

# 12 Steps to Developing your Community Paramedicine Program



TOPIC		DETAILS
1	Plan To Plan	<ul style="list-style-type: none"> <li>✓ Background materials</li> <li>✓ Work plan</li> </ul>
2	Assess Program Feasibility	<ul style="list-style-type: none"> <li>✓ State EMS Office</li> <li>✓ Internal commitment and engagement</li> <li>✓ Medical community</li> <li>✓ Key partner commitment</li> <li>✓ College / University</li> </ul>
3	Assess Community Health Needs	<ul style="list-style-type: none"> <li>✓ Engage health department</li> <li>✓ Develop an assessment plan</li> </ul>
4	Determine Medical Direction	<ul style="list-style-type: none"> <li>✓ The right type of physician</li> <li>✓ Scope of involvement</li> </ul>
5	Determine Program Scope	<ul style="list-style-type: none"> <li>✓ Services</li> <li>✓ Personnel</li> <li>✓ Budget</li> <li>✓ Fundraising / Grants</li> </ul>
6	Engage the Community and Stakeholders	<ul style="list-style-type: none"> <li>✓ Identify and engage</li> <li>✓ Plan a community informational meeting</li> <li>✓ Form an advisory council</li> </ul>
7	Plan and Implement Initial Education	<ul style="list-style-type: none"> <li>✓ Establish a relationship with a college / university</li> <li>✓ Determine Site Coordinator</li> <li>✓ Establish Medical Director's role</li> <li>✓ Obtain commitments for clinical sites</li> <li>✓ Evaluate competency via National Exam</li> <li>✓ Develop continuing education plan</li> </ul>
8	Develop Policies and Procedures	<ul style="list-style-type: none"> <li>✓ Identify needed policies, procedures, and protocols</li> <li>✓ Develop introduction during orientation</li> </ul>
9	Determine CQI Program	<ul style="list-style-type: none"> <li>✓ Develop a plan</li> </ul>
10	Develop an Evaluation Plan	<ul style="list-style-type: none"> <li>✓ Patient Based tracking and documentation</li> <li>✓ Establish Outcomes and how to measure</li> <li>✓ Case study procedures and documentation</li> </ul>
11	Begin Operations	<ul style="list-style-type: none"> <li>✓ MOUs in place with local medical providers such as hospitals, home health, public health, primary care, and ancillary services</li> <li>✓ Establish system to schedule services and referrals</li> <li>✓ Establish documentation system</li> <li>✓ Begin accepting patients</li> <li>✓ Conduct chart reviews</li> </ul>
12	Evaluate the Pilot Phase	<ul style="list-style-type: none"> <li>✓ Referral process</li> <li>✓ Response time</li> <li>✓ Patient satisfaction</li> <li>✓ Quality assurance procedures</li> <li>✓ Patient database / chart documentation</li> <li>✓ Make corrections to the system</li> <li>✓ Establish new processes</li> </ul>