



# MARYLAND INSTITUTE FOR EMERGENCY MEDICAL SERVICES

State Office of Commercial Ambulance Licensing and Regulation

653 West Pratt Street, Baltimore, MD. 21201

Office: (410) 706-8511 Fax: (410) 706-8552



## QUALITY ASSURANCE OFFICER DESIGNATION FORM

Date: \_\_\_\_\_ Commercial Service License #: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Mailing Address

\_\_\_\_\_

City

State

Zip Code

Office Phone #: \_\_\_\_\_ Office Fax #: \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Mi

E-Mail Address: \_\_\_\_\_

MIEMSS Provider #: \_\_\_\_\_ Certification Level:  EMT  EMT-I  Paramedic

Successfully completed a QA Officer Course?  Yes  No When: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

QA Officer Signature

### COMAR 30.03.04.08

#### .08 QUALITY ASSURANCE OFFICER.

A. Each EMS operational program shall designate a Quality Assurance (QA) Officer in concurrence with the EMS operational program medical director.

B. Qualifications of an EMS operational program Quality Assurance Officer. An EMS operational program Quality Assurance Officer shall:

(1) Be certified or licensed as an EMT-B, CRT or EMT-P in Maryland;

(2) Either:

(a) Successfully complete a QA officer course as defined by MIEMSS within six months of designation; or

(b) Have been serving as a Quality Assurance Officer for an EMS operational program for a period of at least 5 years; and

(3) Successfully complete a Quality Assurance Officer continuing education course annually.

C. Duties of an EMS operational program QA Officer. A. The EMS operational program QA officer shall be responsible for:

(1) Implementing the EMS operational program quality assurance plan under Regulation .02 of this chapter;

(2) Serving as a member of the EMS operational program Medical Review Committee;

(3) Internal audits of medical records and field evaluations to develop strategies for improvement;

(4) Remedial action plans for individual medical practice and system variances as directed by the Medical Review Committee;

(5) Tracking and investigating customer complaints and sentinel events;

(6) Completing reports to MIEMSS as required under COMAR 30.03.04; and

(7) Ensuring that issues regarding Advance Life Support providers are delegated to a member of the Medical Review Committee who is an Advance Life Support provider for review if the QA officer is certified as an EMT-B.

### MEDICAL DIRECTOR'S APPROVAL

I have reviewed the above COMAR Regulation for Quality Assurance Officer and do hereby affirm that the above person meets the Qualifications and is authorized to perform all duties as defined in COMAR 30.03.04.08 in addition to our company's individual Quality Assurance Plan.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Medical Director's Signature

### MIEMSS USE ONLY

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Date Processed: \_\_\_\_\_ By: \_\_\_\_\_