

SIERRA-SACRAMENTO VALLEY EMS AGENCY PROGRAM POLICY

REFERENCE NO. 474

SUBJECT: EMT-I / PUBLIC SAFETY AED PROGRAM: SERVICE PROVIDER REQUIREMENTS AND RESPONSIBILITIES

PURPOSE:

To establish the requirements and responsibilities of an S-SV approved EMT-I / Public Safety automatic external defibrillation (AED) Service Provider

AUTHORITY:

California Health & Safety Code, Division 2.5, Section 1797.80, 1797.90, 1797.170, 1797.177, 1797.182, 1797.220, 1798.2 and 1798.104.

California Code of Regulations, Title 22, Division 9, Chapters 1.5 and 2

POLICY:

Any service provider wishing to utilize the AED as a skill for EMT-I and/or an optional skill for Public Safety employees shall be approved as an EMT-I / Public Safety AED Service Provider by the S-SV EMS Agency.

An EMT-I / Public Safety AED Service Provider shall meet all requirements set forth by State law, regulations and S-SV EMS policy.

A. EMT-I/PUBLIC SAFETY AED PERSONNEL REQUIREMENTS FOR AUTHORIZATION:

1. Eligibility:

In order to be eligible for initial authorization by an approved EMT-I / Public Safety AED provider, an individual shall meet/complete all of the following:

- a. Affiliation with an approved EMT-I / Public Safety AED service provider.
- b. Current and valid certification, within California, as an EMT-I or proof of completion of First Aid, as required for Public Safety personnel.
- c. Current and valid certification in American Heart Association Healthcare Provider, American Red Cross, or equivalent CPR.
- d. Successful completion of an approved four (4) hour EMT-I / Public Safety AED training program.

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- e. Successful completion of an AED authorization written and skills examination.

2. Maintaining Authorization:

An authorized individual shall meet/complete all of the following requirements on an ongoing basis:

- a. Maintain EMT-I certification; or maintain First Aid, as required for Public Safety personnel.
- b. Maintain certification in American Heart Association Healthcare Provider, American Red Cross, or equivalent CPR.
- c. Participate in organized training sessions and/or structured clinical experience (e.g., ER). Acceptable education topics include airway management, patient assessment, review/update of patient treatment protocols, run reviews and/or AED program updates.
- d. Maintain compliance to service providers AED skill proficiency requirements.

B. EMT-I/PUBLIC SAFETY AED PROGRAM TRAINING REQUIREMENTS:

1. AED Service Provider agencies shall:

Utilize the EMT-I / Public Safety AED Training Program, approved or provided by the S-SV EMS Agency, including the final written and skills examinations.

- b. Provide for a minimum of four (4) hours of initial training in EMT- / Public Safety AED (excluding testing).
- c. Provide all training equipment necessary to ensure a sound EMT-I / Public Safety AED Training Program (i.e., manikins, AED devices, audiovisual aids, etc.)
- d. Utilize only S-SV authorized AED instructors. To be approved as an AED instructor, individuals shall submit an “AED Instructor Application”, Appendix 474-A to S-SV EMS Agency. Approval for authorization to instruct AED personnel shall be based on either:
 - (1) Completion of an American Red Cross or American Heart Association recognized instructor course (or equivalent) including instruction and training in the use of an AED, or
 - (2) Be approved by the local EMS agency medical director and meet the following requirements:

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- Be AED accredited or able to show competence in the proper utilization of an AED, and
 - Be able to demonstrate competence in adult teaching methodologies.
- e. Inform the S-SV EMS Agency of all course dates, times, and locations.
- f. Provide for the AED personnel training and skill maintenance requirements, on an ongoing basis. This includes the following:
- (1) Each individual authorized in EMT-I/Public Safety AED shall demonstrate AED skill proficiency to ensure continued competency of AED approved personnel.
 - (2) Organized training sessions and/or structured clinical experience (e.g., ER) is required annually to maintain AED authorization. Acceptable educational topics include airway management, patient assessment, treatment protocols, run reviews and/or AED program updates. The training sessions may be integrated into existing provider agency training programs.

