



**DISCIPLINARY REVIEW PROCEDURES FOR  
EMT-I CERTIFICATES, PARAMEDIC LICENSURE, AND PARAMEDIC  
ACCREDITATION**

APPROVED:   
\_\_\_\_\_  
EMS Medical Director

  
\_\_\_\_\_  
EMS Administrator

1. All disciplinary actions shall be performed in accordance with Division 2.5 of the health and Safety code and the California Code of Regulations (CCR) Title 22, Social Security, Division 9. Prehospital Emergency Medical Services, Chapter 6. These processes shall protect the due process rights of prehospital personnel in a manner consistent with Section 1798.200 of the Health and Safety Code. The disciplinary actions covered by these procedures include those related to:
  - 1.1 EMT-I certification
  - 1.2 Paramedic licensure
  - 1.3 Paramedic accreditation
  
2. EMT-I Certification/Recertification Review
  - 2.1 Criminal offender record information
    - 2.1.1 The San Mateo County EMS Agency will determine whether a candidate with a record of criminal activity should receive unrestricted certification, be denied certification, or have a certificate revoked.
  - 2.2 General provisions for action against certification
    - 2.2.1 Evaluation, investigations, and disciplinary actions shall be conducted in accordance with CCR, Title 22. Division 9, Chapter 6.
    - 2.2.2 The EMS Medical Director shall determine what disciplinary action, if any, relative to the EMT-I's certification shall be taken.
    - 2.2.3 If at any time during the review or investigation the Medical Director determines that the facts support placing a EMT-I certificate holder on probation or denying, suspending or revoking a certificate, the Medical Director may convene an investigative review panel (IRP) in

accordance with Section 100211 of Title 22 of the CCR. With respect to requests for discovery, motions to compel discovery, evidence and affidavits the San Mateo County EMS Agency shall follow the procedures provided in Sections 11507.6, 11507.7, 11513 and 11514 of the California Government Code with the exception of the portions of those Sections that refer to an administrative law judge. The responsibilities in these sections that are delegated to an Administrative Law Judge shall be performed by the IRP.

2.2.4 If the Medical Director does not convene an IRP prior to making a final decision to place the EMT-I on probation, or deny, suspend, or revoke a certificate, the EMT-I may submit a written request for an IRP within 15 calendar days from the written notification of the Medical Director's decision.

### 3. Paramedic Accreditation

3.1 The EMS Medical Director may suspend or revoke the accreditation of a paramedic who does not maintain current licensure.

3.2 The EMS Medical Director may suspend or revoke accreditation of a paramedic as part of the quality improvement program when the following conditions are met:

3.1.1 It is determined by the employer or the EMS Medical Director that a paramedic needs additional training, observation or testing, and

3.1.2 The employer and the EMS Medical Director create a specific and targeted program of remediation based upon the needs of the paramedic, and

3.1.3 The paramedic fails to successfully complete this targeted program of remediation.

3.1.4 If at any time during the review or investigation the Medical Director determines that the facts support revoking or suspending a paramedic's accreditation, the Medical Director may convene an investigative review panel (IRP) in accordance with Section 100211 of Title 22 of the CCR. With respect to requests for discovery, motions to compel discovery, evidence and affidavits the San Mateo County EMS Agency shall follow the procedures provided in Sections 11507.6, 11507.7, 11513 and 11514 of the California Government Code with the exception of the portions of those Sections that refer to an administrative law judge. The responsibilities in these sections that are delegated to an Administrative Law Judge shall be performed by the IRP.

3.1.5 If the Medical Director does not convene an IRP prior to making a final decision to revoke or suspend a paramedic's accreditation, the paramedic may submit a written request for an IRP within 15 calendar days of written notification of the Medical Director's decision.

4. Paramedic Licensure
  - 4.1 The Medical Director will conduct paramedic licensure investigations.
  - 4.2 The Medical Director may temporarily suspend a temporarily suspend a paramedic license in a manner consistent with Section 1798.200 of the Health and Safety Code.
  - 4.3 The Medical Director may recommend to the EMS Authority that it take disciplinary action on a paramedic's license. In this case, the Medical Director will notify the EMS Authority (EMSA).