

**ADMINISTRATION:      The Organization**

**Policy: 1000**

**Date: 7/1/10**

**RIVERSIDE COUNTY EMS AGENCY**

**MISSION STATEMENT**

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To assure the timely delivery of high quality, compassionate, and cost-effective emergency medical services to the people of Riverside County and to optimize these services through a balance of collaboration with the community and regulatory leadership.

**VALUE STATEMENT**

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We value...

- the patient, as the focus of all we do.
- honesty and integrity.
- personal and organizational accountability.
- collaboration in our endeavors.
- inclusive decision-making.
- evidence-based change as an avenue to excellence.

Our philosophies are:

- System success is measured in the well-being of the people we serve.
- Each interaction brings value to us and the EMS system.
- The success of the organization is success for all.
- Our duty is to lead intelligently and regulate with consistency.

**ADMINISTRATION:      The Organization**

**Policy: 1100**

**Date: 4/1/97**

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**OVERVIEW OF RIVERSIDE COUNTY EMS**

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The Riverside County Emergency Medical Services (EMS) System refers to a dedicated group of professionals working together to provide emergency medical services to patients in their homes, on the job, on the streets and off the streets. EMS is a dynamic mix of private and public health care providers working together to improve the quality of patient care in the prehospital and hospital settings. Prehospital care providers include:

- Dispatchers
- Police Personnel
- Fire Personnel
- Ambulance Personnel
- Emergency Department Nurses
- Base Hospital Physicians

**ADMINISTRATION:      The Organization**

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**Date: 4/1/97**

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**STATE EMERGENCY MEDICAL SERVICES FRAMEWORK**

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The framework for the California Emergency Medical Services System was established within the Emergency Medical Services System and the Prehospital Emergency Medical Care Personnel Act in 1981 (Division 2.5 of Health and Safety Code, Section 1797, et al).

The State EMS Authority

Director  
State EMS Authority  
1930 9th Street, Suite 100  
Sacramento, CA 95814  
(916) 322-4336

1. Responsibilities of the State EMS Authority include:
  - 1.1 Assessing the needs of California's EMS areas.
  - 1.2 Coordination of EMS services within California.
  - 1.3 Developing implementation guidelines.
  - 1.4 Developing minimum standards for medical control policies and procedures.
  - 1.5 Developing and promulgating regulations for minimum standards for education/training, certification, recertification, and scope of practice for prehospital emergency medical personnel.
  - 1.6 Providing technical assistance to local EMS Agencies.
  - 1.7 Providing assistance to the State Office of Emergency Services to coordinate the EMS aspects of disaster response.

2. The EMS Commission

This multidisciplinary commission is composed of 14 members appointed by the Governor, the Senate, and the Assembly. It reviews and approves regulations, standards, and guidelines developed by the Authority. It functions primarily in an advisory capacity to the Director of the EMS Authority.

**ADMINISTRATION:      The Organization**

**Policy: 1300**

**Date: 12/1/05**

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**PERTINENT EMS LEGISLATION**

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1. Current laws directly affecting prehospital care are:
  - 1.1 The Emergency Medical Services System Act
    - 1.1.1 Health and Safety Code Division 2.5, Section 1797 through 1799.207.
2. Current regulations directly affecting prehospital care:
  - 2.1 Title 22, Division 9 of the California Code of Regulations.
3. All emergency response units that transport patients are subject to the regulations pertaining to ambulances as stated in the Ambulance Service Handbook distributed by the California Highway Patrol.
4. Other publications that impact prehospital care include:
  - Riverside County Documents
    - Riverside County EMS Plan (2005)
    - Riverside County Trauma Plan (2001)
    - Riverside County Ambulance Ordinance #756 (1995);
  - EMS Authority publications:
    - EMD Training Guidelines
    - EMS Data System Standards (1993)
    - EMS System Standards and Guidelines (1994)
    - EMSC Project (1994)
    - Guidelines for EMS Personnel Regarding Do Not Resuscitate (DNR) Directives (1993)
  - American College of Surgeons
    - Resources for the Optimal Care of the Injured Patient (2005)

**ADMINISTRATION:      The Organization**

**Policy: 1400**

**Date: 4/1/97**

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**EMS AGENCY ORGANIZATIONAL STRUCTURE**

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The EMS Agency is a division of the Riverside County Public Health Department, which in turn is a department of the Health Services Agency. The Board of Supervisors makes general policy decisions affecting the EMS Agency. The Director of Public Health/Health Officer reports to the Director of Health Services Agency. Medical control of the prehospital medical care within the system is the responsibility of the EMS Medical Director. Administrative control of the EMS Agency is the responsibility of the EMS Agency Director, who reports to the Director of Public Health/Health Officer.

