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| **DEPARTMENT OF HEALTH SERVICES**  Division of Public Health  F-47463L (09/2022) | **STATE OF WISCONSIN**  Adm. Code Chapter 110  (608) 266-1568 |
| **Community EMS Service Provider Operational Plan Components** | |

Please use the Community EMS Operational Plan Components checklist information below to prepare documentation to complete the Community EMS Operational plan in the Wisconsin [**E-Licensing**](https://www.wi-emss.org/lms/public/portal#/login)(link is external)system. You will need to have the items below prepared to upload into your Community EMS Operational Plan.

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| **Responsibilities** |
| Understand the responsibilities under [Wis. Admin. Code § DHS 110.34](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/34) |
| Designate and maintain affiliation with a [regional trauma advisory council](https://www.dhs.wisconsin.gov/wish/injury-mortality/rtac.htm).  [Wis. Admin. Code § DHS 110.34(11)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/34/11) |
| **Required Personnel and Responsibilities** |
| Provide your list of service designees per [Wis. Admin. Code § DHS 110.47](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/47) |
| **Community EMS Requirements** |
| In addition to the responsibilities under s. [DHS 110.34](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20110.34), an emergency medical services provider or other organization licensed to provide CEMS shall obtain department approval before using licensed EMS practitioners to provide CEMS. To obtain department approval, the EMS provider or other organization shall submit all of the following to the department:  [Wis. Admin. Code § DHS 110.395(1)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1) |
| Name of the EMS provider or other organization requesting approval.  [Wis. Admin. Code § DHS 110.395(1)(a)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1/a) |
| Contact information for the service director of the CEMS program, including how to contact the EMS provider or other organization.  [Wis. Admin. Code § DHS 110.395(1)(b)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1/b) |
| Name, address, phone number and e-mail address for the each medical director or member of the medical advisory committee who will oversee the CEMS program.  [Wis. Admin. Code § DHS 110.395(1)(c)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1/c) |
| The type of CEMS service that will be provided and at what licensure level.  [Wis. Admin. Code § DHS 110.395(1)(d)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1/d) |
| The staffing configurations for providing CEMS service.  [Wis. Admin. Code § DHS 110.395(1)(e)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1/e) |
| An explanation of how medical direction or consultation will be contacted at the patient location, if indicated.  [Wis. Admin. Code § DHS 110.395(1)(f)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1/f) |
| [Patient care protocols](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/54) and guidelines for providing CEMS services.  [Wis. Admin. Code § DHS 110.395(1)(g)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1/g) |
| An explanation of how the [CEMS provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/14r) will be notified and requested for CEMS services.  [Wis. Admin. Code § DHS 110.395(1)(h)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1/h) |
| An explanation of how the [CEMS provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/14r) will notify and integrate with the 9-1-1 system, should the patient require an ambulance.  [Wis. Admin. Code § DHS 110.395(1)(i)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1/i) |
| Identification of the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5)(s) that will respond to a 9-1-1 call initiated by the [CEMS provider.](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/14r)  [Wis. Admin. Code § DHS 110.395(1)(j)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1/j) |
| Copies of each agreement or contract for providing community emergency medical services.  **Note:**When submitting copies of agreements or contracts, the submitter may redact any compensation information.  [Wis. Admin. Code § DHS 110.395(1)(k)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1/k) |
| Written acknowledgement that community emergency medical services will not interfere with the emergency medical services provider's responsibility to provide 9-1-1 emergency response within its [primary service area](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/60), if the [ambulance service provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/5) or non-transporting emergency medical practitioner service provider is also licensed as a 9-1-1 provider.  [Wis. Admin. Code § DHS 110.395(1)(l)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/1/l) |
| An emergency medical services provider or other organization licensed to provide community emergency medical service shall adhere to all applicable sections of this chapter as determined by the department.  [Wis. Admin. Code § DHS 110.395(2)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/2) |
| The community emergency medical services program shall submit patient care report data electronically to the department through the WARDS using a department approved direct web-based system within seven days of patient contact.  [Wis. Admin. Code § DHS 110.395(3)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/395/3) |
| **Community Emergency Medical Services Medical Director** |
| Community emergency medical services medical director. A [CEMS provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/14r) shall have a minimum of one medical director who meets all of the qualifications under sub. [(1)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20110.495(1)) and has all the responsibilities under sub. [(2)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20110.495(2)).  [Wis. Admin. Code § DHS 110.495](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495) |
| Qualifications. Except as provided by sub. [(3)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20110.495(3)), a community emergency medical services medical director shall have all of the following:  [Wis. Admin. Code § DHS 110.495(1)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/1) |
| Current licensure as a physician.  [Wis. Admin. Code § DHS 110.495(1)(a)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/1/a) |
| Familiarity or experience with emergency medical services and practitioners.  [Wis. Admin. Code § DHS 110.495(1)(b)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/1/b) |
| Any additional requirements as prescribed by the department.  [Wis. Admin. Code § DHS 110.495(1)(c)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/1/c) |
| **CEMS Medical Director Responsibilities** |
| The CEMS medical director or medical direction team shall:  [Wis. Admin. Code § DHS 110.495(2)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/2) |
| Develop, review, and approve in writing all patient care protocols that will be used by community emergency medical services practitioners delivering patient care under the operational plan.  [Wis. Admin. Code § DHS 110.495(2)(a)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/2/a) |
| Ensure that physicians providing online medical consultation do so in a manner consistent with department-approved [patient care protocols](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/54) and guidelines.  [Wis. Admin. Code § DHS 110.495(2)(b)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/2/b) |
| Establish, participate in, and ensure a continual quality improvement program as part of a patient care improvement process specific to the community emergency medical services.  [Wis. Admin. Code § DHS 110.495(2)(c)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/2/c) |
| Approve, limit, suspend or revoke credentials as provided under s. [DHS 110.53](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20110.53).  [Wis. Admin. Code § DHS 110.495(2)(d)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/2/d) |
| Maintain liaison with the medical community, including hospitals, emergency departments, urgent care clinics, physicians, nurses, and other healthcare providers.  [Wis. Admin. Code § DHS 110.495(2)(e)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/2/e) |
| Work with regional, state and local authorities to ensure that standards, needs and requirements are met.  [Wis. Admin. Code § DHS 110.495(2)(f)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/2/f) |
| Maintain current knowledge and skills appropriate for a community emergency medical services medical director/team through continuing education.  [Wis. Admin. Code § DHS 110.495(2)(g)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/2/g) |
| Approve, direct, and assist in providing training activities that assure community emergency medical services practitioners are competent to provide safe and efficient patient care, based on the department approved patient care protocols/guidelines.  [Wis. Admin. Code § DHS 110.495(2)(h)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/2/h) |
| Medical direction teams. A medical direction team may be used in lieu of a medical director so long as one member of the team meets the qualifications and responsibilities described under sub. [(1)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20110.495(1)) and [(2)](https://docs.legis.wisconsin.gov/document/administrativecode/DHS%20110.495(2)). If the [CEMS provider](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/i/04/14r) using a medical direction team is also licensed to provide other EMS education or patient services, a CEMS medical direction team shall include the EMS service medical director.  [Wis. Admin. Code § DHS 110.495(3)](https://docs.legis.wisconsin.gov/code/admin_code/dhs/110/110/iv/495/3) |