

POLICY: 131.00
TITLE: Policy Development Process

EFFECTIVE: 02/16/2024
REVIEW: 02/2028
SUPERCEDES: 131.00 (09/01/2015) and 132.00

APPROVAL SIGNATURES ON FILE IN EMS OFFICE

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POLICY DEVELOPMENT PROCESS

I. **AUTHORITY**

Health and Safety Code, Div. 2.5 §1797.220.

II **DEFINITIONS**

“Policy” or “policies” refers to all MCEMSA policies, procedures, EMS system standards, and treatment guidelines.

III **PURPOSE**

To provide a mechanism for policy development to include medical and operational policies and procedures, EMS system standards, and treatment guidelines.

IV. **POLICY**

A. MCEMSA is responsible for developing, reviewing, and updating policies for the administration of the EMS system. By state statute, the MCEMSA medical director retains authority in matters pertaining to the planning, implementation, and evaluation of the EMS system, including all EMS policies. The development, revision, and review of MCEMSA policies shall follow the procedure outlined in this policy:

1. Formatting and Distribution:

- a) Policies shall be written in a standard format adopted by MCEMSA.
- b) Policy revisions shall be clearly delineated using track changes (i.e. ~~strikeouts~~) during the revision process.
- c) All EMS System Policies adopted by MCEMSA shall bear the signatures of the MCEMSA Medical Director and the MCEMSA Executive Director.
- d) MCEMSA shall establish a creation date (effective date) and a review date for each policy. Review dates shall not be set for longer than four years from the creation date or the last revision date.
- e) A copy of all MCEMSA policies shall be available for review at the MCEMSA Office.
- f) All MCEMSA policies shall be made available electronically.

2. Development and Revision:

- a) May be initiated by a MCEMSA staff member or by the MCEMSA Medical Director.
 - b) The author shall submit the draft policy or policy revision to the Agency Executive Director and the MCEMSA Medical Director for review. Additional staff may review as requested by the Agency Executive Director and/or MCEMSA Medical Director.
 - c) Following staff review, the Agency Executive Director will post the draft policy or policy revision on the MCEMSA website for a 30-day public comment period and stakeholders will be informed promptly of the time-sensitive opportunity to review the new policy.
 - d) All public comment received during the comment period will be reviewed by the Agency Executive Director and MCEMSA Medical Director and either approve or deny recommendations in development of a final draft.
 - e) The final draft will be placed on the next scheduled MCEMSA JPA Board of Directors consent calendar for approval.
 - f) All policies and policy revisions approved by the MCEMSA JPA Board of Directors will be distributed to all affected parties with an implementation date.
 - g) All current draft policies and policy revisions in development shall be retained by MCEMSA.
3. Policy Revision Without Public Comment:
- a) The MCEMSA Medical Director reserves the right to make minor revisions to policies without public comment for administrative continuity of the EMS System. Minor revisions include grammatical, format editing, and/or minor corrections of outdated information.
4. Emergency Policy Development and Implementation:
- a) MCEMSA may adopt policies as an emergency measure circumventing the normal policy development process, if the MCEMSA Medical Director and MCEMSA Executive Director or their designee concur that the Emergency Policy must be instituted immediately to prevent or eliminate a potential threat to public health and safety.
 - b) Policies released under these circumstances shall be valid for ninety (90) days from the initial effective date. Within forty-five (45) days of the initial effective date, the policy shall be released for 30-day public comment following the procedures in Section IV.2.c-d.