



POLICY NO:	SYS 11
DATE ISSUED:	10/2016
DATE TO BE REVIEWED:	10/2018

EMS SYSTEM POLICY/PROCEDURE IMPLEMENTATION/REVIEW/DISSEMINATION

Purpose: To outline the process by which existing policies are reviewed/revised/retired and new policies are developed.

Authority: Health and Safety Code Division 2.5, Section 1797.204.

Policy: The EMS Agency develops policies and protocols for the EMS System. The EMS Agency consults with appropriate advisory committees to the EMS Medical Director and the EMS Director for the formulation of medical protocols, policies, and procedures. EMS policies are routinely reviewed on a two-year cycle. In addition, policies suggestions and /or new policies suggestions are accepted for review from committees, system participants and individuals working within the EMS system at any time during the cycle. The ultimate authority for all policies changes is the EMS Agency.

Policy Review Task Group:

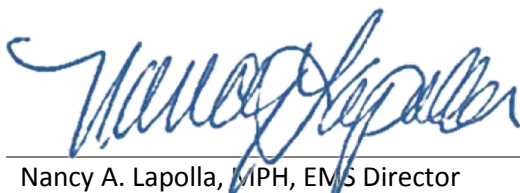
The policy review task group representatives are responsible for soliciting input from the agencies that they represent and for bringing this input to the committee, in order that EMS system providers have an opportunity to participate in crafting the policies that they operate under. EMS field operational policies will be the task group's primary focus. The Task Group will have two representatives from both Operations and Quality Leadership Committees in addition to EMS Agency representation. The Task Group will determine which policies meet the policy review procedure categories. The task Group will meet on an ad hoc schedule. Subject matter experts may be invited as needed.

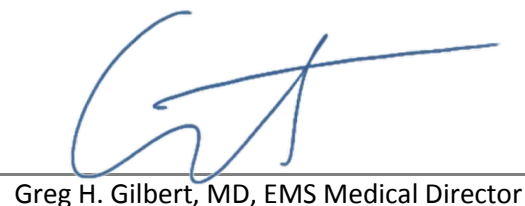
Procedure: The current cycle of policies for review will be announced at each regularly scheduled Committee meeting and most policies likely fit into the Delayed or Minor category

1) Immediate Category

Policies or procedures that must be implemented in a rapid fashion due to regulatory changes or are determined to be of immediate life hazard and be established and implement in less than 30 days.

APPROVED:



Nancy A. Lapolla, MPH, EMS Director

Greg H. Gilbert, MD, EMS Medical Director

2) Delayed Category

A policy or procedure that is moved to this category that needs to be developed/updated/ or implement in 30 days to six months.

