

G1. Proposed Protocol Submission Request Policy and Template

MIEMSS is open to Protocol Concept / Sponsor Request and Proposed Protocol Submissions from any health care provider or interested party.

1. Protocol application process

- a) Completion of the attached “Proposed Protocol Submission Template”.
- b) Each Application will need a sponsoring “System Medical Director” (Executive Director of MIEMSS, State EMS Medical Director, Associate State Medical Director for Pediatrics, Regional Medical Directors, Associate Regional Pediatric Medical Directors, EMS Operational Program Medical Directors, and Assistant EMS Operational Program Medical Directors).
- c) Protocol Submission Template will be delivered to the State EMS Medical Director.
- d) If you do not have a sponsoring System Medical Director, a “Protocol Concept / Sponsor Request” submission may be floated through the Protocol Review Committee for a straw vote on the concept and to acquire a sponsoring “System Medical Director” before the formal Proposed Protocol Submission Template submission.

2. Essential criteria for Proposed Protocol Submission

- a) Clearly defined indication(s) for the proposed protocol.
- b) An explanation providing the advantages and disadvantages that the Proposed Protocol will have on patients encountered by EMS and how it will impact the delivery of EMS within Maryland.
- c) Strong evidence supporting the implementation of the Proposed Protocol (as noted on the template).
- d) Fiscal impact statement.
- e) A System Medical Director sponsor.

3. Protocol evaluation before submission to the Protocol Review Committee

- a) The Proposed Protocol Submission will be evaluated by the State EMS Medical Director with input from subject matter experts and appropriate standing committees within MIEMSS when indicated.
- b) Once the Proposed Protocol submission has been appropriately formatted and reviewed, it will be forwarded to the Protocol Review Committee.
- c) With the approval of the Proposed Protocol Submission by the Protocol Review Panel, the Proposed Protocol will then be forwarded for comment to the State EMS Advisory Council followed by approval of the EMS Board for implementation based on the current protocol printing and implementation cycle.
- d) Following EMS Board approval of Optional Supplemental, Pilot and Research Proposed Protocols, the EMS Operational Programs may apply for and implement these types of proposed protocols with the approval by

the State EMS Medical Director through a separate application and approval process.

Date submitted to State EMS Medical Director: _____

Submitted by Name (print): _____

Signature: _____

Jurisdiction: _____

Contact Phone: _____

Email: _____

Sponsoring System Medical Director (print): _____

Signature: _____

Contact Phone: _____

Email: _____

Forward Proposed Protocol Submission to:

MIEMSS
State EMS Medical Director
653 West Pratt St. Room 405
Baltimore, MD 21201
Or Email
Ralcorta@miemss.org

Official Use Only

Date received by OMD: _____

Review Date: _____

Approved / Denied

Protocol Review Committee hearing date: _____ Approved / Denied

G2. Proposed Protocol Submission Template

- I. Explanation
- II. Indication
- III. Supporting Evidence and Literature
- IV. Supporting Maryland and/or National Data
- V. Formatted protocol to meet *Maryland Medical Protocols for EMS Providers*
 - Patient Care
 - Presentation
 - Treatment
 - Basic Life Support
 - Advanced Life Support
 - Adult
 - Pediatric
 - Where indicated, Geriatric
 - Where indicated, online Medical Consultation
 - Where Indicated, algorithm
 - Where indicated, alerts
 - Procedure/ Skill
 - Purpose
 - Indication
 - Contraindications
 - Potential Adverse Effects/ Complications
 - Precautions
 - Procedure
 - Medication
 - Indication
 - Pharmacokinetics
 - Adverse Effects
 - Precautions
 - Contraindications
 - Preparations
 - Dosage
 - Adult
 - Pediatric
 - Where indicated, Geriatric
 - Where indicated, online Medical Consultation
- VI. Fiscal impact statement covering the start up and maintenance cost of the medication, device, replacement parts and any unique requirements to implement the protocol
- VII. Impact on the existing *Maryland Medical Protocols for EMS Providers*

Implementation Date: May 1, 2007

G3. Protocol Concept / Sponsor Request

The Protocol Concept / Sponsor Request is to allow for the submission of an idea, medication, or skill to the Protocol Review Committee as a sounding board before completing the "Proposed Protocol Submission Template". The Protocol Concept / Sponsor Request also provides an opportunity for the author of the concept to recruit a System Medical Director to champion and sponsor the formal Proposed Protocol Submission Template.

Requirements for submission

Provide a paragraph describing the concept in as much detail as possible covering the idea, medication, or skill and the following demographics.

Date submitted to State EMS Medical Director: _____

Submitted by Name (print): _____

Signature: _____

Contact Phone: _____

Email: _____

Forward Protocol Concept / Sponsor Request Submission to:

MIEMSS
State EMS Medical Director
653 West Pratt St. Room 405
Baltimore, MD 21201
Or Email
Ralcorta@miemss.org

Official Use Only

Date received by OMD: _____

Review Date: _____ Approved / Denied

Protocol Review Committee hearing date: _____

Acquired Sponsoring System Medical Director (print): _____

Signature: _____

Contact Phone: _____

Email: _____

Implementation Date: May 1, 2007