

Virginia Office of Emergency Medical Services

Air Medical (Rotor and Fixed Wing Operations) EMS Agency Inspection Checklists



The following is a guide to help you prepare for your Virginia EMS Air Medical Agency inspection. The guide is composed of three checklists:

1. EMS Agency Inspection Checklist
2. Air Medical Specific Checklist
3. Air Medical EMS Vehicle Checklist

Please use all three checklists when preparing for your Virginia EMS agency inspection. All items listed will be checked during your inspection. Should you have any questions, please contact your Virginia OEMS Program Representative.

Below are some helpful links to assist you:

Virginia Office of EMS Website http://www.vdh.virginia.gov/emergency-medical-services/
Virginia Office of EMS Inspections Page http://www.vdh.virginia.gov/emergency-medical-services/regulations-compliance/inspections/
Virginia OEMS Division Regulation and Compliance http://www.vdh.virginia.gov/emergency-medical-services/regulations-compliance/
Virginia OEMS Program Representatives http://www.vdh.virginia.gov/emergency-medical-services/program-representatives/
Virginia EMS Regulations https://law.lis.virginia.gov/admincode/title12/agency5/chapter31/

EMS Agency Inspection Checklist

1. Log into the Agency Portal:

	Review and Update your Agency Profile information.
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2. The following documents must be current and uploaded:

	OMD Agreement with all Attachments.
	Ordinance or Resolution from Local Governing Body (Required for new agencies or new bases of operation outside current jurisdiction).
	Vehicle Insurance Verification (Declaration Page – not entire policy).
	Designated Infectious Control Officer Certification.
	IRS Designation Letter.

3. The following items must be ready for review during the agency inspection:

	OMD Authorization to Practice. A list of all providers and the certification level they can practice on agency letterhead signed by the agency OMD.
	Membership Roster. Alphabetized including names, certifications, certification numbers, address, phone numbers and email addresses (including all non-certified members).
	Agency Affiliation. All agency members who hold Virginia EMS certification must be affiliated with the EMS agency in the EMS agency portal. All Virginia certified EMS providers listed on the agency roster must be affiliated in the agency portal.
	Personnel Records of all members. These records must include: <ul style="list-style-type: none"> • Copy of EVOC certifications for all drivers. • EMS certifications can be verified via the agency portal, paper copies of certifications no longer required. • Documentation of the OEMS fingerprint-base criminal background check for any providers affiliated on or after July 1st 2013. State Police criminal background check for anyone joining from January 1st 2003 thru June 30th 2013. • Documentation of VA Department of Motor Vehicles (DMV) driving record check.
	Access to all Patient Care Reports.
	Vehicle Maintenance Records for all EMS permitted vehicles.
	Current FCC radio license or written authorization to utilize frequencies.
	Mutual Aid Agreements with bordering jurisdictions (DERA agencies only).
	Documentation of Quality Management reports for previous year.
	EMS Response Plan. Include annual documented review of exceptions (DERA agencies only).
	Drug and Substance Abuse Policy.
	Driver eligibility, record review, and vehicle operations Policy.
	EMS Licensure Signature Page signed by Agency head, OMD and Local Government (County Administrator, City Manager or Emergency Services Coordinator).

Air Medical Specific Checklist

12VAC5-31-875. Operations and Safety.

Operational policies must be present to address the following areas pursuant to medical flight personnel:

	1. Hearing protection.
	2. Protective clothing and dress codes relative to:
	a. Mission type; and
	b. Infection control.
	3. Flight status during pregnancy.
	4. Flight status during acute illness.
	5. Flight status while taking medications.

12VAC5-31-885. Training.

A. The air medical agency shall have a planned and structured program in which all medical transport personnel must participate. Competency and currency must be ensured and documented through relevant continuing education programs or certification programs listed in this section. Training and continuing education programs will be guided by each air medical transport service's mission statement and medical direction. Measurable objectives shall be developed and documented for each experience.

