

Tuolumne County
Emergency Medical Services Agency

Title: Policy Development, Revision and Review

Medical Director Signature: on file

EMS Coordinator Signature: on file

EMS Policy No. 131.00

Creation Date: 10/30/1997

Revision Date: 5/22/13, 03/20/2023

Review Date: 02/2027

I) Purpose

To establish a process for the development, revision, and review of Tuolumne County Emergency Medical Services System policies and procedures.

II) Authority

Division 2.5, California Health and Safety Code, Section 1797.220

III) Definitions

"Policy or policies" refers to all Tuolumne County Emergency Medical Services Agency (TCEMSA) policies, procedures, protocols, and treatment guidelines.

IV) Policy

A) TCEMSA is responsible for developing, reviewing, and updating policies for the administration and operation of the EMS system. By state statute, TCEMSA Medical Director retains the final decision through his/her medical authority in matters pertaining to the planning, implementation, and evaluation of the EMS system, including all EMS policies. The TCEMSA shall follow the procedures outlined in this policy for public comment and approval of new or revised policies.

B) Formatting

- 1) Policies shall be written in a standard format adopted by TCEMSA.
- 2) All EMS System Policies adopted by TCEMSA shall bear the signatures of the TCEMSA Medical Director and the EMS Coordinator.
- 3) TCEMSA shall establish a creation date (effective date) and a review date for each policy. Review dates shall not be set for longer than four years from the creation date or the last revision date.
- 4) A copy of all EMS System Policies adopted by TCEMSA shall be available for review at the EMS Agency Office.
- 5) All EMS System Policies adopted by TCEMSA shall be made available electronically.

C) Development

- 1) All new EMS System Policies will be emailed to EMS System constituents and posted to the EMS Agency website for a forty-five (45) day public comment period.
 - (a) All comments received during the comment period will be reviewed by the TCEMSA Medical Director for either inclusion or exclusion in the policy.
- 2) Revisions
 - (a) Revisions to policies shall be clearly delineated using legislative format (i.e. *italics* and ~~strikeouts~~) during the revision process.
 - (b) All EMS System Policies will be emailed to EMS System constituents and posted to the EMS Agency website for a forty-five (45) day public comment period.
 - (c) All comments received during the comment period will be reviewed by the TCEMSA Medical Director for either inclusion or exclusion in the policy.
- 3) Policy Release without Public Comment

- (a) The TCEMSA Medical Director reserves the right to make minor revisions to policies without public comment for administrative continuity of the EMS System. Minor revisions include grammatical, format editing, and/or minor corrections of outdated information.
 - (b) TCEMSA may adopt policies as an emergency measure circumventing the normal policy development process, if the TCEMSA Medical Director, EMS Agency Coordinator and the Director of Health and Human Services Agency or their designee concur that the Emergency Policy must be instituted immediately to prevent or eliminate a potential threat to the public health and safety.
 - (i) Policies released under these circumstances shall be valid for ninety (90) days from the initial effective date. Within forty-five (45) days of the initial effective date, the policy shall be released for the public comment following the procedures in Section III.B.2.
- 4) Policy Distribution
- (a) TCEMSA is responsible for distribution of the final policy to EMS System stakeholders via email and posting to the TCEMSA website.
 - (b) All EMS System providers are responsible for:
 - (i) Distributing new or revised policies to employees prior to the implementation date and providing training on all relevant policies.
 - (ii) Making available an TCEMSA Policy Manual to employees (either paper or electronic versions).