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**Policy: 1500**  
**Date: 11/1/08**

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**EMS AGENCY ROLES AND RESPONSIBILITIES**

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1. The Riverside County Emergency Medical Services Agency, designated by the County Board of Supervisors as the local "EMS Agency" in accordance with California Health and Safety Code Division 2.5, is responsible to:
  - 1.1 Plan, implement and evaluate an emergency medical services system for Riverside County.
  - 1.2 Certify, recertify, accredit and authorize prehospital personnel.
  - 1.3 Authorize Mobile Intensive Care Nurses.
  - 1.4 Approve EMT and prehospital related training programs.
  - 1.5 Approve prehospital continuing education (CE) providers.
  - 1.6 Administer contracts with emergency medical service prehospital providers and system hospitals.
  - 1.7 Provide medical control through prospective, concurrent, and retrospective mechanisms.
  - 1.8 Promulgate policies and procedures.
  - 1.9 Provide primary field response to those events that require significant EMS resource or patient management.
  - 1.10 Coordinate the EMS aspect of Disaster Response.

**ADMINISTRATION:      The Organization**

**Policy: 1510**

**Date: 11/1/03**

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**EMERGENCY MEDICAL SERVICES DIRECTOR**

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Roles and responsibilities in prehospital care include:

1. Plan, direct and coordinate the Emergency Medical Services (EMS) system.
2. Assist in the development and implementation of the County Health/Medical Disaster plan.
3. Coordinate and recommend development and implementation of policies and procedures to ensure medical control.
4. Coordinate and implement policies and procedures relative to the operational aspects of the prehospital care system.
5. Interpret provision of and limitations to, Federal, State and local legislation and regulations governing EMS operations and initiate enforcement actions where necessary.
6. Gather and analyze data on the quality and quantity of current emergency medical care in Riverside County.
7. Monitor all EMS subsystems including rescue and transportation, communications, emergency facilities, public information, education and disaster preparedness.
8. Administer EMS contracts between County and EMS provider agencies.
9. Participate at regional and state EMS levels as the representative of Riverside County Emergency Medical Services Agency.
10. Report to the Director of Public Health/Health Officer.

**ADMINISTRATION:      The Organization**

**Policy: 1515**

**Date: 11/1/03**

**EMERGENCY MEDICAL SERVICES ASSISTANT DIRECTOR**

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Roles and responsibilities in prehospital care include, but are not limited to:

1. Plan, direct and coordinate the Emergency Medical Services (EMS) system.
2. Assist in the development and implementation of the County Health/Medical Disaster plan.
3. Coordinate and recommend development and implementation of policies and procedures to ensure medical control.
4. Coordinate and implement policies and procedures relative to the operational aspects of the prehospital care system.
5. Interpret provision of and limitations to, Federal, State and local legislation and regulations governing EMS operations and initiate enforcement actions where necessary.
6. Gather and analyze data on the quality and quantity of current emergency medical care in Riverside County.
7. Monitor all EMS subsystems including rescue and transportation, communications, emergency facilities, public information, education and disaster preparedness.
8. Administer EMS contracts between County and EMS provider agencies.
9. Participate at regional and state EMS levels as the representative of Riverside County Emergency Medical Services Agency.
10. May act on the behalf of the EMS Director in the Director's absence.
11. Report to the Emergency Medical Services Director.

**ADMINISTRATION:        The Organization**

**Policy: 1520**

**Date: 11/1/03**

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**EMERGENCY MEDICAL SERVICES MEDICAL DIRECTOR**

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The Emergency Medical Services Medical Director, under the direction of the EMS Director, provides professional medical direction and administration to the County Emergency Medical Services Agency. He/she is responsible for coordination, supervision and evaluation of all medical aspects of EMS in Riverside County as provided under California state and local statutes and regulations.