B. Pilot initial training requirements. In addition to FAA requirements pilots must have the following:

	1. Orientation to the hospital or health care system associated with the air medical service.
	2. Orientation to infection control, medical systems installed on the aircraft, and patient loading and unloading procedures.
	3. Orientation to the EMS and public service agencies unique to the specific coverage area (fixed wing excluded).

C. Registered nurse training requirements.

	1. Valid unrestricted license to practice nursing in Virginia.
	2. Cardio-Pulmonary Resuscitation (CPR) - documented evidence of current CPR certification according to the American Heart Association (AHA) standards or equivalent as approved by OEMS.
	3. Advanced Cardiac Life Support (ACLS) - documented evidence of current ACLS according to the AHA or equivalent as approved by OEMS.
	4. Pediatric Advanced Life Support (PALS) - documented evidence of current PALS or equivalent education.
	5. Neonatal Resuscitation Program (NRP) - documented evidence of current NRP according to the AHA or American Academy of Pediatrics (AAP) or equivalent education within one year of hire. (fixed wing, mission specific).
	6. EMT or equivalent education within six months of hire (fixed wing excluded).

D. Paramedic training requirements.

	1. Valid Virginia Paramedic certification.
	2. CPR - documented evidence of current CPR certification according to the AHA standards or equivalent as approved by OEMS.
	3. ACLS - documented evidence of current ACLS certification according to the AHA or equivalent as approved by OEMS.
	4. PALS - documented evidence of current PALS or equivalent education.
	5. NRP - documented evidence of current NRP according to the AHA or AAP or equivalent education. (fixed wing, mission specific).

E. Minimum initial training for air medical crew members.

1. Didactic component of initial education - shall be specific for the mission statement and scope of care of the medical transport service. Measurable objectives shall be developed and documented for each experience by the program.

Minimum training for all air medical crew members, including the OMD, shall include:

	a. Altitude physiology and stressors of flight.
	b. Air medical resource management.
	c. Aviation - aircraft orientation, safety, in-flight procedures, and general aircraft safety including depressurization procedures for fixed wing.
	d. Cardiology.
	e. Disaster and triage.
	f. EMS radio communications.
	g. Hazardous materials recognition and response.
	h. External pacemakers, automatic implantable cardiac defibrillator (AICD), and central lines.
	i. High risk obstetric emergencies (bleeding, medical, trauma).
	j. Infection control.
	k. Mechanical ventilation and respiratory physiology for adult, pediatric, and neonatal patients as it relates to the mission statement and scope of care of the medical transport service specific to the equipment.
	l. Metabolic or endocrine emergencies.
	m. Multi-trauma (adult trauma and burns).
	n. Neuro.
	o. Pediatric medical emergencies.
	p. Pediatric trauma.
	q. Pharmacology (specialty application).
	r. Quality management - didactic education that supports the medical transport services mission statement and scope of care of the medical transport service.

	s. Respiratory emergencies.
	t. Scene management, rescue and extrication.
	u. Survival training.
	v. Toxicology.

2. Additional training for critical care air medical crew members, including paramedics, RNs, MDs, and the air medical services OMD shall include within their mission profile:

	a. Hemodynamic monitoring.
	b. Intra-aortic balloon pump.
	c. Pulmonary and arterial catheters.
	d. Ventricular assist devices.
	e. Extracorporeal membrane oxygenation (ECMO).

3. Clinical component of initial education. Clinical experiences shall include the following points (experiences shall be specific to the mission statement and scope of care of the medical transport service). Measurable objectives shall be developed and documented for each experience listed below reflecting hands-on experience versus observation only (fixed wing excluded).

	a. Advanced airway management.
	b. Basic care for pediatrics, neonatal and obstetrics.
	c. Critical care.
	d. Emergency care.
	e. Invasive procedures on mannequin equivalent for practicing invasive procedures.
	f. Pediatric critical care.
	g. Prehospital care.

4. Annual continuing education requirements. Continuing education or staff development programs shall include reviews or updates for all air medical crew members and the agency OMD on the following areas:

	a. Aviation safety issues.
	b. Altitude physiology.
	c. Air medical resource management.
	d. Hazardous materials recognition and response.
	e. Invasive procedures labs.
	f. Management of emergency or critical care adults, pediatric, and neonatal patients (medical and trauma).
	g. Survival training.

