



Carroll County Department of Fire & EMS Standard Operating Procedure

DOCUMENT DETAILS

Standard Operating Procedure: 3.05	Effective Date: June 8, 2023
Subject: EMS Affiliation	Section: Emergency Medical Services
Authorized: Eric Zaney, Assistant Chief	Revision Date: April 25, 2026

Applicability: Volunteer Career

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

Advanced Life Support (ALS) Clinician: An individual that is licensed by MIEMSS as a Paramedic or Cardiac Rescue Technician (CRT).

Basic Life Support (BLS) Clinician: An individual that is licensed by MIEMSS as an Emergency Medical Technician (EMT) or Emergency Medical Responder (EMR).

DFEMS: Carroll County Department of Fire and Emergency Medical Services.

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

MIEMSS: Maryland Institute for Emergency Medical Services.

III. PROCEDURES

A. Basic Life Support (BLS) Clinicians:

- a. Hold valid membership at one of the fourteen associated volunteer companies or be employed by the Carroll County Department of Fire and EMS.
- b. Notify the Assistant Chief of EMS of their intent to become a BLS clinician affiliated with DFEMS with the following information via email:
 - i. Name

- ii. Department affiliation
- iii. EMS level (EMT or EMR)
- iv. Copy of all EMS certifications or licenses
- v. Go online to the MIEMSS Licensure portal and complete a “New Service Affiliation” application
 - a. Volunteers and ~~volunteer corporation employees~~ shall affiliate with the appropriate department.
 - b. 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:

- a. Hold valid membership at one of the fourteen associated volunteer companies or be employed by the Carroll County Department of Fire and EMS.
- b. Notify Assistant Chief of EMS of their intent to become an ALS Clinician affiliated with DFEMS with the following information:
 - i. Name
 - ii. Department affiliation
 - iii. EMS level (Paramedic or CRT)
 - iv. Copy of all EMS certifications or licenses
 - v. Go online to the MIEMSS Licensure portal and complete a “New Service Affiliation” application.
 - a. Volunteers shall affiliate with the appropriate department.
 - b. 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. RECISSION

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

V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

VI. ATTACHMENTS