrade Report Form](#)