

MEDICAL DIRECTOR'S CHECKLIST

"Medical director" means any physician licensed under Iowa Code chapter 148, 150, or 150A who shall be responsible for overall medical direction of the service program and who has completed a medical director workshop, sponsored by the department, within one year of assuming duties.

The medical director's duties include, but need not be limited to:*

1. ___ **132.9 (2) a.** Developing, approving, and updating **protocols** to be used by service program personnel that meet or exceed the minimum standard protocols developed by the department.
2. ___ **132.9 (2) b.** Developing and maintaining liaisons between the service, other physicians, physician designees, hospitals, and the medical community served by the service program.
3. ___ **132.9 (2) c.** Monitoring and evaluating the activities of the service program and individual personnel performance, including, establishment of **measurable outcomes** that reflect the goals and standards of the EMS system.
4. ___ **132.9 (2) d.** Assessing the continuing education needs of the service and individual service program personnel and assisting them in obtaining the appropriate continuing education programs.
5. ___ **132.9 (2) e.** Being available for individual evaluation and consultation to service program personnel.
6. ___ **132.9 (2) f.** Performing or appointing a designee to complete the **medical audits required in subrule 132.9(4)**.
7. ___ **132.9 (2) g.** Developing and approving an applicable **continuous quality improvement policy** demonstrating type and frequency of review, and including an action plan and follow-up.
8. ___ **132.9 (2) h.** Informing the medical community of the emergency medical care being provided according to approved protocols in the service program area.
9. ___ **132.9 (2) i.** Helping to resolve service operational problems.
10. ___ **132.9 (2) j.** Approving or removing an individual from service program participation.
11. ___ **132.8 (3) d.(2)** Current course completions/certifications/endorsements as may be required by the medical director.
12. ___ **132.8 (3) n.** Require physician assistants and registered nurses providing care pursuant to Iowa Code chapter 147A.12 and 147A.13 to meet CEH requirements approved by the medical director.
13. ___ **132.8 (4) b.** All EMS service programs shall carry **equipment and supplies** in quantities as determined by the medical director and appropriate to the service program's level of care, available certified EMS personnel, and as established in the service program's approved protocols.
14. ___ **132.8 (4) c.** **Pharmaceutical drugs** and **over-the-counter drugs** may be carried and administered upon completion of training and pursuant to the service program's established protocols approved by the medical director.
15. ___ **132.9 (1)** The medical director shall be responsible for providing appropriate medical direction and overall supervision of the medical aspects of the service program and shall ensure that those duties and responsibilities are not relinquished before a new or temporary replacement is functioning in that capacity.
16. ___ **132.9 (4)** The **medical director, or other qualified designees shall randomly audit** (at least quarterly) documentation of calls where emergency medical care was provided. The medical director **shall randomly review audits performed by the qualified appointee**. The **audit shall be in writing** and shall include, but need not be limited to:
 - a. Reviewing the patient care provided by service program personnel and remedying any deficiencies or potential deficiencies that may be identified regarding medical knowledge or skill performance.
 - b. Response time and time spent at the scene.
 - c. Overall EMS system response to assure the patient's needs were matched to available resources, including, but not limited to, mutual aid and tiered response.
 - d. Completeness of documentation.

**Many of these responsibilities and duties may be assigned to a designee. Designations should be done in writing and need to be monitored by the medical director.*

The undersigned agree to work together to assure these duties are fulfilled.

_____ Medical Director's Signature	_____ Medical Director (Please print)	____/____/____ Date
_____ Service Director's Signature	_____ Service Director (Please print)	____/____/____ Date