



# McLean County Area EMS System

1609 Northbrook Dr. Ste 8  
Normal, IL 61761

Phone: (309) 827-4348  
Fax: (309) 808-4235

<b>Title of Policy:</b> <i>Point-of-Care Glucometer Maintenance and Record Keeping</i>	<b>Policy Number:</b>
<b>Effective Date:</b> 03/2014	<b>Review Date:</b> 06/2017
<b>Policy Area:</b>	<b>Approvals:</b> EMSSC, EMSMD

## Background to Policy:

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

## 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 measurements, certain maintenance, training, and records must be maintained by agencies performing these tests.

## Policy:

### A. Equipment

- a. Lancets shall be auto-disabling, single-use finger stick devices.
- b. At no time shall glucometers be utilized in a matter not in compliance 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.

### B. Training

#### a. Initial

- i. All candidates for system entry shall be trained by their respective sponsoring agency.
- ii. 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 all makes/models of glucometers in service at the sponsoring agency (“general” training shall not be accepted).
- iii. Candidates shall not be approved for system entry until this training and competency documentation is submitted to and approved by the System.

#### b. Ongoing

- i. Agencies shall verify *each* provider is competent in performing blood glucose level measurements with all makes/models of glucometer(s) in service at the agency at least once every 12 months.
- ii. 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 with signature the validity of the document and training.
- iii. This training log shall be submitted to the system during the period of annual vehicle inspections.



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- iv. If an agency places a new make/model glucometer into service, all personnel shall be immediately re-verified on the new glucometer as otherwise outlined under this subpart.
- c. Procedure
  - i. 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 incorporate universal guidelines generally applicable to all point-of-care blood glucose level measurements.
  - ii. The agency shall develop an agency-level blood glucose level testing procedure specific for all makes/models of glucometer(s) in use at the agency. This procedure shall be readily available to all agency, System, and regulatory authorities.
- d. Maintenance and Quality Controls
  - i. Glucometers, test strips, test solution, and other related equipment must be stored at all times in accordance with manufacturer specifications.
  - ii. Agencies shall perform all required and recommended manufacturer maintenance and quality control guidelines for all glucometer(s) in use, including but not limited to routine calibration checks.
  - iii. These tasks shall be performed on a timetable established by the glucometer manufacturer, but not less than every month.
  - iv. A calibration test shall be performed on the glucometer anytime it suffers a significant drop, a harsh environmental exposure, or anytime mandated/suggested by the manufacturer.
  - v. This maintenance and quality control activities 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 or regulatory authorities. A separate log shall be created for each glucometer device in service.

## Resources:

1. [Glucometer Training Log](#)
2. [Glucometer Calibration Log](#)