

# SIERRA-SACRAMENTO VALLEY EMS AGENCY PROGRAM POLICY

REFERENCE NO. 220

## **SUBJECT: S-SV EMS AGENCY POLICY ACTIONS**

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### **PURPOSE**

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

### **AUTHORITY**

California Health and Safety Code, Division 2.5, Sections 1797.107, 1797.171, 1797.172, 1797.176, 1797.202, 1797.220 and 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/protocols or the revision of existing policies/protocols.

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

No EMS service provider shall develop or institute a patient care policy/protocol that conflicts with any S-SV EMS Agency policy/protocol. This does not apply to EMS Aircraft treatment protocols developed by individual providers for their RN or other higher level of care personnel.

### **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 EMS Agency 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.

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**Effective Date: 12/01/2011**

**Date last Reviewed / Revised: 09/11**

**Next Review Date: 09/2014**

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**Approved:**

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**SIGNATURE ON FILE**  
**S-SV EMS Medical Director**

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**SIGNATURE ON FILE**  
**S-SV EMS Regional Executive Director**

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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).
  - 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. Routine review of existing S-SV EMS Agency Policies/Protocols:
  - a. Each existing S-SV EMS Agency policy/protocol should be reviewed at least every three years.
  - b. Policies/protocols may be reviewed on a more frequent basis if necessary due to regulatory, standard of care, or other changes.
  - c. The process indicated above will be used for the routine review of existing policies/protocols.

C. Implementation of Policy Actions will occur as follows:

1. New policies/protocols will be assigned an S-SV EMS policy/protocol number.
2. An effective date and next review date will be assigned to all policies/protocols.
3. The Regional Executive Director and the S-SV EMS Medical Director will sign the policy/protocol.
4. Appropriate parties will be notified of the action:

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- a. Policy/protocol updates are normally scheduled for release on a bi-annual basis for June 1<sup>st</sup> and December 1<sup>st</sup> implementation.
  - b. Policy/protocol updates may be released more frequently if necessary due to unique circumstances.
- 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 the S-SV EMS Agency as urgency measures, and scheduled for discussion at the next regularly scheduled MCC advisory committee meeting.