DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES

SUBJECT: **EMT-I CERTIFICATION REVIEW PROCESS** REFERENCE NO. 216

PURPOSE: To establish policies and procedures for implementation of the State Emergency Medical Services Personnel Certification Review Process Guidelines.

LEGAL BASIS: California Code of Regulations, Title 22, Chapter 6, Section 100228 requires the County of Los Angeles EMS Agency to develop and adopt policies and procedures for local implementation of the Certification Review Process Guidelines. These policies and procedures effect action taken by the Medical Director of the County of Los Angeles EMS Agency (hereinafter "Medical Director") pursuant to California Health and Safety Code Section 1798.200.

POLICY:

The County of Los Angeles EMS Agency (hereinafter "EMS Agency") shall follow the provisions of the California Code of Regulations, Title 22, Division 9, Chapter 6. This policy/procedure shall apply when the following negative prehospital certification actions are taken by the Medical Director:

(1) Suspension of certification
(2) Revocation of certification
(3) Placing a certificate holder on probation
(4) Denial of certification
(5) Denial of renewal of certification

In order for the Medical Director to take prehospital certification action he/she must first determine that there exists an imminent threat to the public health and safety, as evidenced by the occurrence of any of the actions listed in California Health and Safety Code Section 1798.200. This determination will be based upon information/facts acquired through a two stage inquiry process. This inquiry process is composed of initial fact finding and a formal investigation. The EMS Agency shall assure that the due process rights of affected personnel are preserved and protected. This includes, but is not limited to, notification of allegations/formal investigation, legal or other counsel, Investigative Review Panel (IRP) and discovery of information being used by the Medical Director.

APPROVED:

Director, EMS Agency

Medical Director, EMS Agency

PROCEDURE:

I. The following are the steps involved in the certification review process.

Receipt of information on alleged violation of Section 1798.200 of the State of California Health and Safety Code
Initial fact finding
Review of fact finding information by the Medical Director
Decision by the Medical Director to open a formal investigation
County Counsel advisement, if indicated
Referral to other governmental agencies, if appropriate
Notification of formal investigation
Formal investigation
Referral to other governmental agencies if appropriate
Review of all information/facts by the Medical Director
Action or Investigative Review Panel (IRP)
Final action by the Medical Director
Notification of action
Notification to State EMS Authority

This procedure varies in cases of immediate suspension and California Code of Regulations, Title 22, Division 9, Chapter 6, Section 100213 shall be followed.

II. Investigative Review Panel (IRP)

The IRP shall consist of at least three (3) persons knowledgeable in the provision of prehospital emergency medical care and EMS system policies and procedures selected by the Director of the EMS Agency. One (1) member of the IRP shall be mutually agreed upon by the certificate holder and the medical director, if the certificate holder so requests. The IRP shall not include the medical director, any staff of the local EMS Agency, or anyone who submitted allegations against the certificate holder or was directly involved in any incident which is included in the investigation.

The purpose of the IRP is to allow a panel to hear and evaluate all of the information/evidence. The IRP shall provide the Medical Director with a written report of its findings and recommendations within fifteen (15) days of the hearing. The IRP shall be conducted as directed in the California Code of Regulations, Title 22, Division 9, Chapter 6 Process for EMT-I and EMT-II Certification Disciplinary Action

AUTHORITY:

California Health and Safety Code, Division 2.5, Sec. 1797.200, 1798, 1798.200, 1798.206
California Code of Regulations, Title 22, Division 9, Chapter 6,

CROSS REFERENCES:

Prehospital Care Policy Manual:

Ref. No. 201, **Medical Management of Prehospital Care**
Ref. No. 214, **Base Hospital and Provider Agency Reporting Responsibilities**
Ref. No. 220, **Denial of EMT-I Certification or Recertification**

Administrative Procedures Act, Government Code, Title 2, Division 3, Part 1, Effective July 1, 1997.