Roles and responsibilities include:

1.     Provide medical control and assure medical accountability through the planning, implementation and evaluation of the EMS system.
2.     Establish policies, procedures and protocols to ensure medical control within the system, including certification, authorization and accreditation of EMS personnel.
3.     Evaluate medical incidents in consultation with the EMS Director and EMS Specialist(s).
4.     Assist in the development of criteria and participate in site reviews for Base Hospitals and Specialty Care Centers.
5.     Direct special studies and research of emergency medical services for the benefit and improvement of services to the county.
6.     Interact with EMS system participants by attending EMS committee meetings.
7.     Participate in disaster preparedness planning and disaster relief activities as needed.
8.     Participate at the regional, state and national EMS levels as the medical representative of Riverside County Emergency Medical Services Agency.

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**Policy: 1530**

**Date: 11/1/03**

**EMERGENCY MEDICAL SERVICES SPECIALIST / SENIOR SPECIALIST**

Roles and responsibilities include, but are not limited to:

1. Assist with the planning, coordinating and implementation of training and quality assessment and improvement components of the Emergency Medical Services system.
2. Develop and implement data collection system for analyzing and assessing the effectiveness of the EMS system.
3. Audit EMS reports and investigate discrepancies to identify deficiencies and to recommend alternative solutions.
4. Conduct base hospital site visits; interview emergency room physicians, nurses and support staff when necessary to ascertain facts pertinent to quality assessment review.
5. Provide staff support to assigned EMS advisory committees.
6. Administer certification/recertification, accreditation/reaccreditation and authorization/reauthorization of EMS personnel.
7. Monitor field performance of EMS personnel to identify deficiencies and determine training needs.
8. Monitor Base Hospital operations for compliance with medical control protocols and training requirements.
9. Review and evaluate suitability of basic training and continuing education programs to ensure compliance with all legislative requirements.
10. Participate in disaster preparedness and multi-casualty incident planning activities for coordination of EMS.
11. Report to the Senior Specialist and the Assistant EMS Director.

Additional responsibilities of the Senior Specialist include, but are not limited to:

12. Delegates assignments and provides technical supervision to the Specialists.
13. Assists in the day-to-day management of the EMS office.
14. Develops budget recommendations for the EMS Director and Assistant EMS Director.

**ADMINISTRATION:      The Organization**

**Policy: 1540**

**Date: 11/1/03**

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**TRAUMA COORDINATOR**

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Roles and responsibilities include, but are not limited to:

1. Evaluate and monitor trauma services provided in Riverside County.
2. Assist in the development, implementation and monitoring of training programs to meet identified needs of the trauma system required by EMS personnel.
3. Review EMS complaints and incident reports related to the trauma system and inform the EMS Director and EMS Medical Director of such incidents and complaints as well as recommendations as indicated.
4. Assist Trauma Nurse Coordinators from designated Trauma Centers in meeting their system responsibilities.
5. Provide liaison between EMS Agency, designated Trauma Centers, EMS personnel and receiving hospitals.
6. Participate on and provide staff support to advisory committees and subcommittees concerned with the trauma system.
7. Represent Riverside County at coordinating committees concerned with the trauma system in the county and statewide areas.
8. Assist in the development and implementation of policies and procedures applicable to the trauma system.
9. Maintain and review records for trauma care.
10. Coordinate the activities of the Trauma Audit Committee.
11. Analyze all aspects of the trauma system for efficiency, safety and effectiveness of standards and protocols.
12. Report to the Senior Specialist and the Assistant EMS Director.

**OPERATIONS:     The Organization**

**Policy: 1550**

**Date: 8/1/02**

**DISASTER PREPAREDNESS PLANNER / BIOTERRORISM PLANNER**

Role and responsibilities include, but are not limited to:

1. Plan, organize and develop the Community Health Agency portion of the countywide disaster preparedness plan.
2. Anticipate, analyze and evaluate potential disaster problems and situations for medical, public health and environmental health services impact and make appropriate recommendations.
3. Review and update existing plans to incorporate federal, state and local legislative and policy changes or changes in the economic, social or natural environmental systems.
4. Complete studies and maintain personnel, supply and equipment lists of public and private resources relative to medical, public health and environmental health services.
5. Act as liaison and technical advisor to County departments and agencies, local and regional jurisdictions, private sector, volunteer organizations, state and federal agencies relative to emergency medical, public health, and environmental health services planning.
6. Represent the Community Health Agency Director, Public Health Officer and Director of Environmental Health at meetings related to disaster or emergency planning.
7. Conduct and coordinate training in radio communications, Medical Group of the Incident Command System, triage, first aid and multi-casualty incidents.
8. Participate in disaster drills with hospitals, schools, ambulance companies, law enforcement, fire, American Red Cross and other volunteer agencies.
9. Report to the EMS Director.

**ADMINISTRATION:      The Organization**

**Policy: 1560**

**Date: 4/1/97**

**OFFICE ASSISTANTS - I / II / III**

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Roles and responsibilities, include but are not limited to:

1.     Type, file, sort and process material.
2.     Maintain and process records.
3.     Compose and edit reports and correspondence.
4.     Gather and provide information to the public concerning departmental and County operations.
5.     Operate a variety of equipment: word processors, micro-computers, mini-computers, computer terminals, duplicating machines and calculators.
6.     Answer questions involving the search for and summary of technical data, laws, policies, or procedures.
7.     Serve as technical expert on the operation of information processing equipment.
8.     Report to the EMS Director.

**ADMINISTRATION:      The Organization****Policy: 1620****Date: 12/1/05**

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**EMERGENCY MEDICAL CARE COMMITTEE (EMCC)**

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1. The function of the EMCC is to advise the Board of Supervisors on all aspects of emergency medical care within the County and to report to the Board of Supervisors the observations and recommendations of the EMCC concerning the feasibility and content of emergency medical care programs within the County.
2. Article 3, Sections 1797.270, 272, 274, and 276 of Division 2.5 of the Health and Safety Code sets forth the responsibilities for the establishment and function of a County EMCC. The EMCC advises the Board of Supervisors, the Health Officer and the local Emergency Medical Services (EMS) Agency on matters pertaining to emergency medical care and public training in cardiopulmonary resuscitation (CPR) and first aid within the County.
3. The composition of the EMCC is determined by Resolution 2001-358, dated December 18, 2001, and includes 15 members appointed by the Board of Supervisors as follows:
  - 3.1 One Emergency Department physician practicing in a hospital located within Riverside County, nominated by the Emergency Department Directors' Advisory Committee (EDDAC).
  - 3.2 One physician representative from the Riverside County Medical Association (RCMA), nominated by the RCMA.
  - 3.3 One Riverside County ambulance service owner, nominated by the Riverside County Ambulance Association.
  - 3.4 One fire chief, representing the Riverside County Fire Chiefs Association, nominated by the RCFCA.
  - 3.5 One representative from law enforcement, nominated by the Riverside County Law Enforcement Agency Administrators Association (RCLEAAA).
  - 3.6 Two city managers from Riverside County, one from the eastern and one from the western half of the county, nominated by the Coachella Valley Association of Governments (CVAG) and the Western Riverside Council of Governments (WRCOG), respectively.
  - 3.7 One representative of the Riverside County Prehospital Care Advisory Committee (PCAC), nominated by PCAC.
  - 3.8 One member-at-large from each of the five (5) Riverside County Supervisorial Districts.
  - 3.9 One ex-officio representative from the Healthcare Association of Southern California to be the vice-president of the Inland Regional Office.

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**Date: 12/1/05**

**EMERGENCY MEDICAL CARE COMMITTEE (EMCC)**

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- 3.10 One ex-officio representative from the Riverside County Fire Department, appointed by the Riverside County Fire Chief.
4. Technical advisors to the EMCC include the Riverside County EMS Director, EMS Medical Director and the Director of Public Health/Health Officer.
5. The appointed members shall serve a three (3) year term with staggered expiration dates so that no more than one-third of the membership may require replacement or reappointment at any one time.
6. The Committee shall choose its Chair and Vice-Chair annually and determine the time and place for regular meetings.
7. The Committee shall meet at least quarterly, and more often as determined by the EMCC.
8. A quorum shall consist of one-half plus one of the number of filled positions. Action taken shall require the affirmative vote of the majority of those present. The Committee Chair votes only in the event of a tie.
9. The EMCC members serve without compensation.
10. The Committee shall prepare an annual report to the Board of Supervisors on the current and anticipated condition of emergency medical services (EMS) and the EMS system operation within Riverside County.

**ADMINISTRATION: The Organization****Policy: 1630****Date: 5/1/04**


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**PREHOSPITAL MEDICAL ADVISORY COMMITTEE**

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1. The purpose of the Prehospital Medical Advisory Committee (PMAC) is to provide advice and expertise to the Riverside County EMS Agency, and to enhance cooperation between the multiple EMS system participants on administrative, operational, and emergency medical issues.
2. Active membership shall consist of:
  - 2.1 The Emergency Department Physician Director of each acute care hospital in Riverside County or his/her physician designee
  - 2.2 The chairman of the Trauma Audit Committee (TAC) or his/her designee
  - 2.3 A representative from the Trauma Program Managers committee
  - 2.4 The PLN of each base hospital and the ED Nurse Manager of each non-base receiving center
  - 2.5 A representative from each Riverside County permitted emergency ALS ambulance service
  - 2.6 A representative elected from the EMT-I/EMT-P training program(s)
  - 2.7 A representative from the Riverside County Police Chiefs' Association
  - 2.8 A representative from Riverside County Fire Department
  - 2.9 A representative from a non-transporting BLS fire department selected by the Riverside County Fire Chiefs' Association
  - 2.10 A representative from a non-transporting ALS fire department selected by the Riverside County Fire Chiefs' Association
  - 2.11 A representative elected from the Riverside County permitted air transport providers
  - 2.12 A representative elected from the Riverside County permitted BLS ambulance services
  - 2.13 An active field EMT-I elected by the committee (EMT-I –at-large)
  - 2.14 An active field EMT-P elected by the committee (EMT-P –at-large)
3. Ex-officio members shall include:
  - 3.1 The county Director of Public Health/ Health Officer
  - 3.2 The EMS Agency Medical Director
  - 3.3 The EMS Agency Director
  - 3.4 The Assistant EMS Agency Director
  - 3.5 A representative from the Hospital Association of Southern California
  - 3.6 The Emergency Department Physician Director(s) or their physician designees from out-of-county acute care hospitals impacted by Riverside County residents
4. The committee-elected membership positions of EMT-I-at-Large and EMT-P-at-Large will serve a two-year term. Elections shall be at the last meeting of even-numbered years.
  - 4.1 Should either of the at-large members vacate their seat prior to the end of their term, a person who meets the qualifications shall be elected by the committee for the remainder of that term.

**ADMINISTRATION:      The Organization**

**Policy: 1630  
Date: 5/1/04**

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**PREHOSPITAL MEDICAL ADVISORY COMMITTEE**

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5. The committee will elect from the membership a chairperson, who will be a physician, and a vice-chairperson, who shall be a prehospital care provider, both of whom shall serve a two-year term.  
Elections shall be at the last meeting of even-numbered years.
  - 5.1 Should either of the committee officers vacate their seat prior to the end of their term, a member who meets the qualifications shall be elected by the committee for the remainder of that term.
  - 5.2 The position of chairman is a non-voting position except in cases where a tie vote must be broken.
6. The EMS Agency will provide support for the PMAC, including but not limited to the scheduling and recording of meetings, developing agendas, supplying needed research information, and the dissemination of information generated from the PMAC.
7. The PMAC shall meet at least quarterly.
8. The meetings of the PMAC shall be open to the public.
9. Functions of the PMAC shall include, but not be limited to:
  - 9.1 Providing specialized advice to the EMS Agency Medical Director in carrying out the Agency's statutory responsibilities to develop written medical protocols
  - 9.2 Providing specialized advice to the EMS Agency Medical Director in carrying out the Agency's statutory responsibilities to maintain medical control of the EMS system
  - 9.3 Providing physician representatives to the Medical Advisory Committee defined in Section 100145(b) of Division 9, Title 22, California Code of Regulations for the approval of EMS prehospital treatment procedures or drugs on a trial basis
  - 9.4 Providing communication and coordination between the EMS Agency and EMS system participants
  - 9.5 Providing other specialized advice as deemed necessary and appropriate

