

SIERRA-SACRAMENTO VALLEY EMS AGENCY PROGRAM POLICY

REFERENCE NO. 220

SUBJECT: S-SV EMS AGENCY POLICY ACTIONS

PURPOSE

To provide a mechanism for development of new policy/protocol, and revision or deletion of existing policy/protocol (hereinafter referred to as "Policy Action").

AUTHORITY

California Health and Safety Code, Division 2.5, Sections 1797.202, 1797.220, 1798 California Code of Regulations, Title 22

POLICY

Consideration will be given to suggestions/requests from S-SV EMS system participants for the development of new policies or the revision of existing policies.

All policy actions shall be placed on the S-SV Regional Medical Control Committee (MCC) meeting agenda for two meetings, at minimum, before final action is taken on a policy/protocol.

PROCEDURE

- A. Proposed policy actions will be drafted by the S-SV EMS Agency.
 1. Input may be solicited from appropriate individuals, agencies, organizations and/or S-SV regional advisory committees.
 2. The S-SV EMS Agency may establish an ad hoc task force, as necessary, to discuss selected policy actions.
 3. The "draft" will be reviewed and revised by the Agency, as often as necessary, throughout the process.
- B. Approval process of policy actions will occur as follows:
 1. Proposed policy actions ("draft" policies) will be placed on the agenda of the S-SV Regional Medical Control Committee (MCC).

Effective Date: 02/01/07

Date last Reviewed / Revised: 09/06

Next Review Date: 09/09

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Approved:

William J. Koenig, MD
S-SV EMS Medical Director

Leonard R. Inch
S-SV EMS Regional Executive Director

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- a. The proposed policy actions will be reviewed and discussed. No final action will be taken the first time the "draft" policy is placed on the meeting agenda.
 - b. S-SV will incorporate recommendation(s) of the MCC into the "draft" and place the revised "draft" policy on the MCC agenda as a "Final Review and Approval" agenda item.
 - c. At minimum, a proposed policy action will be placed on the MCC meeting agenda for two meetings. If further recommendations are received, the proposed policy action will be placed on the agenda, as necessary, until a consensus is reached by the committee.
 - d. Recommendation(s) of the advisory S-SV Regional Medical Control Committee will be taken under consideration by the S-SV Medical Director.
2. Review of S-SV Policies/Protocols every three years
- a. Each existing S-SV policy/protocol should be reviewed every three years.
 - b. Each S-SV policy will be given an expiration date that is 4 years from the last date reviewed. This will allow one year for revision and release of the policy.
 - c. The policy will be placed on the MCC agenda as a "Policy Review, as required every three years," agenda item.
 - d. If there are no committee recommendations for change in content, the policy will be assigned a new three-year review date.
 - e. If there are committee recommendations for revision(s), the recommendations will be drafted into the policy. The "draft" policy will be placed on the next MCC meeting agenda as a "Final Review and Approval," agenda item.
- C. Implementation of Policy Actions will occur as follows:
1. New policies will be assigned an S-SV EMS policy number.
 2. An effective date will be assigned.
 3. The Regional Executive Director and the S-SV EMS Medical Director will sign the Policy.
 4. Appropriate parties will be notified of the action.

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- D. Some Policy Actions may require immediate action to maintain compliance with state regulation or law, or to preserve medical control and/or system integrity. Policy Actions of this type may be implemented by S-SV EMS as urgency measures, and scheduled for discussion at the next regularly scheduled advisory committee meetings.