

**CENTRAL CALIFORNIA**  
**EMERGENCY MEDICAL SERVICES**  
A Division of the Fresno County Department of Public Health

Manual	Emergency Medical Services Administrative Policies and Procedures	Policy Number 251
Subject	Prehospital Liaison Officer	Page 1 of 2
References	Division 2.5 of the Health and Safety Code	Effective 04/15/86

I. POLICY

Emergency Medical Services Provider Agencies shall designate a Prehospital Liaison Officer (PLO) who shall be responsible for coordinating to agency's interaction with the EMS System.

II. PROCEDURE

The Prehospital Liaison Officer is responsible for the following:

A. Quality Improvement and Records Maintenance

- Supervises and maintains medical quality improvement in the delivery of services by the EMS Provider Agency as defined by:
  - California State Statutes and regulations. Division 2.5 of the Health and Safety Code and rules, regulations, standards and guidelines promulgated thereunder.
  - Fresno/Kings/Madera/Tulare EMS policies and procedures.
- Monitors medical supply inventories as assigned to the provider agency adheres to policies, reports and resolves discrepancies to the appropriate authorities of the EMS Agency.
- Works with the Provider Agency's Medical Records Department to maintain a medically and legally proper system for documentation and storage of all prehospital care reports. The system shall include methods for evaluation of written documentation on prehospital care reports.

B. Education programs

- Works with the EMS Agency to schedule and coordinate educational experiences for prehospital personnel.
- Maintains accurate records on the level of prehospital activity and experience of the Provider Agency's ALS personnel (i.e. patient contacts).
- Maintains accurate attendance records of the Provider Agency's educational activities for EMS personnel and provides reports to the Health Services Agency as appropriate.

Approved By	Revision
EMS Division Manager <b>Daniel J. Lynch</b> (Signature on File at EMS Agency)	<b>04/19/2005</b>
EMS Medical Director <b>Jim Andrews, M.D.</b> (Signature on File at EMS Agency)	

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C. Interagency Communications

1. Coordinates communication between the Provider Agency and the EMS Agency.
2. Assists the EMS Agency and Provider Agency in policy and procedure development and implementation.
3. Serves as liaison between the Provider Agency and any other agency or entity concerned with medical quality improvement and policy.
4. Distributes pertinent memoranda to Provider Agency's personnel and maintains a current Health Services Agency EMS Administrative Policy and Procedure Manual.
5. Attends EMS meetings relating to quality control and prehospital care as necessary (ALS and BLS).
  - (a) Attends and is a member of the Emergency Medical Services Operations Committee (EMSOC).
  - (b) Coordinates and attends Multi-Casualty Incident reviews.

D. Evaluations and Certifications

1. Reviews written medical and certification records for completeness, accuracy and appropriateness.
  - (a) May assign a portion of these duties to appropriate Provider Agency Personnel (i.e. Field Training Officer).
  - (b) Audits Provider Agency records to assure compliance of EMS personnel certifications.
  - (c) Makes recommendations for the resolution of discrepancies.
2. Reports on the performance of the Provider Agency's prehospital care personnel to the Department of Health, which may include problem solving and coordination of remedial training.
3. Participates as an examiner on oral boards or skills testing.
4. Audits Field Training Officers performance evaluations of EMT-Paramedics.