Technical Scope of Practice/Skills/Oral Interview Policies:

Pre-requisites:

1. Prior to scheduling for the TSOP/Skills/Oral Interview, A “New Entry Candidate” that requests to function in the EMS System MUST SUBMIT to the East Carolina University Division (the Division) of EMS:
   a. the “Provider Demographic Form,”
   b. a copy of their NCOEMS credential card,
   c. a copy of their current Divers license,
   d. submit the “Personnel Verification Form” to identify which County EMS agency or agencies the Candidate will be affiliated with,
   e. satisfactory completion of Medical Directors Update and/or any other Division of EMS required entry courses.
   f. All Advanced EMT and Paramedic candidates MUST submit a letter of recommendation from each of the Medical Director(s) where they have been functioning for the past 12 months.
   g. Candidate must be listed in Continuum with affiliated agency prior to testing date.

2. Once the “New Entry Candidate” submits items a. through g. as noted above to the Division of EMS office, a criminal background check is completed. Once all the entry documents have been approved, the candidate may begin functioning at the level of his/her state credential – under a supervisor and/or responsible person while on a probationary period until the next open test date scheduled by the Division. This candidate must be the third person on the unit. Probationary candidates may act as a second provider as a driver only until the scheduled TSOP date. Should the probationary period end prior to satisfactorily completing a testing, the candidate will not be allowed to practice at ANY level until successful completion of the Division TSOP.

3. “Re-credentialing Candidates” should contact the CE Coordinator at their local Community College or any one of the NCOEMS approved EMS Teaching Institutions of their choice, three to six months prior to the expiration date of his/her NC State credential to verify all CE hours and any mandated topics have been met. Once the candidate is within the 90-day window of their re-credential period, the Candidate will then send an email to the Division of EMS to verifying the candidate has been re-credentialied on Continuum and whether the necessary credentialing appropriate evaluation forms, Data Information form, NCOEMS Credentials Card, and Personnel Verification form are up to date. (forms are available on our ECU/Emergency Medicine/EMS website). (Website for forms and protocols: http://www.ecu.edu/cs-dhs/ecuem/Forms.cfm ). Candidate MUST turn in a copy of their new NCOEMS Credentials card to the Division of EMS once they are able to obtain it from Continuum.

4. Candidates within the system that satisfactorily upgrade a credential and are: 1) able to view the updated status on the NC State Continuum system or; 2) have been approved at the new credential level by NCOEMS or; 3) have received their upgraded NC State EMS Credential card, should contact the Division of EMS office to schedule a TSOP/Skills/Oral Interview (for the new NC State EMS Credential level). A new Personnel Verification Form, Section I must be completed and returned to the Division of EMS office and approved by the System EMS Medical Director. The candidate will function on a probationary period not to exceed the next available assigned test date from the date of approval. This candidate must be the third person on the ambulance while functioning at the level of application. Should the candidate fail to test on the assigned date, the probationary period will end immediately until satisfactorily completing a testing. The candidate would reassigned the level of care previously approved to function at. After missing the testing, the candidate must satisfactorily complete a testing prior to being upgraded and performing any skill at the higher level.
Candidates who have re-credentialed in another county and wish to continue functioning under East Carolina Physicians medical control MUST SUBMIT a copy of their renewed NCOEMS credential card (or be verified re-credentialed through NCOEMS Continuum Data system) to the Division of EMS. (Candidate must be sure that his/her CE local requirements have been met.) Once the candidate has been re-credentialed, the candidate MUST contact the Division of EMS to obtain approval for continual functioning status under the System EMS Medical Director. The EMS Specialist/Medical Director or their designee at the Division of EMS will review the candidate’s continuing education records. Upon finding the candidate is compliant, (current with all of the Division’s mandatory annual requirements) the candidate will be notified of any deficiencies or approved for full provider status.

Scheduling:

1. The TSOP/Skills/Oral interview with the Division of EMS will be assigned the next available test date by the Division.
   
   a. Skills testing dates:
      
      As scheduled by the Division each month. All candidates MUST arrive 15-minutes prior to the TSOP/Skills/Oral Interview time.

   b. TSOP/Skills/Oral Interview date changes:
      
      Due to conferences, holidays, scheduling issues, etc., TSOP/Skills/Oral Interview date changes may occur at the discretion of the Division. Please verify with the Division of EMS on any scheduled date changes.

2. TSOP/Skills/Oral Interview candidate “No Show”:
   
   a. A “No Show” is defined as any candidate not arriving for testing when scheduled or arriving for testing without the completed, original paperwork (Personnel Verification Form).
      
      i. A candidate “no show” the candidate will not be allowed to practice at ANY level until successful completion of the Division TSOP.

3. SOP/Skills/Oral Interview candidate “calls to cancel”:
   
   a. A candidate may be rescheduled through the Division of EMS in the event of a true emergency (i.e., hospitalized, involved in an accident). A candidate may be rescheduled completely at the discretion of the Division of EMS.
Testing Process: The TSOP skills assessment package will be available at http://www.ecu.edu/cs-dhs/ecuem/Forms.cfm or provided to the candidate upon scheduling a TSOP/Skills/Interview with the Division of EMS. Skills assessment packs will contain current skills assessment sheets and the National Registry skill(s) sheet(s). Completing the Technical Scope of Practice, candidates may be placed in groups of two or three—may vary in accordance to number of candidates testing. The candidates will tested utilizing scenario-based assessments. Each candidate may meet individually with the EMS Medical Director (or his/her designee) for an Oral Interview. Upon completion of the TSOP and all assessments, any failed skills or oral interviews will be at the discretion of the EMS Medical Director (or their designee) as to what step(s) must be taken for the candidate to meet the requirements to function in the EMS System. Scenarios may be developed by the EMS System Medical Director/EMS Medical Advisor, Division of EMS - EMS Specialist, and a designated examiner(s) by the EMS Medical Director. (The EMS System Medical Director/EMS Medical Advisor approves all scenarios developed).

“Testing Candidates” must complete a Personnel Verification form. The original form must be brought with the candidate or already turned in to the Division of EMS on or before the day of testing. A squad or agency officer must have completed and signed off the candidate's affiliation with that squad or agency on the form. Any candidate arriving to the EMS Division without this original document completed will not be permitted to test.

1. TSOP/Skills/Oral Interview: Candidate is unsuccessful

   a. EMS System Functioning Status: Any candidate who unsuccessfully completes any part of the oral interview or skill assessment(s) may only at the discretion of the Medical Director or their designee continue the skills or oral interview process on that date. The candidate may be required to re-test all skill stations and oral interview. The candidate will be advised what areas will need to be re-tested. Additional educational requirements may be required before re-testing at the discretion of the EMS System Medical Director (or his/her designee).

   b. The Candidate may schedule a practicum time on equipment at the Division of EMS prior to the scheduled testing date. No instruction on skills will be provided the week of testing. Candidates should arrive at the EMS Division prepared to perform all skills allowed by their EMS credential.

   c. Candidates failing the skills assessments or oral interview three times in a row will not be permitted to reschedule a TSOP/Skills/Oral Interview until the Division of EMS receives written documentation from a designated NCOEMS Approved Teaching Institution for initial education of satisfactory remediation of all skills and areas that were unsatisfactory. The Candidate must retake the TSOP/Skills/Oral Interview in its entirety.