

TITLE: **POLICY DEVELOPMENT PROCESS**

APPROVED: _____
Executive Director

Medical Director

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EFFECTIVE DATE: 01-01-06
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PAGE 1 OF 2

POLICY DEVELOPMENT PROCESS

I. **AUTHORITY**

Division 2.5, Health and Safety Code, Section 1797.220

II. **PURPOSE**

The purpose of this policy is to provide a mechanism for policy development to include medical and operational policies and procedures, EMS system standards and guidelines.

III. **POLICY**

The development of EMS policies, procedures, standards and guidelines, hereafter referred to as policies, shall:

- A. Include a mechanism for the initiation of a draft document
- B. Provide a mechanism for review and input of the draft document by the Regional Advisory Committee and impacted groups
- C. Receive final approval of the Regional Board of Directors
- D. Allow for the development of emergency policies by the EMS Medical Director for the protection of the public health and safety

IV. **PROCEDURE**

A. **Format**

A standard policy format shall be maintained.

B. **Process**

- 1. An EMS Agency Staff member responsible for activity will draft policy. Policies distributed for pre-public comments should not be in MVEMSA final policy format (i.e. not contain the policy header, signature lines, etc.).
- 2. A standard form shall be attached to draft policy identifying the author, the process the policy draft must follow, and where it is in that process.
- 3. The author shall submit the draft policy to his/her supervisor.
- 4. Supervisor will proof and distribute to all staff for review, preferably 4-5 days in

advance of the next scheduled staff meeting.

5. All agency staff (including the EMS Agency Medical Director) will review and make written comments and submit at the following staff meeting where appropriate revisions will be made.
6. The revised draft policy will be mailed to RAC members, County EMCC Chairpersons, public health directors and impacted groups, as determined by the Executive Director, for a sixty (60) day comment period.
7. The policy author will review and draft one written response report addressing all written comments and make appropriate draft revisions.
8. The revised draft policy will be re-submitted to staff at the next staff meeting for final review, including establishing an Effective Date and addressing any training necessary prior to policy implementation.
9. The draft policy and the written response report addressing comments will be forwarded to the appropriate RAC subcommittee, as determined by the Executive Director, for their recommendations and/or approval. Only the comments that were previously received in writing may be addressed by a RAC subcommittee or at the general RAC meeting .
10. The policy will be forwarded to the RAC for recommendations, approval, or denial.
11. RAC recommendations shall be submitted in writing to the EMS Agency Executive Director and Medical Director for approval or denial. The Executive Director and Medical Director shall consider the RAC recommendations and take such action as they deem necessary.
12. Once the Executive Director and Medical Director approve or deny a policy, they shall submit their recommendation to the Board of Directors for final approval/denial. If denied by the RAC, minutes of the meeting in which this action occurred shall be provided to the Board of Directors.
13. Upon receipt of the Agency's recommendations, any Board member may present the policy to the full Board for approval/denial.
14. Approved policies shall be dispersed to all parties affected with an indicated implementation date.
15. A binder containing all current draft policies and where they are in the development process shall be maintained.

C. Emergency Policy Development

In the event that the Agency Medical Director feels there is an imminent threat to the public health and safety the policy may be implemented immediately for 120 days pending completion of items 6-12 in Section (B) above.