

TITLE: POLICY REVISION PROCESS

APPROVED: SIGNATURE ON FILE IN EMS OFFICE
Executive Director

EFFECTIVE DATE: 9/1/2015
SUPERSEDES:

SIGNATURE ON FILE IN EMS OFFICE
Medical Director

REVIEW DATE: 9/2020

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POLICY REVISION PROCESS

I. AUTHORITY

Division 2.5, Health and Safety Code, Section 1797.220

II. PURPOSE

To provide a mechanism for the revision of EMS policies and procedures.

III. POLICY

The revision 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 Agency Executive Director;
- C. Receive final approval by the Mountain-Valley EMS Agency JPA Board of Directors; and
- D. Allow for the development of emergency policies by the Agency Executive Director or Medical Director for the protection of the public health and safety.

IV. PROCEDURE

A. Format

- 1. A standard policy format shall be maintained.

B. Process

- 1. An EMS Agency Staff member will be assigned by the EMS Agency Deputy Director to review and revise draft policy or draft policies, if needed.
- 2. The author shall submit the draft policy to the Agency Deputy Director after review.

3. The Agency Deputy Director will proof and distribute to the Executive Director for review, preferably 5 work days after received.
4. After Executive Director review, the Agency Deputy Director will send drafts to selected staff (including the EMS Agency Medical Director). Staff will review and make written comments then return the drafts to the Agency Deputy Director within 5 workdays.
5. The Agency's Executive Director and Deputy Director will meet within 14 business days to review draft policies and comments received from staff.
6. After the Agency's Executive Director's approval, the draft policies will be placed on the Agency's website for public review. A memo will be sent to all EMS stakeholders advising of the 30 day public review.
7. After the 30-day review/comment period the Agency's Executive Director and Deputy Director will meet to review the comments and either approve or deny recommended changes.
8. The draft policies will be placed on the next scheduled Mountain-Valley EMS Agency JPA Board of Directors consent calendar for approval.
9. All policies approved by the Mountain-Valley EMS Agency JPA Board of Directors shall be dispersed to all parties affected with an indicated implementation date.
10. All current draft policy revisions that are in the development process shall be maintained by Mountain-Valley EMS Agency.

C. Emergency Policy Revision

In the event that the Agency's Medical Director, with the concurrence of the Agency's Executive Director, believes there is an imminent threat to the public health and safety, the policy may be implemented immediately for 120 days. The Mountain-Valley EMS Agency JPA Board of Directors will approve/deny Emergency Policy after the 120 day implementation period.