



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH

LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

JANET OLSZEWSKI  
DIRECTOR

DATE: April 16, 2010

TO: Medical Control Authorities

FROM: Robin Shivley, Manager  
EMS and Trauma Systems Section

RE: Revised State Of Michigan Protocols

As you are all aware, a number of comments/concerns and confusion related to the submission were raised related to the State Protocols. After much discussion and review, the revisions of the state protocols and procedures are now complete. I want to relay to all of you that I appreciate your patience. I know this process has been frustrating, but I, as does the QA Task Force, believe we have very solid State Protocols.

For your convenience, we are sending out new discs with the "new and improved" state protocols. These protocols are considered the standard of care. The state protocols are also available on the MDCH website at [www.michigan.gov/ems](http://www.michigan.gov/ems) under the "Inside the EMS Section, Medical Control Authorities".

Included on the enclosed disc are:

- a. March 2010 Updated State Protocols (includes all of the Michigan Protocols & Procedures).
- b. Summary identifying changes/revisions to the previous protocols.
- c. New form for submitting addendums to the state protocols (former deviation process).
- d. Instructions for submitting the protocols/procedures for review and approval.
- e. List of medications that you must choose from.
- f. List of minimum required state protocols which must be adopted by MCAs -- . this is your table of contents that is included under the specific protocol categories.

In an effort to further assist with simplifying this process we have set up meetings that will be held on the following dates: **April 26, May 3 & May 11.** Please see the website for locations and times.

In addition to correcting the critical errors, the protocols/procedures have a new look with new features. This new look is also based upon feedback that we received from our MCAs. The following changes to the protocols are as follows:

- a. Selection/option boxes – enabled to mark your selections in PDF format. This feature also submits your selection to the corresponding selection/option box in the algorithm.

MCA's must make a selection. You are not to remove other drugs from protocols. Removing a drug is not considered an addendum and will not be accepted as a change to the state protocols.

- b. A Footer on each page allows you to put approval dates of your local MCA, MCA Board, MDCH and implementation date. This feature is set up as the selection/option boxes where once you type in information, it links to each page within that protocol.
- c. Changes to the Header are not allowed.
- d. The protocols are indexed allowing you to incorporate any additional protocols your MCA may wish to implement and incorporate in with the state protocols creating one document.

The process for adopting the state protocols is as follows:

- If you wish to adopt as written, submit a letter signed by the Medical Director indicating you are adopting the state protocol(s) and list each of them in the letter.
- Also, include in the letter from the medical director which drugs you have chosen (these are the drugs that require a selection/choice).
- Include a hard copy of the protocol(s) which you are adopting.
- Do not make changes to the header on the protocol when adopting as written (this includes placing your MCA name in the header).
- As previously identified, you may include MCA information in the footer. You may begin adopting the state protocols immediately.

The Department and QA Task Force have identified the State Protocols as the standard of care. If you choose to make an addendum to the state protocol(s) you must identify what has been changed to the State Protocol and provide a justification for the change. **It is important to note that if a MCA chooses to make modifications to the System Protocols, an addendum does not need to be completed EXCEPT for the Patient Care Record, Electronic Documentation & EMS Information System Protocol. This is for the System Protocols ONLY.**

The MCA Request for Addendum of Michigan Protocols form must be completed and include the following attachments:

- Protocols must remain in the state format. You may submit narrative or algorithm format, but it must remain in the established format.
- You must clearly identify the changes to the state protocol on the addendum form (what was added, deleted, etc.) and the justification for making such a change.
- The MCA protocol must be clearly named in the header – including the MCA name. When requesting to make an addendum to state protocols your MCA name should be changed on the protocol, as any modification you are making is changing ownership from the state protocol to your MCA.
- Your protocol must highlight the changes made (this can be done in bold or italicized print).
- Your protocol(s) must be written with the addendum in place; with the effective date. (This date should allow a minimum of 90 days from the submission date.)

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The form must be completed for each protocol you are requesting to make an addendum for with all attachments mentioned above in order to be reviewed. Addendums to state protocols are for content change only. Formatting changes will not be reviewed and returned as denied. Again, all protocols must stay with the state format, and selection boxes cannot be removed.

Your request(s) will be reviewed by the Quality Assurance Task Force pursuant to Administrative Rule 325.22208 and you will be notified in writing of the decision to approve or deny the request(s).

Protocols distributed to MCAs and those online are in PDF format. Please contact Linda Nesbitt to receive a copy of the state protocol you are requesting to make an addendum for in *Word* format so that you are able to insert your changes without having to retype the entire page and/or document. Please do not distribute the *Word* formatted protocols to other MCAs, as we track these requests.

**All MCAs must submit hard copies of all protocols to my office by June 1, 2010.** Please submit to Linda Nesbitt at:

Linda Nesbitt  
Michigan Department of Community Health  
EMS & Trauma System Section  
201 Townsend St., 6<sup>th</sup> floor  
Lansing, MI 48913

As referenced in previous correspondence those who have submitted protocols to my office we will work with you to ensure you have the most up to date information in your files and to provide assistance to you as we update your files. It is not my intent to have to go back and do all the work you have completed.

The state protocols will be reviewed each year to remain current with medical standards. If any modifications are identified they will be addressed at that time. Updates will be reflected on the MDCH website as well as sent out to all MCAs.

Again, thank you for your cooperation and patience, your comments and concerns have been very helpful. Please contact Linda at (517) 241-0720 or [NesbittL@michigan.gov](mailto:NesbittL@michigan.gov) for assistance regarding these procedures.

Enclosure