

Intent

To determine appropriate levels of security and web access within the National EMS Coordinated Database (NEMSCD) for Member States and their delegated representation.

Scope

This policy applies to the administration of the National EMS Coordinated Database (NEMSCD). This policy does not cover other National Registry access accounts or permissions.

Definitions

NEMSCD Administrator – National Registry (Registry) oversees NEMSCD functionality, ensures correct State Administrator access, and serves as the main point of contact for States.

State Administrator– Allows user access to all administrative functions under the administrator's role: Adding users, editing users, deactivating users, assigning roles and Speed Memo categories to users, and resetting user passwords, in addition to the levels below.

State Data Manager - Allows the user to add new, or edit adverse actions, complaints, and investigations. Also has access to privileged information speed memos can create confidential and non-privileged speed memos, in addition to the level below.

State User – Can view discipline, search providers, non-privileged communication, limited report function, can view National certification data, education, address, and postal system (USPS) data, and verify.

Speed Memo – Secure internal messaging system within the NEMSCD.

Policy

The NEMSCD contains both public and privileged information about providers. The data reflected within is property of the respective Member State that submits it. Due to the need to keep privileged data secure and accurate, each Member State regulates their users' access or submits a completed request to the NEMSCD Administrator, declaring the personnel's access level. There are three levels of access to the data base, these levels are State User, State Data Manager, and State Administrator.

Member States are not limited in the number of people they can authorize as users but are expected to limit authorized users to the minimum needed for effective operation. Member States can define access to personnel as they see fit; if access needs to be elevated or lowered by the NEMSCD Administrator, then a request must be submitted to the NEMSCD Administrator. Access to the database can be changed or altered at the determination of the NEMSCD State Administrator. Changes in access may be

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caused by, but not limited to; position changes; Member State updates, investigation, human error in access levels granted, etc.

Ultimately each Member State is responsible not only for the information submitted to the NEMSCD, but the appropriate level of access granted to its personnel. The National Registry and the NEMSCD Administrator ensure that the personnel submitted are issued the proper credentials and level of access requested by the Member States. Access to the database is not to be generated, elevated, reduced, or revoked by the NEMSCD Administrator unless requested in writing, by the Member State acting in accordance with this accompanying procedure or by determination from the NEMSCD Administrator in conjunction with authorized National Registry staff in accordance with Policy 44.02.01.

Rationale

The Agreement Between Interstate Commission for EMS Personnel Practice and National Registry (2018, June 29) requires that the National Registry implement commercially reasonable physical, technical, and administrative safeguards for the Coordinated Database and the data contained therein. The administrative safeguards include restricting levels of access to the NEMSCD to personnel designated by Member States. Specific levels of securities at each level within the NEMSCD database are assigned by the Member States for which the individual is associated and has oversight. As stated above, privileged information within NEMSCD is safeguarded at each level and requires approval to access.

Related Policies and Procedures

20-RESOLUTION-12- Continued Support of Interstate Commission

43.01 - Designated Authorizing Agency Policy

44.02 – Database Access Policy

44.03 – NEMSCD Information Security Policy

44.02.01 – Procedure for Requesting Access for Personnel

44.04.01 – NEMSCD Requesting Levels of Access Procedure

References

Agreement Between Interstate Commission for EMS Personnel Practice and National Registry, executed June 29, 2018

Rules of the Interstate Commission for EMS Personnel Practice, www.emscompact.gov.

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Document History

- 2020-10-20 Draft created
- 2021-01-12 National Registry Leadership Team Review
- 2021-03-24 ICEMSPP Commission Review complete
- 2021-03-31 Approved by National Registry Executive Director under 20-Resolution-12
- 2021-**xx-xx** Approved by Executive Committee of Interstate Commission

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Purpose and Scope

The purpose of this procedure is to outline the process by which a Member State can request access for its personnel to the National Emergency Medical Service Coordinated Database (NEMSCD).

