

	08-0103	Field Policy Development
Nor-Cal EMS Policy & Procedure Manual	Administration	
Effective Date: 03/25/2020	Next Revision: 03/25/2022	
Approval: Jeffery Kepple, MD – MEDICAL DIRECTOR	SIGNATURE ON FILE	

## Authority

Health and Safety Code Division 2.5, California Code of Regulations, Title 22, Division 9

## Purpose

1. To provide a process that will ensure timely development of administrative and prehospital policies as patient care treatment modalities become available to prehospital care personnel. The procedures outline the steps to be taken in the development of a new policy or revision of an existing policy due to legislation, regulation or medical standard of practice changes.
2. **To provide a planned process that will ensure ongoing evaluation of administrative and prehospital policies and procedures.**

## Definition

All policies, procedures, protocols, skills competencies, etc., will be referred to as “policy” for the purpose of clarifying this procedure.

## BLS/ALS

### *Emergency Approval Process*

If Nor-Cal EMS is made aware of an essential policy or policy revision that is required to be in effect immediately, the Nor-Cal EMS Medical or Trauma Medical Director can implement the policy or its revision by signing an emergency approval form. The policy will then be reviewed during the upcoming biennial policy review cycle.

### *Original Or Revised Regulation Policy Development*

1. When a policy is proposed or legislation/regulation is revised, a photocopy of the information will be made immediately upon receipt and given to the Nor-Cal EMS clinical staff member who is responsible for that assignment.
2. The clinical staff member will notify the Trauma System Director of the need for establishing a new policy and communicate the specifics at that time. In response, the Trauma System Director will complete a Field Policy Tracking Tool, which will follow the policy through the appropriate regional committees for drafting, finalization and distribution of the policy.
3. The Nor-Cal EMS clinical staff member who is responsible for the assignment will develop the first draft.
4. The draft policy shall be distributed for review for accuracy and clarity by the remainder of the Nor-Cal EMS clinical staff.
5. The draft policy will be given to the Nor-Cal EMS Medical or Trauma Medical Director, who will review and give input or preliminary approval.
6. 15-day comments period: The policy is distributed to the appropriate committee(s) as necessary.
7. 15-day comments period: The policy is distributed to the Base Hospital Medical Director/PCC for review, as needed.
8. 30-day provider comment period: The manager or designee for each provider agency must compile and organize all comments from their personnel before submitting them to Nor-Cal EMS. Provider comments must be succinct, in writing, and submitted with replacement language within the pre-determined time period. Any deviation from the 30-day comment period due to extenuating circumstances, will be at the discretion of the Nor-Cal EMS Medical Director.
9. In response to any input received during the designated comment periods described above, the clinical staff member originating the policy will compile all comments submitted to Nor-Cal EMS and present them to the clinical staff for discussion. Necessary revisions will then be made with the Nor-Cal EMS’s Chief Executive Officer’s approval for administrative policies and the Medical and/or Trauma Medical Director’s approval for clinical policies.
10. The Nor-Cal EMS’s Chief Executive Officer will give final approval to the administrative policies and the Nor-Cal EMS Medical or Trauma Medical Director will give final approval to the clinical policies.

11. Any policy distributions within the region are to be signed off by the Nor-Cal EMS Trauma System Director. The tracking tool is to be utilized for this purpose.

***Biennial Policy Review Process***

1. Specific dates will be announced in memorandum form from Nor-Cal EMS by mid-January of every other year, beginning in 2001.
2. Regional Standard Policy Orientation and Review of Trauma Systems (SPORTS) sessions will be a part of agency requirements for re-certification/authorization in the Nor-Cal EMS region.
3. This ongoing process will include all contents of the BLS, ALS and Receiving Facility binders.
4. The provider hearing will be scheduled in consecutive sessions as set by Nor-Cal EMS.
5. Final policy decisions will be made the Nor-Cal EMS's Chief Executive Officer regarding administrative policies and the Nor-Cal EMS Medical or Trauma Medical Director regarding clinical policies per their discretion.

<b>BIENNIAL TIMETABLE:</b>	<b>DATE DUE:</b>
<b>Memorandum out for policy recommendations</b>	<b>Mid - JANUARY</b>
<b>Deadline for policy ideas:</b>	<b>MAY</b>
<b>Provider draft out:</b>	<b>JULY</b>
<b>Provider comments due back:</b>	<b>AUGUST</b>
<b>Provider Comment Session(s) at Nor-Cal EMS:</b>	<b>SEPTEMBER</b>
<b>Final policies sent out:</b>	<b>OCTOBER</b>
<b>Nor-Cal EMS Standard Policy Orientation and Review of Trauma Systems Session (SPORTS):</b>	<b>OCTOBER - DECEMBER</b>
<b>Policies implemented:</b>	<b>JANUARY 1<sup>ST</sup> of even years</b>