DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES

SUBJECT: **PREHOSPITAL CARE POLICY DEVELOPMENT AND REVISION** (EMT, PARAMEDIC, MICN) REFERENCE NO. 202

PURPOSE: To establish procedures by which prehospital care policies are developed, revised and withdrawn.

AUTHORITIES:

Health & Safety Code 1797.220
California Code of Regulations, Sections 100144, 100147, 100167, 100169

POLICY:

I. Development of Prehospital Care Policies

A. New Policies

1. The process will be initiated by the EMS Agency following the steps outlined in this policy.

2. Suggestions for new policies or revisions will be considered from any interested agency or individual.

3. EMS Agency staff will develop a first draft with input from internal staff and appropriate external agencies and organizations.

4. A statement outlining the rationale for the policy development or revision and a list of agencies or groups involved in writing the first draft will be provided.

B. Policies with Minor Revisions

1. Prehospital care policies will be reviewed routinely and revised every three years or as needed.

2. If there are no substantive changes, the policy will be re-dated and re-signed.

C. Policies with Major Revisions

1. The EMS Agency Director and the EMS Commission (EMSC) Chairperson shall assign draft policy revisions or new policies to appropriate EMSC subcommittees for review and recommendations. Assignments will be based on application to the committee's mission statement.

2. Simultaneously, the policy will be submitted to other appropriate EMS advisory committees or interested groups for review and comment.

APPROVED: Director, EMS Agency — Medical Director, EMS Agency

3. In cases where recommendations are contradictory and/or issues are complex, policies may be returned to committee a second time for further review and comment.

4. EMS Agency staff will prepare a summary of comments received from the EMSC subcommittees or other advisory groups utilizing the Summary of Comments Form (Ref. No. 202.1). This summary, along with a final draft, will be forwarded to the EMSC for final review and recommendations.

5. Following endorsement by the EMSC, the newly developed or revised policy will be submitted to the EMS Agency Director and Medical Director for approval and signature.

D. Distribution of New Policies or Revised Policies with Substantive Changes

1. Once signed, a new or newly revised policy will be provided to the Prehospital Care Coordinator at each base hospital and the Paramedic Coordinator at each provider agency.

2. The policy will be posted on the EMS Agency website prior to its effective date.

II. Procedure to Withdraw an Outdated Policy

A. The EMS Agency will identify outdated policies during routine review every three years or as needed.

B. A policy may be withdrawn if the situation for which it was written has changed substantially or no longer exists.

C. If there is doubt about whether a policy is still applicable, it will be submitted to the advisory committee appropriate to the subject matter.

D. Outdated policies will be identified in the change notice or e-mailed with instructions to delete them from policy manuals. A list of withdrawn policies will be maintained on the EMS Agency's website.

E. Review of the EMS Agency's web site is continuous and policies will be removed or replaced as needed to maintain an updated policy manual.

CROSS REFERENCES:

Prehospital Care Policy Manual:
Ref. No. 202.1, **Summary of Comments Received Form**