



Carroll County Department of Fire and EMS

EMS Policies and Procedures

Standard Operating Procedure: 3.05	Effective Date: June 8, 2023
Subject: EMS Affiliation	Section: Emergency Medical Services
Authorized: Michael Stoner, Assistant Chief	Revision Date: N/A

I. PURPOSE

To develop a clear and consistent manner to affiliate all Volunteer and Career EMS Clinicians within Carroll County Department of Fire and EMS (DFEMS).

II. DEFINITIONS

EMS Clinicians: Personnel who hold a certification or license to practice emergency medical care.

III. PROCEDURES

A. Basic Life Support (BLS) Clinicians must:

- a. Hold a valid membership or employment at one of the fourteen associated volunteer companies or Carroll County Department of Fire and EMS.
- b. Notify Assistant Chief of EMS of their intent to become a BLS Clinician affiliated within DFEMS with the following information via email:
 - i. Name
 - ii. Department affiliation
 - iii. EMS Level
 - iv. Copy of all EMS certifications or licenses
 - v. Go online to the MIEMSS Licensure portal and complete a “New Service Affiliation” application.
 1. Volunteers and volunteer corporation employees shall affiliate with the appropriate department.
 2. DFEMS employees shall designate their primary affiliation as “Carroll County Emergency Services.”
 - vi. The volunteer company EMS officer and the Assistant Chief of EMS will approve the affiliation request once verified that all information is accurate and complete.
- c. The applicant will then be notified of their new affiliation status and can begin a precepting process or skills validation process.

- d. Please note that this affiliation does not automatically grant clinicians permission to function within DFEMS as an EMS Clinician without a precepting process or validation of skills.
- B. Advanced Life Support (ALS) Clinicians must:
 - a. Hold a valid membership or employment at one of the fourteen associated volunteer companies or Carroll County Department of Fire and EMS.
 - b. Notify Assistant Chief of EMS of their intent to become an ALS Clinician affiliated within DFEMS with the following information:
 - i. Name
 - ii. Department affiliation
 - iii. EMS Level
 - iv. Copy of all EMS certifications or licenses
 - v. Go online to the MIEMSS Licensure portal and complete a “New Service Affiliation” application.
 - 1. Volunteers and volunteer corporation employees shall affiliate with the appropriate department.
 - 2. DFEMS employees shall designate their primary affiliation as “Carroll County Emergency Services.”
 - vi. The volunteer company EMS officer and Assistant Chief of EMS will approve the affiliation request once verified that all information is accurate and complete.
 - c. The applicant will then be notified of their new affiliation status.
 - d. Please note that this affiliation does not automatically grant clinicians permission to function within DFEMS as an EMS Clinician without a precepting process or validation of skills.
 - e. A meeting with the ALS Clinician, Assistant Chief of EMS, and the Medical Director will be established to evaluate skills and determine what precepting will be needed for the ALS Clinician.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding EMS Affiliation or similar content previously issued for personnel of the Carroll County Department of Fire and EMS.