

Portage County EMS

First Responder Credentialing Requirements

Purpose: To standardize the process of hiring, orienting and credentialing a first responder in the Portage County EMS system.

Credentialing is the process of affiliating a responder with a licensed service and requires that the medical director and service director be confident that the applicant is a proper fit for the organization and has the appropriate training and orientation. In Portage County, all first responder units are credentialed with Stevens Point Fire Department.

Portage County EMS agencies are required to have a credentialing process that meets or exceeds the following:

- Application – a written application is submitted to the service and kept on file highlighting the applicant's:
 - Experience
 - Past training
 - Previous licenses (including other states)
- Physical – (optional) the candidate will demonstrate minimal fitness for work
- Background checks – the service will conduct and keep results of the following:
 - Driver's license abstract
 - Criminal – WI DOJ Form DJ-LE-250 (Caregiver general)
 - The WI DHS Caregiver Background check program has a list of offenses that preclude employment in a caregiver setting
 - Provider licensure
 - Current Wisconsin license verified (https://www.wisconsin.gov/public/wisconsin/public_lookup/)
- Drug testing
 - The service will keep record of a negative initial test conducted by a certified testing service.
- Service director will direct the candidate to establish an account on Wisconsin E-Licensing or use their established account to request credentialing with "Portage County / Stevens Point Fire Department"
- Notify (email) Medical Director, EMS Coordinator and SPFD and AFD Service Directors of candidate's need for credentials
- Orientation – the service will have and maintain documentation of an orientation process that covers the following:
 - Ambulance
 - Familiarization
 - Interaction with during response and on-scene

- Medical helicopters
 - Requesting
 - Canceling
 - Landing zone set-up & safety
 - Equipment
 - Use
 - Maintenance
 - Supply
 - Use
 - Restock
 - Communications
 - Operation of radios
 - Over-the-air communication principles
 - Documentation
 - Patient Care Report
 - Response
 - Map use
 - Driving safety
 - RLS use
 - Parking
 - Scene safety (including ANSI vests)
 - Uniforms/ ID
 - ICS
 - Portage Co EMS Patient Care Guidelines and procedures
 - Other service policies/ SOGs
- Field Training Officer/ Competency Check – the service will have a process to assure a candidate’s competency during the orientation period including monitoring and evaluation during actual responses. Skills/ knowledge assessed will include (as appropriate for certification level):
 - Assessment
 - Medical
 - Trauma
 - Pediatric
 - Vital Signs
 - CPR/AED
 - Basic and advanced airways
 - BVM
 - Oxygen administration
 - Spinal immobilization
 - Hemorrhage control
 - Epinephrine for anaphylaxis
 - Nebulized medications
 - Notify (email) Medical Director, EMS Coordinator and SPFD and AFD Service Directors if a responder should no longer be credentialed through Portage County EMS (resigns, moves away, inactivated by EMS leadership, etc.)