



Base Station Course Policy

- 1) **The Base Station Coordinator will:**
 - a) Arrange the course date and location. For courses delivered using online/virtual format, please refer to the virtual course policy for details.
 - b) Identify and schedule a MIEMSS-approved physician course instructor. A list of MIEMSS-approved physician course instructors is available [here](#).
 - c) Will arrange appropriate AV support (computer and projector or teleconferencing link).
 - d) Will notify the Regional Coordinator and the Office of the State EMS Medical Director at **least 2 weeks prior to the start of the course**.
 - e) Will ensure that each course participant receives the base station handouts from the MIEMSS Base Station web site (or make the handouts available for each participant to download on their own).
 - f) Will print copies of the written examination for each course participant.
 - g) Will maintain a course attendance roster and copy of certificates at the emergency department.
 - h) Will collect the MIEMSS Base Station course attendance sheet, scored written examination and course evaluation from each attendee. **Minimum passing score for written examination is 80%. If a participant scores less than 80%, immediate remediation should occur and the participant must retake the Base Station course at a later date.**
 - i) Will copy the required documents (course attendance roster, MIEMSS Base Station course attendance sheets, scored written examinations, and course evaluations) and mail or e-mail the documents to the Office of the State EMS Medical Director (653 W. Pratt St. Baltimore, MD 21201) within one (1) week of class completion. Please make sure all forms are legible; **illegible forms will not be processed.**
 - j) Upon receiving certificates of course completion from the Office of the State EMS Medical Director, the Base Station Coordinator will distribute certificates to each participant.

- 2) **The Office of the State EMS Medical Director:**
 - a) Will provide a link to the EMS Base Station Course materials.
 - b) Will, upon receipt of the completed course materials, generate and mail (or e-mail) certificates of completion to the Base Station Coordinator.
 - c) Will keep a record of courses in electronic format.
 - d) May conduct remedial or refresher training for base station instructors as needed.

3) **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) Be actively practicing in an emergency department of a Maryland licensed hospital.
 - ii) Submit a curriculum vitae and instructor application form to the Office of the State EMS Medical Director. The Office of the State EMS Medical Director will provide the applicant the contact information for the Regional Medical Director via email. The applicant will contact the Regional Medical Director and arrange for a course to be proctored.
 - iii) Teach a course audited by the Regional Medical Director or State EMS Medical Director
 - iv) After the class has been held, the completed application will be sent to the Office of the State EMS Medical Director.
- c) The appointment of base station instructors will be made jointly by the Regional Medical Director and the State EMS Medical Director.
- d) An Instructor Certificate will be sent to the physician base station instructor and base station coordinator from the Office of State EMS Medical Director. The physician base station instructor's name will be added to the list of MIEMSS-approved physician course instructors which is available on the MIEMSS website.

MIEMSS Offices:

Office of the Medical Director

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Region I/II (Allegany, Frederick, Garrett, Washington) Regional Coordinator: Wayne Tiemersma wtiemersma@miemss.org; Associate Coordinator: Alex Kelly akelly@miemss.org; 301-895-5934

Region III (Anne Arundel, Baltimore City, Baltimore County, Carroll, Harford, Howard) Regional Coordinator: Luis Pinet Peralta lpinetperalta@miemss.org; Associate Coordinator: Mustafa Sidik msidik@miemss.org; 410-706-3996

Region IV (Caroline, Cecil, Dorchester, Kent, Queen Anne, Somerset, Talbot, Wicomico, Worcester) Regional Coordinator: Bryan Ebling bebling@miemss.org; Associate Coordinator: Michael Parsons mparsons@miemss.org; 410-822-1799

Region V (Calvert, Charles, Montgomery, Prince George's, St. Mary's) Regional Coordinator: Andy Robertson arobertson@miemss.org; Associate Coordinator: Michael Cooney mcooney@miemss.org; 301-474-1485