

Base Station Course Policy

- 1) The Base Station Coordinator:
 - a) Will arrange the course date and location
 - b) Will identify and schedule a MIEMSS-approved physician course instructor.
 - (i) If the facility does not have a designated, MIEMSS-approved physician course instructor, the Base Station Coordinator will contact the MIEMSS Regional Office to schedule a Base Station instructor. (MIEMSS should be contacted a minimum of 6 weeks in advance to allow for schedule-matching.)
 - c) Will arrange appropriate AV support (computer and projector).
 - d) Will notify the MIEMSS Regional Office 2 weeks prior to the start of the course.
 - e) Will obtain packets of handouts and copies of the written examination (electronic versions are on the CD) and pocket protocols from the MIEMSS Regional Office.
 - f) Will track the course attendance at his/her facility.
 - g) Will make a copy of required documents (attendees' registration forms, scored written examinations, and course evaluations) and mail the originals to the MIEMSS Regional Office within a week of class completion. (Note: Please make sure registration forms are legible.) Maintain a copy of the master attendance roster for the hospital record.
- 2) The MIEMSS Regional Office:
 - a) Will provide a Master Base Station Course CD with PowerPoint, Word document files (handouts, test, answer form, and answer key)
 - c) Will notify the Office of the Medical Director of a scheduled course
 - d) Will provide all the essential handouts in packets, as well as copies of the test and pocket protocols
 - e) Upon receipt of the completed original course materials, the Regional Office will generate and mail certificates of course completion to the individual listed on each registration form.
- 3) Each participant must turn in:
 - a) An approved registration form
 - b) An evaluation
 - c) His/her scored written examination
- 4) Instructors:
 - a) Each base station hospital can recommend one or more physicians to become a base station instructor for his/her institution.
 - b) The recommended physician must:
 - i) Submit a curricula vita and instructor application form to the MIEMSS Regional Office
 - ii) Teach a course audited by the Regional Medical Director, Assistant Regional Medical Director, or State EMS Medical Director)

Approved March 15, 2010

- c) The appointment will be made jointly by the MIEMSS Regional Administrator, Regional Medical Director, and the State EMS Medical Director.
- d) An Instructor Certificate will be sent to the physician base station instructor from the MIEMSS Office of Medical Director (OMD); the OMD will send a copy of the Instructor Certificate to the regional medical director.

Regional Offices:

Region I (Allegany/ Garrett)

Regional Administrator: Dwayne Kitis
dkitis@miemss.org 301-895-5934

Region II (Frederick, Washington)

Regional Administrator: Rick Meighen
rmeighen@miemss.org 301-791-2366

Region III (Anne Arundel, Baltimore City, Baltimore County, Carroll, Harford, Howard)

Regional Administrator: Lisa Chervon
lchervon@miemss.org or
Associate Administrator: Jeff Huggins
jhuggins@miemss.org 410-706-3996

Region IV (Caroline, Cecil, Dorchester, Kent, Queen Anne, Somerset, Talbot, Wicomico, Worcester)

Regional Administrator: John Barto
jbarto@miemss.org or
Associate Administrator: Page Gray
pgray@miemss.org 410-822-1799

Region V (Calvert, Charles, Montgomery, Prince George's, St. Mary's)

Regional Administrator: Marie Warner-Crosson
mwarner@miemss.org or
Associate Administrator: Barry Contee
bcontee@miemss.org 301-474-1485

Office of the Medical Director

Richard Alcorta, MD ralcorta@miemss.org,
Chris Hyzer chyzer@miemss.org 410-706-0880