EMS Personnel and Education Tracking Program

Web based application

In order to track all personnel data, their certificates and training progress we would need a program to do just that and to be accessible on the web. It is to serve 2 local EMS agencies working together.

Following are the components of this project and its objectives.

Database of all members:

Member Profiles: with following sections and fields for each profile.

Personal info: name, work and home address, multiple phone numbers, email, assigned agency, social, unit category and number.

Status with agency: 7 possible statuses, each has a date when status was achieved and saves date even when member is advanced in status to keep track of history. (BLS Observer, BLS Backup, BLS First responder, Driver, Als Observer, ALS Backup, ALS First Responder). Can only have 1 active designation at a time.

Additional designations: Dispatcher, Coordinator, Board Member, Office Staff (additional designations can be added by admin) member can have multiple additional designations.

Vehicles: year, make, model, color, vin #, registration expiration date, insurance expiration date, License plate number (can have multiple vehicles).

Notes: Just a text field for notes or additional info about member to be inputted.

Certifications:

Certifications are created by admin and admin controls what fields exist and are required for each certification.

Admin creates the field titles and if that field is a dropdown (and inputs choices), Yes/No, Numeric/Alpha/Alpha-Numeric entry and sets character requirement/limit, Static Date, Auto date – based off a static date (exp: an expiration date that is automatically 5 years from a static date entered), Marks which date fields need to be reminders so the agency and member will be notified before expiration, Admin also checks off which fields are mandatory.

Example 1:
Certification title: NYS EMT
NYS EMT#: 000000 (6 digits – numeric only)
Expiration Date: MM/DD/YYYY

Example 2:
Certification title: Drivers license
State: NY (Default to NY)
ID#: (admin sets how many digits are in the ID# an if they are alpha-numeric, numeric or alpha)
Class: (admin sets dropdown choices: A,B,CDL,D,M,DM)

Able to attach and store pdf or image files to every certification for viewing.

Certification Tracking and Reports:

A list of expiring certifications is to be visible by the admin and reminder emails sent before expiration (exp 2 months before) and upon expiration. An email or letter to go out to all members with their document expiration status at set times before and upon expiration.

Example of Certifications that need reminders:
Drivers License (reminder 2 month before expiration and upon expiration)
Vehicle Registration (reminder 2 weeks before expiration and upon expiration)
Vehicle Insurance (reminder 2 weeks before expiration and upon expiration)
NYS EMT or EMTP certificates, CPR cards. In addition, for EMTP's: ACLS, PALS, PHTLS, HV-REMAC, NYC-REMAC (reminder 6 month, 3 months before expiration and upon expiration).
Drivers safety course certificates (may not expire).
Other State required certificates: HazMat Awareness, ICS100, ICS200, ICS700, ICS800.
Other agency required certificates (as training on bloodborne pathogens etc.)

Continuing Medical Education (CME) Module:
Admin sets CME requirement profiles: EMT and EMT-P
Each profile has categories and a # of required hours to fulfill.
Based off the members Main Medical Certification (EMT or EMT-P), that CME requirement profile will apply to their member profile.
The required CME hours are fulfilled by registering that member with a CME Course. The CME Course is filled out by a user with admin access and it will have the following fields:
Course Title:
Course Date:
Location: (input new locations or auto fill from a database of locations admin can add to)
Lecturer: (like location, will be able to add new or pull from saved database)
CIC: (additional lecturer name)
Start Time:, End Time:, Total Time: (auto based on start and end).
Course Categories: Section 1 Select Core Topics the course covered and enter the # of hours that topic was covered for(core topics taken from CME Requirement categories), input # of Non-core hours that course covered, Total of category hours must equal exactly the total hours course was for.
Once a course is entered, there should be a list of all members listed by unit number then name and admin can check off who attended the course.
Admin can also "add non-affiliated participants" who attended the lecture to the list.
Once saved a link should be available under each members profile CME's that created a printable documents with the members name, emt # and the course info.
Documents can also be attached each of the courses created.

(Main Medical Certifications are renewed by collecting seventy-two hours of continuing medical education (CME). CME have various requirements, part of the hours are preset by the State exactly what they have to be, they are called Core Hours and the remaining hours can be any EMS related education. EMT (a/k/a BLS = Basic Life Support) need 24 Core Hours and 48 other hours. ALS (=Advanced Life Support) defer for its three levels, AEMT (=Advanced, 34 Core and 38 reg), EMT-CC (=Critical Care, 36 Core and 36 reg) and EMT-P (=Paramedic, 48 Core and 24 reg).

ALS members must also be credentialed by a Regional EMS Council. Hudson Valley REMAC (HVREMAC) requires 24 hours through the three years. 12 hours must be by HVREMAC credentialed instructors and the remaining twelve must be by an Emergency Room physician.

Some are also credentialed by the National Registry of EMT (NREMT) which is also renewable with CME and must be tracked.)

Every member in the system should have a Log-in automatically generated for them with their unit number as the username and default password created that will prompt then to change it upon their first login.

There will be 1 superadmin who can create new certifications and has full access. There should then be additional admin users able to be created who have a slightly more limited access to the system.

When a Member logs in he sees his CME status = his missing hours (and % completed) and fulfilled hours and can see a list of all the CME's he attended. Member also has a list of all his Certifications and it says when they will be expiring next to the expiration date (exp. 2 yrs 10 mths). Members can also see their personal info except for the notes area and Social should only show last 4 digits. Member cannot edit anything, he can only upload documents with a note attached that will go to the admin.

Additional Features that are wanted but not essential, depends on cost:

Announcements: Text (or links or attachments) posted by admin that all members see in their screen.
Calendar with scheduled CME's that email reminders to all member opted in for those reminders.
Generate various forms for members (very similar to a simple mail merge – pulling specific info to a formatted doc)
Program needs to have good security as well and perhaps keep track of ip's logging in and when and where members and users are logging in from.