

**RESTRICTED DELIVERY CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

**Before the Iowa Department of Public Health**

IN THE MATTER OF  Tracy A. Trotter 305 Westbourne Road Waterloo, Iowa 50701-1648  Certification: PM-99-511-36	Case: 16-07-19  <b>NOTICE OF PROPOSED ACTION</b>  <b>PROBATION</b>
---	--

Pursuant to the provisions of Iowa Code Sections 17A.18 and 147A.7, and Iowa Administrative Code (I.A.C.) 641—131.7, the Iowa Department of Public Health is proposing to place the emergency medical care provider certification identified above on **PROBATION** for a period of two years from the effective date of this notice.

The Department may place an EMS provider on probation when it finds that the applicant or certificate holder has committed any of the following acts or offenses:

*Negligence in performing emergency medical care*

*Iowa Code Section 147A.7(1)(a); IAC 641—131.7(3)a*

*Professional incompetency. Professional incompetency includes, but is not limited to:*

- (1) A substantial lack of knowledge or ability to discharge professional obligations within the scope of practice.*
- (2) A substantial deviation from the standards of learning or skill ordinarily possessed and applied by other EMS providers in the state of Iowa acting in the same or similar circumstances.*
- (3) A failure to exercise the degree of care which is ordinarily exercised by the average EMS provider acting in the same or similar circumstances.*
- (4) Failure to conform to the minimal standard of acceptable and prevailing practice of certified EMS providers in this state.*

*Iowa Code Section 147A(1)(e); IAC 641—131.7(3)e*

The following events have led to this notice:

You have on multiple occasions provided incomplete or poor documentation of patient care including:

1. In April of 2015, you failed to document a patient assessment for patient #1, prior to administration of intravenous medication.
2. In August of 2015, you failed to document an assessment for patient #2, prior to clearing the cervical spine.
3. In March of 2016, you failed to document a physical examination for patient #3, or note which side patient #3 was experiencing flank pain.
4. In March of 2016, you failed to document patient's condition, for patient # 4, reason for emergency department visit, or interventions provided in the emergency department.
5. In March of 2016, you failed to document history of present injury for patient #5 or indicate which side the pain was on. On the same call you failed to document a complete patient assessment.

The following patient care issues have also been identified:

1. In April of 2015, you provided an excessive dose of a cardiac medication for patient # 1, and failed to monitor the patient's cardiac activity.
2. In August of 2015, you failed to provide cervical immobilization to a trauma patient for patient # 2 when immobilization was indicated.
3. In March of 2016, you provided a repeat dose of medication at an improper interval for patient # 3.
4. In March of 2016, you failed to provide analgesia or provide cervical immobilization for patient # 4 as indicated per protocol.
5. In March of 2016, you failed to apply cervical immobilization for patient #5 as indicated per protocol.

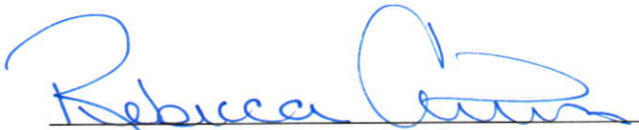
Your probation shall be subject to the following terms and conditions:

- a. You shall successfully complete two hours of continuing education in the area of Clinical Behavior/Judgment: Decision Making based on the National Emergency Medical Services Education Standards for the Paramedic level during the period of probation. Prior to attending a course, you shall submit the proposed course name and course syllabus. These hours shall be in addition to those required for renewal of your certification. You are responsible for all costs associated with this requirement.
- b. You shall successfully complete two hours of continuing education in the area of Clinical Behavior/Judgment: Assessment based on the National Emergency Medical Services Education Standards for the Paramedic level during the period of probation. Prior to attending a course, you shall submit the proposed course name and course syllabus. These hours shall be in addition to those required for renewal of your certification. You are responsible for all costs associated with this requirement.
- c. You shall successfully complete one hour of continuing education in the area of Documentation based on the National Emergency Medical Services Education Standards for the Paramedic level during the period of probation. Prior to attending a course, you shall submit the proposed course name and course syllabus. These hours shall be in addition to those required for renewal of your certification. You are responsible for all costs associated with this requirement.
- d. You shall participate in quarterly meetings with the medical director of any service with which you are rostered to review treatment decisions and documentation. Twenty percent of calls on which you responded as an emergency medical care provider will be randomly selected for review.
- e. You shall submit quarterly reports to the Department (filed no later than January 10, April 10, July 10, and October 10) which shall include the following information:
  - i. The time period covered by the report
  - ii. Verification that you have complied with the terms of probation as specified in this Notice.
- f. You shall make a personal appearance before the Department upon request. You shall be given reasonable notice of the date, time, and place of appearance.
- g. You shall obey all federal, state, and local statutes and rules governing the provisions of emergency medical services.
- h. You shall notify any current or prospective employer, to include direct supervisors, service directors and medical directors, of the terms, conditions and restrictions imposed by this notice. Within fifteen days of this notice taking effect, or of undertaking new employment, your direct supervisor, service director and medical director shall report to the Department, in writing, acknowledging that the employer and medical director have read this document and understands it.

- i. You shall notify any EMS training program you enroll in for courses leading to certification or endorsement of the reasons for this probation. Within fifteen days of this notice taking effect, or entering an EMS training program, the training program director and medical director shall report to the bureau, in writing, acknowledging that the training program and medical director have read this document and understands it.
- j. You shall notify the bureau of any change in address within one week of said change.
- k. In the event you violate or fail to comply with any of the terms or provisions of your probation, the department may initiate appropriate action to revoke or suspend your certification or to impose other appropriate discipline.
- l. This Notice shall be part of the permanent record of the Department and shall be considered by the bureau in determining the nature and severity of any disciplinary action to be imposed in the event of future violations.

**You have the right to request a hearing concerning this notice of disciplinary action.** A request for a hearing must be submitted in writing to the Department by certified mail, return receipt requested, within twenty (20) days of receipt of this Notice of Proposed Action. The written request must be submitted to the Iowa Department of Public Health, Bureau of Emergency and Trauma Services, Lucas State Office Building, 321 East 12<sup>th</sup> Street, Des Moines, Iowa 50319. If the request is made within the twenty (20) day time limit, the proposed action is suspended pending the outcome of the hearing. Prior to, or at the hearing, the Department may rescind the notice upon satisfaction that the reason for the action has been or will be removed.

**If no request for a hearing is received within the twenty (20) day time period, the disciplinary action proposed herein shall become effective and shall be final agency action.**



Rebecca Curtiss, Bureau Chief  
Iowa Department of Public Health  
Bureau of Emergency and Trauma Services

6/27/17  
Date