EMS AGENCY INSPECTION CHECK LIST

1. Log into the Agency Portal:

Review and Update your Agency Profile information. • Agency Profile • Location/Address • Contacts • Vehicles • Supporting Documents • Signatures (Agency, OMD, Local Government) • Summary

2. **These documents MUST be current and uploaded to the agency portal:**

OMD Agreement (including any attachments).
Ordinance or Resolution from Local Governing Body (Required for new agencies or new bases of operation/staging areas outside current jurisdiction).
Vehicle Insurance Verification (Declaration Page – not entire policy).
Designated Infectious Control Officer Certification.
OMD Authorization to Practice. (Upload under agency) 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).
IRS Designation Letter
EMS Licensure Signature Page – Must be signed by Local Government for DERA agencies (see 12VAC5-31-610). Agency and OMD signature is optional if they have signed electronically.

3. The following items must be <u>ready for review during the agency inspection</u>:

Agency Affiliation. <u>All</u> agency members **must** be affiliated with the EMS agency in the EMS agency portal.
All patient care records must be current and uploaded in accordance with 12VAC5-31-560 Patient Care Records.
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. (DERA agencies only).
Driver eligibility, record review, and vehicle operations Policy. (must be compliant with 12VAC5-31-910-C-4)

	Drug and Substance Abuse Policy.

	Personnel and Training Records of all members. These records must include:
	• Copy of EVOC certifications for all drivers.
	• EMS certifications will be verified via the agency portal. (Paper copies of certifications no longer required)
	• Documentation of the OEMS fingerprint-base criminal background check for any members affiliated;
	    o Beginning January 1st, 2022, Results will be posted in the agency portal.
	    o July 1st, 2014 thru December 31st, 2021, Copy of OEMS eligibility letter.
	    o January 1st, 2003 thru June 30th, 2014, State Police criminal background check.
	• Documentation of a Department of Motor Vehicles (DMV) driving record check.

4. Helpful Links:

OEMS - Regulations & Compliance, Agency Licensure
Fingerprinting - Emergency Medical Services (virginia.gov)
How-to-affiliate-as-Non-EMS-Certified-Personnel.pdf (virginia.gov)
GuidanceDocBackgroundChecks.pdf (virginia.gov)
Frequently-Asked-Questions-FAQs-edited-Dec2021-2020.pdf (virginia.gov)
Criminal-Background-Check-Eligibility-Notification.pdf (virginia.gov)