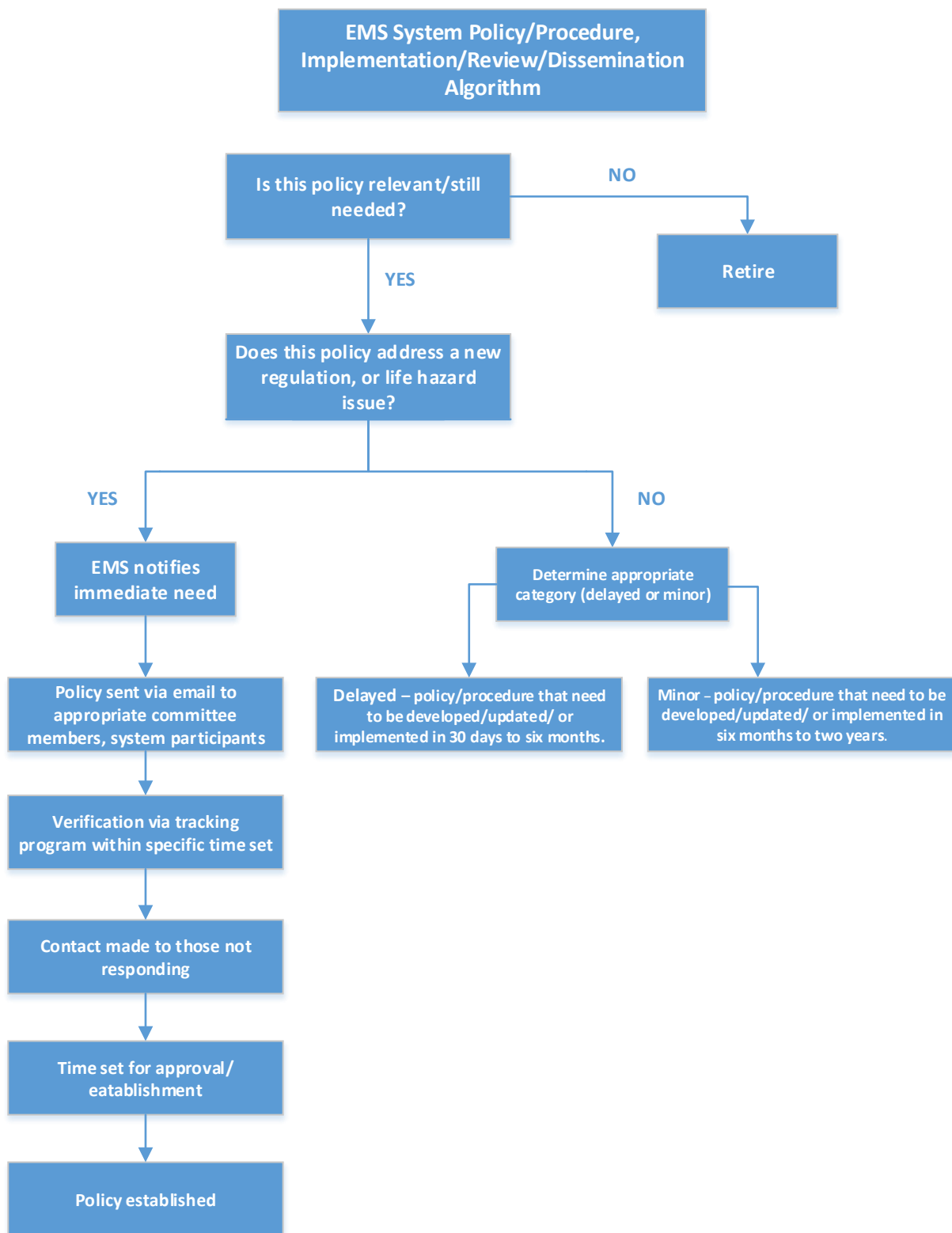
3) Minor Category

A policy or procedure that is moved to this category that needs to be developed/updated/ or implement in six months to two years.

4) Retired Category

This category is established for policies that may not be currently applicable.

Policy Review Comment Form: The purpose of the policy comment form is to provide a structure to receive public comments. It is anticipated that comments received will be reviewed by the work group and action will be based on consensus.



Policy/Protocol Title:

Draft Date:

**Draft 1
Comments**

**Draft 2
Comments**

**Draft 3
Comments**

**Draft 4
Comments**

**Draft 5
Comments**

		Draft 1 Comments	Draft 2 Comments	Draft 3 Comments	Draft 4 Comments	Draft 5 Comments
EMS Agency	Medical Director					
	Clinical Services Manager					
	Director					
	Injury Prevention/Trauma Coordinator					
	Performance Measurement Analyst					
South SF Fire	EMS Coordinator					
AMR	Medical Director					
	Area Director					
	Training Captain					
	Operations Manager					
	Clinical Manager					
JPA North	EMS Coordinator					
JPA Central	EMS Coordinator					
JPA South	EMS Coordinator					
Cal Fire/SMC Fire/Coastside Fire	EMS Coordinator					
Cal Fire/SMC Fire/Coastside Fire	EMS Coordinator					
Dignity Health Sequoia Hospital	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
Kaiser Permanente Foundation Hospital - Redwood City	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
Kaiser Permanente Foundation Hospital - SSF	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
Mills-Peninsula Health System	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
San Mateo Medical Center	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
Seton Medical Center	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
Stanford Health Care	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
Zuckerberg San Francisco General Hospital Trauma Center	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					