Purpose:

Emergency Medical providers at all levels must maintain state EMR/EMT/AEMT/Paramedic licensure and credentialing to practice pre-hospital emergency medicine in accordance with Wisconsin administrative rule – Department of Health Services 110.  This policy outlines the requirements for fulfilling state, county, and Fitch-Rona expectations for licensure, credentialing, and employment.

Policy

LICENSURE and CREDENTIALING (DHS 110.05 and 110.52) -  Only Wisconsin State licensed and credentialed EMRs. EMTs, AEMTs, Paramedics, nurses or physicians shall practice pre-hospital emergency medicine with Fitch-Rona. Licensure shall be based on the successful completion of a state-approved course and will be issued through the Wisconsin Department of Health Services. Licensure must be maintained per state requirements by meeting continuing education hours and/or attending approved refresher courses. All EMS providers performing emergency medical care as employees of Fitch-Rona EMS District must be credentialed with the service. The employee must demonstrate competency as outlined in the state-approved operational plan and comply with DHS 110.52 to maintain credentials.

Cardiopulmonary Resuscitation.  Each provider shall maintain certification in CPR   at the healthcare provider as specified in DHS 110.17 (1). A copy of your current CPR card must be on file at Fitch-Rona.

Advanced Cardiac Life Support (ACLS): Each Paramedic, Nurse, or physician shall maintain ACLS certification (DHS 110.06). A copy of your current ACLS card must be on file at Fitch-Rona.

The employee must notify the district immediately upon any action from the Department of Health EMS Office regarding suspension or revocation of their provider license.

Driver Background and Emergency Vehicle Operation Course (EVOC/CEVO) Each EMT/AEMT/Paramedic will have a driving background check done by Dane County EMS and/or Wisconsin DOT upon hire, and annually thereafter. Periodic driving abstracts may also be requested.

Employees must disclose any driving citations to Fitch-Rona so insurability can be verified.  Notification must occur immediatly upon notification of suspension or revocation. Driving privileges of district vehicles will be revoked on the date of license suspension. If an employee does not meet the Fitch Rona’s commercial insurance driving requirements at any time and is deemed uninsurable by the commercial insurance company, The following is an outline of action depending on the severity of the driving suspension/lack of insurability:

1. **Assignment Modification:**  
   Employees whose state EMS license remains active and valid may continue to work in a non-driving paramedic capacity. The district will make reasonable efforts to modify scheduling and assignments to accommodate such duties for the **duration of the suspension** as permitted by law and operational needs.
2. **Temporary Leave Considerations:**  
   If no reasonable non-driving assignment is available or operationally feasible, the employee may be placed on unpaid administrative leave. The district shall review the status of the employee’s license and insurance eligibility at regular intervals and prior to considering any additional employment action.
3. **Involuntary Separation:**  
   If an employee’s occupational license is revoked or permanently restricted in a way that renders them unable to perform essential job functions, or if they remain uninsurable for a period exceeding one (1) year, separation may be considered. Such action shall be reviewed in accordance with applicable collective bargaining protections, including just cause.
4. **Union Notification:**  
   The Union shall be notified in writing prior to any action resulting in unpaid leave or termination related to driving insurability issues as part ot the disciplinary process.

Caregiver Background Check

Each provider must have a caregiver background check completed at the time of application per sections 48.685 and 50.065 of the Wisconsin Statutes.  Caregiver background checks may be repeated.

Immunizations

Each provider must provide a copy of their Hepatitis B vaccination series or a copy of their refusal to have the vaccinations. Providers must also provide a copy of past immunizations or immunity to Measles. Additional documentation of immunizations, immunity, or the waiver of immunizations to Mumps, Rubella, Varicella (Chicken pox), Tetanus, Diphtheria, Pertussis, and Polio should also be kept on file

Documentation

The personnel file of each provider on active status with Fitch-Rona EMS shall include documentation (either paper or digital) that the individual is in compliance with the above licensure and certification standards.

Failure to Comply

Failure to comply with the above standards will jeopardize active status with Fitch-Rona EMS and may result in loss of credentialing, suspension, or termination from service with the district.