

TITLE: **POLICY DEVELOPMENT PROCESS**

APPROVED: SIGNATURE ON FILE IN EMS OFFICE  
Executive Director

SIGNATURE ON FILE IN EMS OFFICE  
Medical Director

EFFECTIVE DATE: 7/01/2011

SUPERCEDES:

REVISED:

REVIEW DATE: 7/2016

PAGE 1 OF 2

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**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 coordinators for review, preferably 4-5 days in advance of the next scheduled staff meeting.

5. All agency coordinators (including the EMS Agency Medical Director) will review and make written comments and submit at the conclusion of 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 thirty (30) 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 coordinators at the conclusion of 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. If the Executive Director and Medical Director's recommendations are in conflict with RAC's recommendations, the Board of Directors will review to make final decision.
13. All policies approved by the Board of Directors shall be dispersed to all parties affected with an indicated implementation date.
14. All current draft policies that are in the development process shall be maintained by MVEMS Agency

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.