

# EMS AGENCY INSPECTION CHECK LIST

## 1. Log into the Agency Portal:

<b>Review and Update your Agency Profile information.</b>
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## 2. The following documents must be current and uploaded:

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

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

<b>OMD Authorization to Practice.</b> A list of all providers and the certification level they can practice on agency letterhead signed by the agency OMD.
<b>Membership Roster.</b> Alphabetized including names, certifications, certification numbers, address, phone numbers and email addresses (including all non-certified members).
<b>Agency Affiliation.</b> 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.
<b>Personnel Records</b> of all members. These records must include: <ul style="list-style-type: none"> <li>• Copy of EVOC certifications for all drivers.</li> <li>• EMS certifications will be verified via the agency portal, paper copies of certifications no longer required.</li> <li>• Documentation of the OEMS fingerprint-base criminal background check for any providers affiliated on or after July 1<sup>st</sup> 2014. State Police criminal background check for anyone joining from January 1<sup>st</sup> 2003 thru June 30<sup>th</sup> 2014.</li> <li>• Documentation of VA Department of Motor Vehicles (DMV) driving record check.</li> </ul>
<b>Access to all Patient Care Reports.</b>
<b>Vehicle Maintenance Records</b> for all EMS permitted vehicles.
<b>Current FCC radio license or written authorization</b> to utilize frequencies.
<b>Mutual Aid Agreements</b> with bordering jurisdictions (DERA agencies only).
<b>Documentation of Quality Management reports</b> for previous year.
<b>EMS Response Plan.</b> (DERA agencies only).
<b>Drug and Substance Abuse Policy.</b>
<b>Driver eligibility, record review, and vehicle operations Policy.</b>
<b>EMS Licensure Signature Page</b> signed by Agency head, OMD and Local Government (County Administrator, City Manager or Emergency Services Coordinator).