



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

## EMS SYSTEM POLICY/PROTOCOL/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, protocols, and procedures 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 policies, protocols, and procedures. EMS policies are routinely reviewed on a two-year cycle. - Policy, protocol, and procedure recommendations and /or new policy suggestions are accepted for review from committees, system participants and individuals working within the EMS system at any time during the cycle. The EMS Agency has the ultimate authority for any new policies or changes to existing policies.

**Policy, Protocol, and Procedure Review Task Group:**

The policy, protocol, and procedure review Task Group (aka PPP) 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, protocols, and procedures they operate under. The PPP will have two representatives from both Operations and Quality Leadership Committees in addition to EMS Agency representation. The PPP will determine which policies, protocols, and procedures meet the review categories. The PPP will meet on an ad hoc schedule. Subject matter experts may be invited as needed.

**Procedure:** The current cycle of policies, protocols, and procedures 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, protocols, 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:

  
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Nancy A. Lapolla, MPH, EMS Director

  
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Greg H. Gilbert, MD, EMS Medical Director

2) Delayed Category

A policy, protocol, or procedure is moved to this category if needing to be developed/updated/or implement in 30 days to six months.

3) Minor Category

A policy, protocol, or procedure is moved to this category if needing to be developed/updated/ or implement in six months to two years.

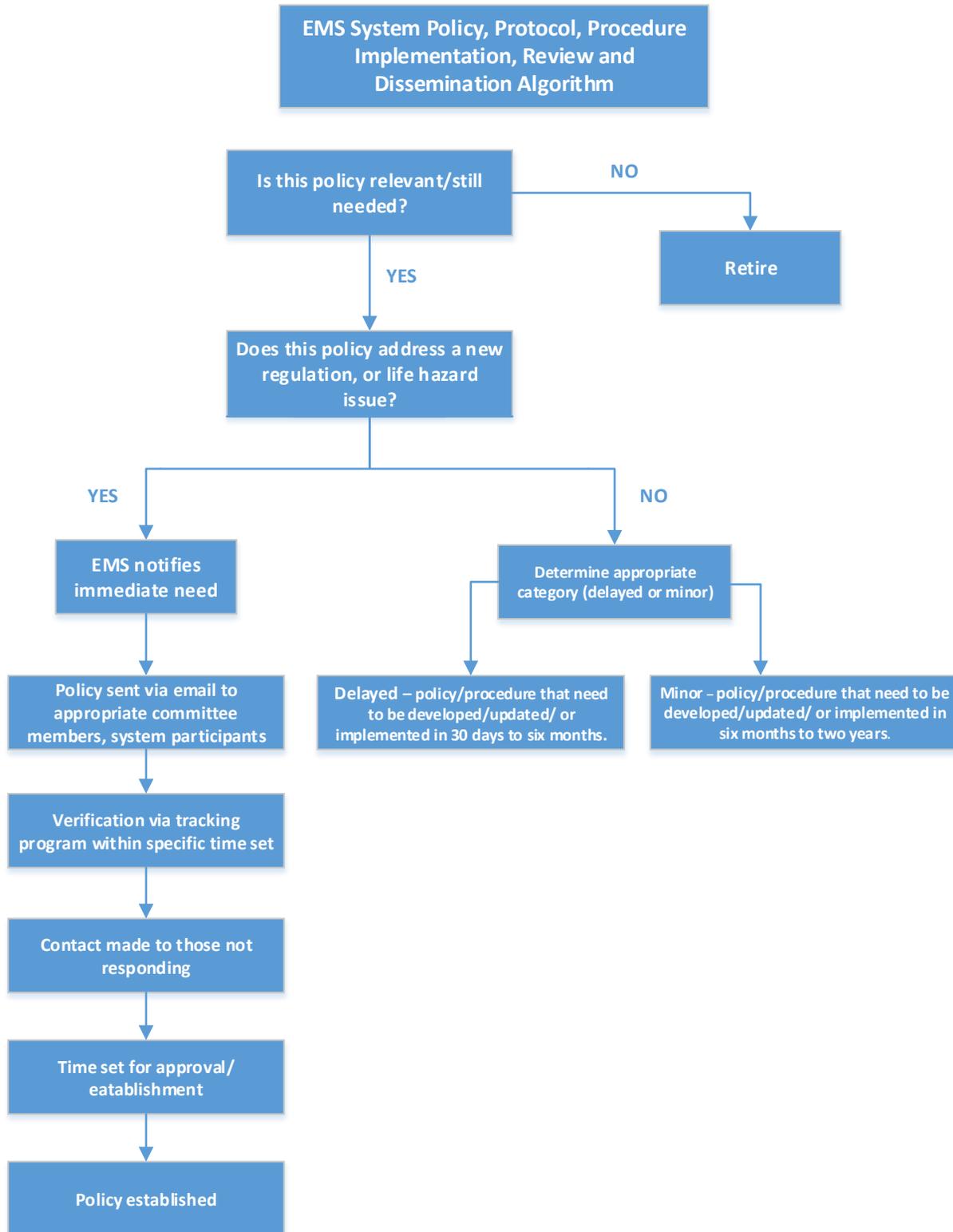
4) Retired Category

This category is established for policies, protocols, or procedures that may not be currently applicable.

**Policy, Protocol, and Procedure Review Comment Form: The purpose of this 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.**

**Dissemination:**

The PPP will provide dissemination strategy recommendations to the Local EMS agency (LEMSA) for all approved policies, protocols, and procedures.



**Policy/Protocol/Procedure**

**Title:**

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**Draft Date:**

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**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
<b>EMS Agency</b>	Medical Director					
	Clinical Services Manager					
	Director					
	Injury Prevention/Trauma Coordinator					
	Performance Measurement Analyst					
<b>South SF Fire</b>						
	EMS Chief					
<b>AMR</b>						
<b>AMR</b>	Medical Director					
	Regional Director					
	Clinical Supervisor					
	Operations Manager					
	Clinical Manager					
<b>JPA North</b>						
	JPA EMS Supervisor					
<b>JPA Central</b>						
	JPA EMS Supervisor					
<b>JPA South</b>						
	JPA EMS Supervisor					
<b>Cal Fire/SMC Fire/Coastside Fire</b>						
	JPA EMS Supervisor					
<b>Dignity Health Sequoia Hospital</b>						
<b>Dignity Health Sequoia Hospital</b>	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
<b>Kaiser Permanente Foundation Hospital - Redwood City</b>						
<b>Kaiser Permanente Foundation Hospital - Redwood City</b>	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
<b>Kaiser Permanente Foundation Hospital - SSF</b>						
<b>Kaiser Permanente Foundation Hospital - SSF</b>	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
<b>Mills-Peninsula Health System</b>						
<b>Mills-Peninsula Health System</b>	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
<b>San Mateo Medical Center</b>						
<b>San Mateo Medical Center</b>	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
<b>Seton Medical Center</b>						
<b>Seton Medical Center</b>	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
<b>Stanford Health Care</b>						
<b>Stanford Health Care</b>	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					
<b>Zuckerberg San Francisco General Hospital Trauma Center</b>						
<b>Zuckerberg San Francisco General Hospital Trauma Center</b>	ED Nurse Manager					
	ED Physician					
	Specialty Care RN					
	Specialty Care MD					