NOTE: If the organized training session(s) is provided by an AED service provider that is not an approved CE provider: The AED service provider shall be responsible for maintaining the following documentation associated with the training:

- (a) Session title
- (b) Session objectives
- (c) Session outline
- (d) Attendance roster that includes, topic/title, date, time, and instructor signature
- (e) Instructor qualifications: Instructors shall meet AED Instructor requirements.

C. RECORDS/DATA COLLECTION:

1. An S-SV Patient Care Report (PCR) Form shall be completed (with a cardiac rhythm printout attached) for each patient on whom the defibrillator device is applied. AED personnel shall be responsible for providing clear, concise, complete and accurate documentation on both the scannable and narrative PCR. In addition to data normally recorded on the narrative PCR Form, the report shall include specific information related to the AED program, including:
 - a. Time of patient collapse

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- b. Was cardiac arrest witnessed / unwitnessed?
 - c. Bystander CPR?
 - d. Time of collapse to initiation of CPR
 - e. Documentation of AED use events
 - f. Documentation of response to treatment.
2. The provider agency shall develop procedures for collection, disposition, and retention of all pertinent medical records in accordance with S-SV Policy "Patient Care Report (PCR) Form," Reference No. 605. Such records shall include the PCR Form and AED device printout recording for each patient on whom the automatic or semiautomatic defibrillator device is applied.
 3. All relevant records for EMT-I/Public Safety AED Program monitoring and evaluation shall be available for review by the S-SV EMS Agency.
 4. On an annual basis, by April 15, the provider agency shall complete and submit to the S-SV EMS Agency the following:
 1. AED Program Annual Update Form, Reference No. 474, Appendix B
 2. EMT-I/Public Safety AED Program Annual Report, Reference No. 474, Appendix C
 3. A list of all EMT-I/Public Safety AED Authorized Personnel with the following:
 - (1) EMT-I certification/public safety first aid expiration date
 - (2) American Heart Association Healthcare Provider, American Red Cross, or equivalent CPR expiration date
 - (3) Proof of compliance to service providers' AED skill proficiency requirements.(AED Skill Check Documentation Record, Reference 474 Appendix D may be utilized but is not required.)

D. EMT-I/PUBLIC SAFETY AED CONTINUOUS QUALITY IMPROVEMENT (CQI) PROGRAM REQUIREMENTS:

EMT-I/Public Safety AED Service Providers shall have sufficient staff to assure:

1. Timely and competent review of all EMT-I/Public Safety AED managed cardiac arrest cases.

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2. Accurate documentation of required data.
3. Compliance to S-SV treatment protocols.
4. Analysis of system performance.
5. Compliance to S-SV CQI requirements, as outlined in S-SV Policy “Continuous Quality Improvement, EMT-I/Public Safety AED CQI Requirements,” Reference No. 620, Addendum D.

E. MAINTENANCE OF EQUIPMENT:

The AED shall be checked after each use, on a weekly basis, and according to equipment manufacturer specifications.

The Operator’s Checklist for AED shall be completed after each use and on a weekly basis.

F. OTHER PROGRAM REQUIREMENTS:

1. The service provider shall maintain a roster of all authorized AED personnel which includes:
 - a. Date of CPR certification expiration.
 - b. Date of the EMT-I certification expiration. For Public Safety Personnel, date of renewal of required first aid training.
 - c. Date of demonstration of skills proficiency/organized training sessions/education.

An authorized individual who fails to maintain S-SV/Service Provider authorization requirements shall not perform AED until all requirements are met.

2. The service provider shall notify the S-SV EMS Agency, in writing, of the following:
 - a. Names of individuals who have failed to maintain authorization requirements.
 - b. Names of authorized individuals no longer affiliated with the service provider agency.

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- c. Change in program instructor designation. All new instructors shall meet/complete all program instructor requirements, prior to providing course instruction.

CROSS REFERENCES:

Prehospital Care Policy Manual

EMT-I Public Safety AED Program: Base Hospital Medical Control Requirements, Reference No. 375.

EMT-I/Public Safety AED Program: Application and Approval Process, Reference No. 475.

Continuous Quality Improvement Process: EMT-I/Public Safety AED Service Provider Requirements, Reference No. 620, Addendum D.

Automatic/Semiautomatic AED Treatment Guidelines, Reference No. 895.