Air Medical EMS Vehicle Checklist

Rotor-Wing EMS VEHICLE SUPPLIES

Quick Reference Guide

General:	✓	General Patient Care Equipment:	✓	Linen:	✓
Current FAA Compliance		Stretcher (1)		Towels (2)	
Current OEMS Permit		Secured Sharps Container (1)		Blankets (2)	
Interior/Supplies Clean		Waterless hand wash (1)		Sheets (2)	
Exterior clean		Gloves; S, M, L, XL pairs (5 pr ea)		BLS Equipment:	✓
USDOT Guidebook		Face shield/Eyewear (2)		Durable First aid kit/bag	
Aircraft Warning Devices:	✓	Biohazard Bags (2)		Emesis Basin (2)	
180 control searchlight		Patient Assessment:	✓	O/P Airways (sz 0-5) (1 set)	
Design/Dimensions:		BP Cuff; Ped, Adult, LG (1)		N/P Airways (varied sz) (1 set)	
Interior edges/corners padded		Stethoscope, Adult (1)		BVM, Adult (1)	
Surfaces easily cleanable		Stethoscope, Peds (1)		BVM, Child (1)	
Stretcher to aircraft restraint		OEMS Approved Triage Tags (25)		BVM, Infant (1)	
Climate controlled		Obstetrics Kit (1) containing:	✓	Pocket Mask (1)	
Aircraft Markings:	✓	Sterile surgical gloves (2 pr)		Oxygen Apparatus:	✓
3" min lettering		Scissors/Other cutting inst. (1)		Portable O2	
Name contrast color		Umbilical cord ties (10") OR disposable cord clamps (4)		Onboard O2	
Communications:	✓	Sanitary pad (1)		Adult HC (NRB) Mask (2)	
Functioning ELT		Cloth/Disposable Hand Towels (2)		Child HC (NRB) Mask (2)	
AIC to Med Control		Soft Bulb Syringe (1)		Suction Apparatus:	✓
PT compartment to pilot		Roller gauze (12)		Onboard Suction	
Pilot Override		Tape rolls 1" & 2" (4)		Battery Portable Suction	
Safety Equipment:	✓	Trauma scissors (1)		Suction Catheters (FR18, FR14, FR8, FR6) (2 ea)	
Head strike envelope		Trauma Dressings 8"x10" (2)		Splinting:	✓
Seatbelts for all occupants		Sterile 4"x4" gauze (10)		Spine board/Stretcher (1)	
Flashlight		Occlusive dressings (2)		Rigid Collars, SA, MA, LA & Peds (2ea) OR Adjustable (3)	
Fire Extinguisher		ALS Supplies:	✓	Cervical Immobilization Device (1)	
All Items Secured		Drug kit with OMD approved meds		Upper/lower extremity immobilization devices (1 ea)	
"No Smoking" sign		Lockage drug storage		Critical Care Package:	✓
Survival gear		IV Infusion pump (1)		Invasive pressure monitoring device (1)	
Signaling equip & shelter		Sterile Needles, Syringes, IV Solutions/Tubing & IV Start Kits as determined by OMD		Internal pacemaker/pulse generator (1)	
Safety apparel (3)		ECG, Cardio, Pace, Defib Monitor (1)		Ventilator (as needed) (1)	
Intubation Kit:	✓	Adult & Ped Defib Pads (2 ea)		IV pumps (2)	
2 sets of batteries		Adult & Ped Ext. Pacing Pads (2)			
Adult/Ped blades/handles (sz 0-4) (1 set)		NIBP Monitoring Device Adult & Ped (1)			
Magill forceps Adult & Ped (1 ea)		Continuous ETCO2 Monitor (1)			
ETT (8.0, 7.0, 6.0, 5.0, 4.0, 3.0, 2.5) (2 ea)		Pulse Oximetry Device (1)			
OMD Approved 2nd airway (1)					