

**PENNSYLVANIA DEPARTMENT OF HEALTH
Bureau of Emergency Medical Services
Administrative Inspection Checklist**

Admin Headquarters: _____
Sub-Station: _____

I. GENERAL INFORMATION:

Name of EMS Agency: _____

Address: _____
City State Zip

Date Inspected: _____ Affiliate # : _____
Regional EMS Council: _____

	YES	NO	N/A
Was a deficiency notification issued for this facility?			
Is a copy of the deficiency notification attached to this form?			
Is a reinspection required?			
Section 1. DOCUMENTS	PRESENT	DEFICIENT	CORRECTED
A roster of active personnel, including the EMS agency medical director, with certification and registration documentation including certification numbers and dates of registration expiration for each EMS provider and EMSVO.			
A record of the age of each EMS provider and EMSVO and a copy of the driver's license for each EMSVO.			
Documentation, if applicable, of the initial and most recent review of each EMS provider's competence by the EMS agency medical director and the EMS provider certification level at which each EMS provider is permitted to practice.			
Agency's process for scheduling staff to ensure that the minimum staffing requirements 24/7/365 or as defined in an approved county level or broader response plan			
Identification of persons who are responsible for making operating and policy decisions for the EMS agency, such as officers, directors and other EMS agency officials.			
Criminal, disciplinary and exclusion information for all persons who staff the EMS agency as required under subsection 1027.3 (f).			
Copies of documents by which it agrees to manage another EMS agency or to be managed by another entity.			
EMS PCR's			
Call volume records from the previous year's operations. These records must include a record of each call received requesting the EMS agency to respond to an emergency, as well as a notation of whether it responded to the call and the reason if it did not respond. 1027.3			

