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|  | 3506                                  | Prehospital Provider Agency Unit Inspection |
| Nor-Cal EMS Policy & Procedure Manual  | Documentation and Quality Improvement |   |
| Effective Date: 10/29/2021   | Next Revision: 10/29/2024             |   |
| Approval: Jeffrey Kepple MD – MEDICAL DIRECTOR                                   | SIGNATURE ON FILE                     |   |

## Authority

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

## Purpose

To establish procedure for conducting annual and unannounced inspections that ensure prehospital EMS provider compliance with Nor-Cal EMS requirements (per agreement section 4.10 and 7).

## Policy

Nor-Cal EMS representatives will conduct inspections of all BLS/LALS/ALS transport and LALS/ALS non-transport EMS provider vehicles within the Nor-Cal EMS region. The inspections will occur as scheduled or any time without prior notice.

## Procedure

### Scheduled Unit Inspections

1. A Nor-Cal EMS representative will contact the EMS provider to schedule inspections.
2. The inspection will consist of a completed check of vehicle maintenance records, daily pre-trip safety inspection records, and all BLS/LALS/ALS required inventory per policy 3101 – Standard Drug and Equipment List including inspection of expiration dates on medications and supplies.
3. The Nor-Cal EMS representative will also examine the units' controlled substance medications/records, if applicable, for compliance with Nor-Cal EMS Policy.

### Unannounced Unit Inspections

1. When conducting an unannounced inspection, the Nor-Cal EMS representative will notify the supervisor/management of the provider agency the intent to conduct an inspection and provide adequate time for preparation.
2. The unit will remain in service during the inspection, unless a critical deficiency is noted.
3. In the event an emergency call comes in and it is necessary for the unit to respond, the inspection will discontinue.

### General Information

1. In the event the Nor-Cal EMS representative determines there is a deficiency with equipment or supplies, the representative may advise the supervisor of the unit that there is a deficiency with and give them the opportunity to immediately correct the deficiency. If the supervisor cannot correct the deficiency, and the Nor-Cal EMS representative feels the deficiency may compromise patient care or crew/unit safety, the unit will be removed from service until corrections are made.
2. The Nor-Cal EMS representative will complete an inspection report for every unit inspected.
  - a. The inspection report will indicate the type of inspection, and any deficiencies or issues identified.
  - b. Completed inspection reports will be maintained by Nor-Cal EMS, with a copy provided to the EMS prehospital provider upon request.
3. A copy of current certification/licensure records of personnel currently employed by the provider shall be provided to Nor-Cal EMS representatives when requested.