



## **Base Station Course Policy**

- 1) **The Base Station Coordinator will:**
  - a) Arrange the course date and location
  - b) Identify and schedule a MIEMSS-approved physician course instructor. A list of MIEMSS-approved physician course instructors is available from the [MIEMSS Base Station](#) webpage.
  - c) Will arrange appropriate AV support (computer and projector).
  - d) Will notify the Regional Administrator and the Office of the State EMS Medical Director at **least 2 weeks prior to the start of the course**.
  - e) Will print base station handouts from the MIEMSS Base Station webpage.
  - f) Will print copies of the written examination from the master base station course CD.
  - g) If Pocket Protocols are requested for the Base Station class, they can be obtained from the Office of the State EMS Medical Director.
  - h) Will maintain a **typewritten** course attendance roster and copy of certificates at his/her facility
  - i) 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.**
  - j) Will copy the required documents (**typewritten** course attendance roster, MIEMSS Base Station course attendance sheets, scored written examinations, and course evaluations) and mail them to the Office of the State EMS Medical Director (653 W. Pratt St. Baltimore, MD 21201) within one week of class completion. Please make sure all forms are legible; **illegible forms will not be processed.**
  - k) 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 master Base Station Course CD.
  - b) Once notified that a base station class has been scheduled and Pocket Protocols have been requested by the Base Station Coordinator, the Office of the State EMS Medical Director will mail the Pocket Protocols to the Base Station Coordinator
  - c) Upon receipt of the completed original course materials, the Office of the State EMS Medical Director will generate and mail certificates of course completion to the Base Station Coordinator.
- 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 a Maryland hospital Emergency Department.
  - 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 taught, the completed application will be sent to the Office of the State EMS Medical Director.
- c) The appointment 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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