

**SIERRA-SACRAMENTO VALLEY EMS AGENCY**  
**EMT-I OPTIONAL SKILL**  
**PROGRAM POLICY**

**REFERENCE NO. 620**  
**ADDENDUM E**

**SUBJECT: CONTINUOUS QUALITY IMPROVEMENT:**  
**EMT-I OPTIONAL SKILL**

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1. An approved EMT-I optional skill Service Provider shall:

Establish and maintain a Continuous Quality Improvement (CQI) Program. The service provider CQI requirements shall be coordinated with, and in cooperation with, the service provider base hospital.

The service provider CQI program shall meet the following minimal requirements:

- a. The service provider shall have sufficient staff to assure timely and competent review of EMT-I optional skill managed cases, accurate logging of required data, and timely, accurate and informative statistical summaries of system performance over time, as well as recommendations for modifications of system design, performance protocols or training standards designed to improve patient outcome as indicated.
- b. The service provider shall collect, store and analyze, at a minimum, the following data related to EMT-I optional skill Personnel management of patients:
  1. Patient Data: age; sex; signs and symptoms; was the utilization of the optional skill indicated?
  2. EMS System Data: completion of the scannable patient care report form; response time; and arrival of ALS.
  3. Personnel Performance: appropriateness of management for each patient and general adherence to established protocol.
  4. Patient Outcome
  5. Written Patient Care Report (PCR) forms shall be reviewed by the base hospital medical director (or R.N. designee) as soon as practical, following an emergency response in which the optional skill was utilized by EMT-I optional skill personnel. Follow-up actions will be referred to the EMT-I optional skill service provider and, if necessary, to the S-SV EMS Agency.

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**SUBJECT: CONTINUOUS QUALITY IMPROVEMENT: EMT-I OPTIONAL SKILL**

**CROSS REFERENCES:**

Policy and Procedure Manual

EMT-I Optional Skill: Base Hospital Medical Control Requirements, Reference No. 377.

EMT-I Optional Skill: Service Provider Application, Approval Process and Requirements and Responsibilities, Reference No. 477.

- *Service Provider Application Form, Addendum A .*
- *Status Report Form, Addendum B.*
- *Skill Check Documentation Record - Form, Addendum C*

Continuous Quality Improvement Process: EMT-I Optional Skill Program, Reference No. 620E.

EMT-I Optional Skill: Personnel Requirements for Accreditation, Reference No. 977.