



Tuolumne County Emergency Medical Services Agency  
EMS System Policies and Procedures

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<b>Policy:</b>	<b>Policy Revision Process</b>	<b>#132.00</b>
Medical Director:		Creation Date: 10-30-97
EMS Coordinator:		Revision Date: 05-22-13
		Review Date: 05-2018

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I. AUTHORITY

Division 2.5, California Health and Safety Code, Section 1797.220.

II. PURPOSE

The purpose of this policy is to establish a process for revising Tuolumne County EMS System policies and procedures.

III. POLICY

- A. Policies shall be written in a standard format adopted by the Tuolumne County EMS Agency.
- B. Revisions to policies shall be clearly delineated using legislative format (i.e. *italics* and ~~strikeouts~~) during the revision process.
- C. Possible revisions to any policy shall be submitted for review to affected EMS system participants and all Tuolumne County EMCC members at least 30 days prior to being submitted to the EMCC for review.
- D. All revisions to policies shall be submitted to the Tuolumne County EMCC for review prior to adoption.
- E. All EMS System Policies, including revised policies, adopted by the EMS agency shall bear the signatures of the EMS Agency Medical Director or Assistant Medical Director and the EMS Agency Coordinator.
- F. The EMS Agency shall establish a review date for each revised policy. Review dates shall not be set for longer than four years from the revision date. The date of the last policy revision shall be listed on the policy.
- G. A copy of all revised EMS System Policies adopted by the EMS Agency shall be available for review at the EMS Agency Office.
- H. All EMS System Policies revised by the EMS Agency shall be made available electronically.