



JANET T. MILLS  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF PUBLIC SAFETY  
MAINE EMERGENCY MEDICAL SERVICES  
152 STATE HOUSE STATION  
AUGUSTA, MAINE 04333



MICHAEL SAUSCHUCK  
COMMISSIONER

J. SAM HURLEY  
DIRECTOR

## OPERATIONAL BULLETIN

Bulletin #	Title		Date Issued
#2022-09-14-01	Service-Level Medical Director Requirement		September 14, 2022
Superseded	Released By:	Source:	Pages
N/A	Maine EMS	Maine EMS Rules	2
Approved By:	J. Sam Hurley, MPH, EMPS, NRP Maine EMS Director		

All Maine EMS services licensed or permitted at or above the AEMT level<sup>1</sup> will be required to identify their service-level medical director<sup>2</sup> and upload a medical director agreement in the 2022 service license renewal application form.<sup>3</sup> The medical director must have an account in eLicensing to be identified by the service. Upon submission of the application, the medical director identified will receive an email notification with instructions to verify through their eLicensing account that they are the service-level medical director for the service.

Following the service-level medical director’s verification submission, the applicant will receive an email notification that the service renewal application is ready for checkout with instructions to submit payment through the eLicensing portal.

An application will *not* be accepted as complete unless it includes all materials required to be evaluated for licensure pursuant to Maine EMS Rule, Chapter 3 §6 (5). All service licenses expire on November 30, 2022, at 23:59. This verification process may take more time than past applications. **DO NOT WAIT UNTIL NOVEMBER TO ENSURE THAT YOUR SERVICE IS PREPARED TO MEET THESE REQUIREMENTS.**

The Regional Medical Director is not a default service-level medical director. An agency licensed or permitted at or above the AEMT level must have an independent agreement with a service-level medical director.

Due to the variability of each individual services’ needs and their specific contracting processes, Maine EMS is unable to offer a generic template for service-level medical director agreements. A physician or nurse practitioner, the hospital or facility they work for, or even the municipality or service entering into the agreement may have their own legal document templates they wish to use. Some service-level medical directors collect a fee for their services, which may be defined in the agreement. While common practice, Maine EMS does not require a service to pay a service-level medical director. For a municipal agency, financial contracts may be executed between the municipal administration (as the owner of a municipal department) and a vendor or contractor; the municipality may have a template for this as well.

- Excellence
- Support
- Collaboration
- Integrity
- 

PHONE: (207) 626-3860

TTY: (207) 287-3659

FAX: (207) 287-6251

With offices located at the Central Maine Commerce Center, 45 Commerce Drive, Suite 1, Augusta, ME 04330

Finally, the terms of an agreement may vary dramatically depending on the duties that a service-level medical director is expected to perform. Duties may include, but are not limited to:

- Structured participation of quality assurance and improvement (required for PIFT services, optional but highly encouraged for all others);
- Training and education;
- Executing prescriptions for medication supply;
- Verification of EMS clinician skills for NREMT certification;
- Reviewing response plans, and;
- Acting as a liaison between the agency and receiving hospitals.

For services still working to meet the service-level medical director requirement, your receiving hospital(s) and/or the Regional Office may be able to assist with this. Contact information for each of the Regional Offices can be found on the [Maine EMS website](#).

---

<sup>1</sup> *Maine EMS Rule, Chapter 3 §5 (1)(C)(13) & (14)* - The applicant, if applying for a license or permit to the Advanced EMT (AEMT) or Paramedic levels, has a service-specific medical director, effective January 1, 2022. If the applicant lists a service-level medical director, the application must include a medical director agreement.

<sup>2</sup> *Maine EMS Rule, Chapter 2 §42* - Service-Level Medical Director means a physician or a nurse practitioner who has completed the required clinical experience pursuant to 32 M.R.S. §2102(2-A), who assumes primary responsibility to ensure quality medical care for the service. A physician assistant may assist in this role under the direct supervision of a physician; however, the supervising physician must be identified to Maine EMS as the medical director.

<sup>3</sup> *Maine EMS Rule, Chapter 3 §6(7)(D)* - In order to obtain a license renewal, a service must demonstrate as may be required by Maine EMS, that it meets the licensure requirements called for in these Rules.