

APPROVED: SIGNATURE ON FILE IN EMS OFFICE
Executive Director

SIGNATURE ON FILE IN EMS OFFICE
Medical Director

EFFECTIVE DATE: 7/01/2011

SUPERSEDES:

REVISED:

REVIEW DATE: 7/2016

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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

- 1. 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 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 following coordinators meeting where appropriate revisions will be made.
6. All revised policies shall go out for 30-day review unless:
 - a. Minor revisions are made
 - b. RAC recommends draft policy to be re-directed to 30-day public review
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. If the Executive Director and Medical Director's recommendations are in conflict with RACs recommendations the Board of Directors will review to make final decision.
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. All current draft policy revisions that are in the development process shall be maintained by MVEMS Agency.

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.