Definitions

NEMSCD Administrator – Definition insertion

NEMSCD Administrator – National Registry (NR) oversees NEMSCD functionality, ensures correct State Administrator access, and serves as the main point of contact for States.

State Administrator– Allows user access to all administrative functions under the administrator's role: Adding users, editing users, deactivating users, assigning roles and Speed Memo categories to users, and resetting user passwords, in addition to the levels below.

State Data Manager - Allows the user to add new, edit or view adverse action, complaints, and investigations that have access to privileged information speed memos can create confidential and non-privileged speed memos, in addition to the level below.

State User – Can view discipline, search providers, non-privileged communication, limited report function, can view National certification data, education, address, and postal system (USPS) data, and verify practitioners' privilege to practice in the database.

Responsibilities

Member State Administrator – Submission of personnel and designation of access level

NEMSCD Administrator – Authorization of roles and emailing of credential

Procedures

Requesting Access

Member State requesting access for personnel must complete the following:

- Submit a roster of personnel on official State letterhead, including:
 - full name
 - State email
 - level of access permitted

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- Email the completed roster to the NEMSCD administrator at techsupport@nremt.org .
 - The NEMSCD Administrator creates and sends the credentials to the persons listed on the official letterhead.
 - Personnel should log in to verify access.
 - Confirmation email to be sent to Member State Administrator by NEMSCD Administrator upon completion of credentials being sent.

Change of Access

A change in access level may be requested by the Member State or determined by the NEMSCD Administrator.

- Level of access changes can occur by any of the following:
 - Member State Administrator can request access be elevated or restricted.
 - Member State Administrator would submit a roster of personnel on official State letterhead, including:
 - full name
 - State email
 - level of access changing to
 - NEMSCD administrator, as outlined in procedure 44.02.01, can initiate changes in access (including termination) may be caused by, but not limited to:
 - position changes
 - Member State updates
 - Investigation
 - human error in access levels granted, etc.
- To reinstate member access, please refer to procedure 44.02.01

Rationale

The agreement between Interstate Commission for EMS Personnel Practice and National Registry (2018) requires that the National Registry implement commercially reasonable physical, technical, and administrative safeguards concerning the National EMS Coordinated Database and the data contained therein. NEMSCD contains privileged and sensitive information. Access to the database is controlled to prevent this data from being accessed or utilized inappropriately.

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Related Policies, Procedures and Forms

44.04 – NEMSCD Access Levels

44.04.01A – National EMS Coordinated Database Access User Agreement

44.02- National EMS Coordinated Database Access

44.02.01 - National EMS Coordinated Database Changing Member State access

References

Agreement Between Interstate Commission for EMS Personnel Practice and National Registry, executed June 29, 2018

Rules of the Interstate Commission for EMS Personnel Practice, www.emscompact.gov.

Document History

- 2020-10-20 Created for Draft
- 2021-01-12 National Registry Leadership Team Review
- 2021-01-26 ICEMSPP Commission Review
- 2021-03-31 Approved by National Registry Executive Director

National EMS Coordinated Database
User Access Agreement

Objective

All users of the National EMS Coordinated Database (NEMSCD) are required to use all data and the database responsibly.

Scope

Inappropriate use of NEMSCD user access may result in action up to and including immediate termination of access, and potential legal action.

Policy

44.04 – Level of Access to the NEMSCD Policy

44.04.01 – NEMSCD Access Procedure

Appropriate Use of the National EMS Coordinated Database

Users with NEMSCD credentials:

- May only use the information from NEMSCD for official state business
- May not share login credentials or use an unsecured workstation to access to system
- May not use the NEMSCD for legal, discriminatory, harassing or otherwise prohibited communications
- Must report any suspected security issues, breaches, or suspected breaches to the National Registry and Executive Director of the EMS Compact
- Recognize that any communications use inside of NEMSCD is monitored and has no expectation of privacy

I have read and fully understand this agreement. I understand that my use of the National EMS Coordinated Database with access to privileged information and communication technology constitutes full acceptance of the terms and consent to monitoring.

(Signature)

(Print name/Date)

Approval: