

CENTRAL CALIFORNIA EMERGENCY MEDICAL SERVICES

Manual	Emergency Medical Services Administrative Policies and Procedures	Policy Number 011 Page 1 of 2
Subject	EMS Policy Implementation	
References		Effective 04/15/86

I. POLICY

The EMS Agency, a Division of the Fresno County Public Health Department, shall coordinate the development and implementation of medical control policies which oversee the delivery of emergency medical services within Fresno, Kings, Madera and Tulare County's EMS systems.

II. PROCEDURE

- A. The EMS Agency shall evaluate the need for, and coordinate the development and implementation of EMS policies. Policy development, revision, and implementation will usually be conducted according to the following schedule:

Prior To November 1	Draft Policy Development and Public Comment	Prior To July 1	Draft Policy Development and Public Comment
January 1	Policy Issuance	September 1	Policy Issuance
January	Inservice Education	September	Inservice Education
February 1	Policy Implementation	October 1	Policy Implementation

- B. There are instances when some policies may need to be modified at times during the year in order to address system needs and changes.
- C. Prior to the implementation of new EMS Policy, the EMS Agency shall develop a draft version of the policy which shall be circulated to all appropriate agencies, facilities, and committees for their review and comment. Normally, fifteen (15) or thirty (30) calendar days will be given for a review and comment period. If no major revisions are being made to the draft policy, the policy will be implemented. Draft policies will be made available on the EMS Agency website.
- D. In situations where it is determined by the EMS Agency that an EMS Policy be implemented on an emergency basis, the review and comment period may be modified or waived.

Approved by EMS Division Manager	Signatures on File at EMS Agency	Revision 05/02/2011
EMS Medical Director	Signatures on File at EMS Agency	

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- E. In situations where it is determined by the EMS Agency that a modification to an existing policy needs to be immediately implemented, on a temporary or permanent basis, the modification may be addressed through a "Special Memorandum". Each Special Memorandum will be assigned a sequential numeric identifier and will be sent by email to all provider agencies, hospitals and EMS committees. The memorandum will specify which county(s) it effects.
- F. Each policy shall contain an effective date, revision date (if applicable), and appropriate signatures.
- G. Each new or revised policy will be available and archived on the EMS Agency website.
- H. Each agency/facility prehospital liaison shall:
 - 1. if applicable, ensure that EMS Policy and Procedure manual(s) are maintained and are current; and
 - 2. ensure that all appropriate personnel/staff receives an orientation program of new and revised policies and procedures; and
 - 3. if required by the local EMS agency, obtain the signatures of each individual attending an orientation program on a document which signifies they have completed the orientation, and forward the original signature page(s) to the EMS Agency immediately following the training.
- I. EMS certified personnel who have not completed a required orientation program by the date prescribed by the EMS Agency may be classified as inactive until they complete the orientation program.
- J. The EMS Agency may, upon request, present an orientation for prehospital liaisons on a new or revised policy.
- K. The EMS Agency may provide mandatory inservices of newly implemented policy(s) for all appropriate personnel.
- L. Should any delay in orientation be anticipated, the agency/facility prehospital liaison shall contact the EMS Agency immediately.