**ADMINISTRATION:            The Organization**

**Policy: 1700**

**Date: 7/1/10**

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**SERVICE PROVIDERS**

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**BASE HOSPITALS:**

Desert Regional Medical Center  
Eisenhower Medical Center  
Inland Valley Medical Center  
JF Kennedy Memorial Hospital  
Palo Verde Hospital  
Riverside Community Hospital  
Riverside County Regional Medical Center

**RECEIVING HOSPITALS (not listed above):**

Arrowhead Regional Medical Center (SBCo)  
Corona Regional Medical Center  
Hemet Valley Medical Center  
Kaiser Permanente-Riverside  
Loma Linda University Medical Center (SBCo)  
Menifee Valley Medical Center  
Moreno Valley Community Hospital  
Parkview Community Hospital  
Rancho Springs Medical Center  
Redlands Community Hospital (SBCo)  
San Gorgonio Memorial Hospital

**TRAUMA CENTERS:**

Arrowhead Regional Medical Center (Level 2)  
Desert Regional Medical Center (Level 2)  
Inland Valley Medical Center (Level 3)  
Loma Linda University Medical Center (ACS Level 1, Adult with Pediatric Emphasis TC)  
Riverside Community Hospital (Level 2)  
Riverside County Regional Medical Center (Level 2, County-designated Pediatric TC)

**STEMI CENTERS**

Desert Regional Medical Center  
Eisenhower Medical Center  
Loma Linda University Medical Center (SBCo)  
Palomar Medical Center (SDCo)  
Riverside Community Hospital  
San Antonio Community Hospital (SBCo)

**ADMINISTRATION:           The Organization**

**Policy: 1700**

**Date: 7/1/10**

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**SERVICE PROVIDERS**

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**BURN CENTERS:**

Arrowhead Regional Medical Center

**OBSTETRICAL/NURSERIES:**

Corona Regional Medical Center (Level 1 Nursery)  
Desert Regional Medical Center (Level 2 Nursery)  
Hemet Valley Medical Center (Level 1 Nursery)  
Inland Valley Medical Center (Level 1 Nursery)  
JF Kennedy Memorial Hospital (Level 1 Nursery)  
Kaiser Permanente Hospital (Level 2 Nursery)  
Loma Linda University Medical Center (Level 3 Nursery)  
Moreno Valley Community Hospital (Level 1 Nursery)  
Parkview Community Hospital (Level 3 Nursery)  
Redlands Community Hospital (Level 2 Nursery)  
Riverside Community Hospital (Level 2 Nursery)  
Riverside County Regional Medical Center (Level 3 Nursery)  
San Geronio Memorial Hospital (Level 1 Nursery)  
Rancho Springs Medical Center (Level 1 Nursery)

Level 1 = Basic Nursery  
Level 2 = Intermediate Nursery  
Level 3 = Intensive Care Nursery

**DESIGNATED 5150 RECEIVING FACILITIES**

CESU - - Children's Evaluation Services Unit  
ETS - - Emergency Treatment Services  
OCS - - Oasis Crisis Services  
Moreno Valley Community Hospital

**ADVANCED LIFE SUPPORT (ALS) SERVICE PROVIDERS:**

Corona Fire Department  
Murrieta Fire Department  
Norco Fire Department  
Palm Springs Fire Department  
Riverside City Fire Department  
Riverside County Fire Department

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**SERVICE PROVIDERS**

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**ADVANCED LIFE SUPPORT (ALS) AMBULANCE PROVIDERS:**

American Medical Response (Riverside, Hemet, and Desert Cities divisions)  
Blythe Ambulance Service  
Cathedral City Fire Department  
Idyllwild Fire Protection District  
Riverside County Fire Department (Cove Communities, Indio)

**AIR AMBULANCE PROVIDERS:**

Mercy Air  
REACH  
CHP Air Operations (air rescue)

**BASIC LIFE SUPPORT (BLS) AMBULANCE PROVIDERS:**

American Medical Response (Riverside, Hemet, and Desert Cities divisions)  
Blythe Ambulance Service  
Cavalry Ambulance  
Cole-Schaefer Ambulance Service  
CRA Ambulance  
Idyllwild Fire Protection District  
Lynch Ambulance  
Mission Ambulance  
Premier Medical Transport  
Primary Response  
Priority One Medical Transport  
Symons Ambulance

