MERCED COUNTY

Department of Public Health
Emergency Medical Services Agency

John Volanti, M.P.H.
Director of Public Health

James Andrews, M.D.
EMS Medical Director

260 E. 15th Street
Merced, CA 95340
(209) 381-1250
(209) 381-1259 Fax
www.co.merced.ca.us/health/ems

Equal Opportunity Employer

Policy #: 130.00
Effective Date: 07/1993
Revision Date: 10/2006
Review Date: 10/2008

This policy supersedes any other existing policy on this subject.

Subject: **POLICY DEVELOPMENT PROCESS**

Authority: California Health and Safety Code, Division 2.5, Section 1797.220

Purpose: To establish a mechanism for the development of EMS policies, procedures and guidelines, hereinafter referred to as policies.

Policy: The development of EMS policies shall be conducted as described in the following sections.

1. When a problem or issue is brought to the attention of the EMS Agency, the Agency shall address the issue in the following manner:

   A. Determine if the issue is an isolated event that is addressed by the Reportable Situations and Unusual Occurrences Policy or the Continuous Quality Improvement process, and effect resolution of the issue through the appropriate mechanism.

   B. Determine if the issue has demonstrated a pattern of recurrence, suggesting the need for the development of a policy to address said issue.

2. If the above steps reveal the need for policy development, the EMS Agency staff shall initiate the policy development, utilizing the following procedures:

   A. Policy development shall be consistent with the lines of authority as defined in the California Health and Safety Code, Division 2.5, and the California Code of Regulations, Title 22, Division 9.

   B. Policy language shall not be in conflict with existing statute or regulations, whether local, state, or federal.

3. EMS Agency Staff shall prepare a draft policy, and submit said draft to the EMS Policy and Procedure Sub-Committee for their thirty (30) day review.

4. At the conclusion of the thirty (30) day review period, the EMS Policy and Procedure Sub-Committee shall convene to review and amend said policy, as needed. The draft policy shall then be submitted to the Public Health and Agency Medical Director for their review and approval.

APPROVED: ON-FILE

John Volanti, MPH
Director of Public Health

James Andrews, MD
EMS Medical Director

5. If substantive change is made to the draft policy as a result of gaining approval of the Directors, the EMS agency shall post the revised draft policy on the Agency Web Site for a fifteen (15) day review, and email notification of said posting to the EMS Policy and Procedure Sub-Committee. If formal objection is submitted to the EMS Agency within this fifteen (15) day period, the EMS Agency shall submit the policy to the Emergency Medical Care Committee (EMCC) membership at their next scheduled meeting for discussion and recommendation. The EMS Agency shall incorporate appropriate changes, based on the EMCC recommendations, into the final policy and implement. The EMS Agency shall retain final authority on policy content.

6. If no substantive change is made to the policy as a result of gaining Director approval, the EMS Agency shall post a copy of the approved policy in the EMS Agency on-line policy manual at least thirty days prior to the implementation date.

7. In the event that the EMS Medical Director or the Director of Public Health feel that an imminent threat to the public health and safety exists, the EMS Agency may immediately implement an emergency policy. The duration of said emergency policy shall not exceed 180 days, pending submission of said policy through the development process as outlined in this policy.