Hospital Name:	Site Reviewer Name (Printed):
Date:	Site Review Signature:

Participants Names / Credentials	
Site Survey Reviewers	MIEMSS Staff
Site Participants	Collect Email from Site lead

30.03.06.02 Base Station in General

Overall: ☐Met Standard ☐Met with Exceptions ☐Does not meet standard

	Performance Criteria	Comments	Rating
1	Is the Base Station part of a licensed Hospital? Which Facility and the location of Base Station within that facility. (A)		☐Met Standard ☐Met with Exceptions ☐Does not meet standard
2	Hours of Operation (B)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
3	Required Communications equipment is available. (C) o Demstel (If equipped) o MEMRAD o Consult radio/phone		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
4	Is staff that uses this equipment familiar with operations? (C)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard

5	Describe process for maintenance and testing of communications equipment. (D)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
6	Is MEMRAD being monitored? Describe process to monitor and respond to MEMRAD alerts. Describe system for password security? (E)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
7	Are consults audited using MIEMSS approved tools? Record retention for 5 yrs.? Describe system for EMS to provide feedback to facility. (F)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
8	Describe the designated EMS space. What equipment is available? (G)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
9	What agencies are there agreements with for clinical sites and what areas of the hospital are open for clinical? Is there an MOU in place? (H)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
10	What documentation is maintain showing allowed skills and scheduling? (H)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard

			Rating
11	Describe the process to obtain and track eMEDS® or MIEMSS short form at patient transfer (I)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
12	Describe method to verify that eMEDS® is attached to hospital medical record (*verify with random reports pulled from past years*) (J)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
13	Does facility use current MIEMSS approved consult form (*v.10/2018*) or other approved form? How is this linked to patient hospital record? (K)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard

30.03.06.03 Personnel

Overall: ☐Met Standard   ☐Met with Exceptions   ☐Does not meet standard

	Performance Criteria	Comments	Rating
14	Is there a written job description for the Base Station Medical Director? Major job functions are clearly listed. (*This should be an official policy endorsed by the hospital. Should have effective date included.*) (A)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
15	Is there a written job description for the Base Station Coordinator? Major job functions are clearly listed. (*This should be an official policy endorsed by the hospital. Should have effective date included.*) (B)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard

16	How many FT/PT Maryland licensed physicians provide online medical direction (C.1)		☐ Met Standard ☐ Met with Exceptions ☐ Does not meet standard
17	Are they Board-Certified or Board-Eligible and in what specialty. (C.2)		☐ Met Standard ☐ Met with Exceptions ☐ Does not meet standard
18	Physicians providing online medical direction have completed a MIEMSS approved base station course (C.3)		☐ Met Standard ☐ Met with Exceptions ☐ Does not meet standard
19	Verification of completion of protocol updates by July 1 of each year. (*review records for past 3 years*) (C.4)		☐ Met Standard ☐ Met with Exceptions ☐ Does not meet standard
20	Do RN, PA, NP answer EMRC radio? Verify base station course completion and compliance with annual protocol update completion (D)		☐ Met Standard ☐ Met with Exceptions ☐ Does not meet standard
21	Do physician residents or fellows answer EMRC radio? Verify base station course completion and compliance with annual protocol update completion. (E)		☐ Met Standard ☐ Met with Exceptions ☐ Does not meet standard

30.03.06.04 Online Medical Direction

Overall: ☐Met Standard ☐Met with Exceptions ☐Does not meet standard			
	Performance Criteria	**Comments**	**Rating**
22	Describe who provides online medical direction (*combination of line 16, 20, 21)* (A)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
23	Do the Base Station Medical Director and Base Station Coordinator attend a combined minimum of 50% of MIEMSS Regional Council meetings? (B)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
24	Are online communications by medical direction and EMS clinicians clear and of an acceptable quality? (C)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard

30.03.06.05 Quality Improvement			
Overall: ☐Met Standard ☐Met with Exceptions ☐Does not meet standard			
	Performance Criteria	**Comments**	**Rating**
25	Verify MEMRAD monitoring and compliance with request (*see line 6*) (A.1)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
26	Describe process for monitoring and utilization of CHATS alerts (*utilize Appendix 1 charting*) (A.2)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard

27	Describe programs for system improvements and mitigation strategies for improved throughput (A.3)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
28	The base station medical director and base station coordinator ensure that consults are timely, appropriate, and consistent? (B.1.a, b, c)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
29	The base station medical director and base station coordinator ensure that MIEMSS approved consults forms are complete, signed, and linked to hospital record. (B.2)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
30	Describe process for consult review. List the number and priority of consults reviewed. (B.3.a)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
31	Describe process for tracking, trending, loop closure, and retention of records for 5 years. (B.3.b)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard
32	Describe process for notification to operational programs for variance issues (B.3.c)		☐ Met Standard ☐ Met with Exceptions ☐Does not meet standard

33	Describe process for notification to State Medical Director upon discovery of Prohibited Conduct. (B.3.d)		☐ Met Standard ☐ Met with Exceptions ☐ Does not meet standard

CHATS Performance (Appendix 1)						
Calendar Year (CY)	Yellow Alert Hours	Red Alert Hours	Mini-Disaster Hours	Re-Route Hours	Total Alert Hours	Percentage of Overall Region III Hours

Notable best practices or other specific items base station would like to have detailed in report

NOTES