**CRITICAL CARE TRANSPORT PROVIDERS**

American Medical Response (Riverside, Hemet, and Desert Cities divisions)  
Cavalry Ambulance  
Cole-Schaefer Ambulance Service  
CRA Ambulance  
Desert Critical Care Transport  
Mission Ambulance  
Priority One Medical Transport  
Symons Ambulance

ADMINISTRATION: Policy Review Procedure

Policy: 1800

Date: 10/1/09

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### POLICY REVIEW PROCEDURE

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1. The policy review process is an advisory process to the EMS Agency for the formulation of prehospital care policies. Policy suggestions and/or draft policies are accepted from committees, system participants, individuals and/or interested parties.
2. The EMS Agency tracks all policies in the review process. The status of each policy under consideration will be available during the review process.
3. New Policies and/or Major Revisions to Existing Policies
  - 3.1 **Public Testimony** - Proposed new policies and major revisions to existing policies will be subject to public comment on a broad scale
    - 3.1.1 The EMS Agency will make copies of the proposed changes/new policy available to the appropriate system participants and/or interested parties for comments.
      - 3.1.1.1 Proposals that affect the EMS system as a whole will be sent out and/or posted on the Riverside County EMS Agency's website at [www.rivcoems.org](http://www.rivcoems.org) for review by all system participants.
      - 3.1.1.2 Proposals that apply to a limited group will only be sent to those who would be directly affected.
    - 3.1.2 Time will be allotted at the appropriate committee(s) meeting for public testimony and discussion by the committee(s) members. Specific recommendations may be made by the committee(s) regarding the policy.
    - 3.1.3 All comments will be reviewed by the EMS Agency Director and staff. Suggestions for additions or deletions will be taken into consideration. From these comments, a second draft proposal will be formulated.
  - 3.2 **Written Public Comment** - The second draft of the proposal will be subject to written comment.
    - 3.2.1 The second draft will be included on the agenda as an attachment for the next most appropriate Prehospital Medical Advisory Committee (PMAC) meeting.
      - 3.2.1.1 2nd drafts that affect the EMS system as a whole will be sent out and/or posted on the Riverside County EMS Agency's website at [www.rivcoems.org](http://www.rivcoems.org) for review by all system participants.
      - 3.2.1.2 2<sup>nd</sup> drafts that apply to a limited group will only be sent to those who would be directly affected.
    - 3.2.2 The period allowed for the return of comments will be *no less than 30* days.
    - 3.2.3 Comments should identify specific recommendations for change.
    - 3.2.4 Comments may be mailed, e-mailed, or faxed to the EMS Agency, but must be received no later than *5pm* on the deadline date.
    - 3.2.5 Responses from EMS Agency regarding the committee(s) recommendations will be distributed with the agenda for the subsequent appropriate committee(s) meeting.

**ADMINISTRATION: Policy Review Procedure**

**Policy: 1800**

**Date: 10/1/09**

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**POLICY REVIEW PROCEDURE**

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**3.3 Policy Finalization**

3.3.1 All policies will be prepared in final form by the EMS Agency. Public testimony, written comments, and committee recommendations will be taken into consideration by the EMS Agency during the finalization of the policy.

3.3.2 Finalized policies will either be held until the next EMS Policy Manual update, or, if necessary, distributed immediately.

**4. Minor Policy Changes**

Policy changes of a minor nature will be subject to the Public Testimony portion of review.

Minor changes include but are not limited to:

- changes in wording to clarify the objective
- changes in the listed order for clarity or better flow
- changes because the new/changed policy failed to comply with other current policies
- overlooked steps in a process
- changes to deal with unforeseen consequences

**5. Automatic Policy Changes**

Some policy changes will occur without any input from the public or specific committees.

Automatic changes include:

- changes required in order to comply with state and local law and/or regulation
- correction of typographical or formatting errors

6. After implementation of a new policy, it may be determined that changes are needed that were not initially foreseen in its development. Such necessary changes occurring within the first year of implementation will be subject to Public Testimony (only) prior to implementation.