

TITLE: **POLICY REVISION PROCESS**

APPROVED: _____
Executive Director

Medical Director

CREATION DATE: _____ 12/11/91
EFFECTIVE DATE: _____ 01/01/06
SUPERSEDES: _____ 02/24/98
REVISED: _____ 12/2005
REVIEW DATE: _____ 12/2010
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POLICY REVISION 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 the revision of EMS policies, procedures, standards and guidelines.

III. POLICY

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

- A. Include a mechanism for review and input of the draft policy by the Regional Advisory Committee and, in the case where significant revisions are being made, review and input by impacted groups
- B. Receive final approval of the Regional Board of Directors

IV. PROCEDURE

A. Format

A standard policy format shall be maintained.

B. Process

1. An EMS Agency staff member responsible for activity will revise policy.
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 of the revision shall submit the revised 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 policy will be forwarded to the Regional Advisory Committee who shall determine if the revisions are significant enough to require public review and written comment prior to RAC review. If it is determined that public review is necessary, the policy will be treated as a new policy and shall follow the process outlined in Section IV, B, 6-13, of the Policy Development Process. If it is determined that the changes are not significant enough to require public review, the RAC shall review, further revise as needed, and either approve or deny approval of the revisions.
7. 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.
8. 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.
9. Upon receipt of the Agency's recommendations, any Board member may present the policy to the full Board for approval/denial.
10. Approved policies shall be dispersed to all parties affected with an indicated implementation date.
11. A binder containing all current draft policy revisions and where they are in the development process shall be maintained.

C. Emergency Policy Revision

In the event that the Agency Medical Director feels there is an imminent threat to the public health and safety a revised policy may be implemented immediately, for 120 days, pending completion of items 6-9 in Section (B) above.