

# Monterey County EMS System Policy



Policy Number: 1000  
Effective Date: 7/1/2016  
Review Date: 6/30/2019

## **POLICY AND PROCEDURE DEVELOPMENT PROCESS**

### **I. PURPOSE**

To define the Monterey County's Emergency Medical Services Agency (EMS Agency) development, public comment, and approval processes for policies and procedures, and patient treatment protocols.

### **II. POLICY**

The EMS Agency shall follow the procedures outlined in this policy when developing or revising, and implementing policies, procedures, and protocols. These procedures assure that all EMS Stakeholder have an opportunity to meaningfully review and provide comment into the policy before it is implemented, unless that policy is designated as an emergency policy or a minor change. Additional consensus building, review and comment measure may be incorporated into the policy development process, as determined necessary by the EMS Director. For brevity, the term "policy" is used to mean either policy or protocol in this policy.

### **III. PUBLIC COMMENT AND COMMITTEE REVIEW PROCESS**

A. The EMS Agency will incorporate the following actions into the public comment and committee review process for new or significantly revised policies. The EMS Agency may incorporate additional public comment and committee review processes beyond those defined here:

1. All new or significantly revised current policies are released via email and posted on the EMS Agency website for public review. Written comments are due at the EMS Agency by the date listed on the public comment notice and webpage. The EMS Agency allows a minimum of 21 days for public comment.
2. All comments received during the comment period will be reviewed by the EMS Agency for inclusion or exclusion in the policy. A summary of the comments received, their disposition, and final policy drafts will be reviewed at the next EMS advisory committee meeting following the close of the public comment period.
3. The new or revised policy draft will be discussed at one or more standing EMS advisory committees. The committee(s) shall discuss and vote on a recommendation to the EMS Director and EMS Medical Director to accept or reject the final draft version of the policy. The EMS Director and Medical

Director may accept or reject the committee's recommendation when determining the final policy content.

4. The EMS Agency will provide the Emergency Medical Care Committee with summary information about the new policies at the next regularly scheduled EMCC meeting.

#### **IV. POLICY RELEASE WITHOUT PUBLIC COMMENT**

- A. Notwithstanding any other section of this policy, the EMS Director and EMS Medical Director may release policies without public comment under the three following conditions:
  1. Minor Revisions to Policy - Minor revisions include grammatical, format editing, and/or minor corrections of outdated information that do not create training, financial or operational impact to EMS System stakeholders.
  2. Policy Changes Mandated by Law – Policies in conflict with superior laws, such as federal or state statutes or regulations, may be changed without public comment. Time permitting, the EMS Agency will endeavor to revise these policies through the standard public comment process.
  3. Policy Changes to Protect Public Health and Safety -- the EMS Director and EMS Medical Director may immediately and without prior notice implement a new or significantly revised EMS Agency policy to protect public health and safety. Policies released under these circumstances shall be effective as stipulated and valid for 90 days from the initial effective date. Within 60 days of the initial effective date, the policy shall be released for the public comment following the procedures in Section IV. The EMS Director and EMS Medical Director may extend a policy without public comment for one additional 90-day period, for a total of 180 days from the initial effective date. The EMS Agency will attempt to limit the use of this provision.

#### **V. POLICY DISTRIBUTION**

- A. The EMS Agency will endeavor to release new or substantially revised policies and procedures once annually, at least 90 days before the effective date of the policy.
- B. The EMS Agency may release minor policy revisions, such as grammatical, format editing, and/or minor corrections of outdated information that do not create training, financial or operational impact to EMS System stakeholders, outside of this annual policy cycle.
- C. The EMS Agency is responsible for distribution of the final policy to EMS System stakeholders via email and EMS Agency website posting.
- D. EMS system providers are responsible to:
  1. Distribute new or revised policies to employees prior to the policy implementation date
  2. Provide training on all relevant policies.

3. Making available an EMS Agency Policy Manual to employees (either paper or electronic versions).

## **VI. POLICY AUTHORIZATION**

All policies shall be approved the EMS Director and EMS Medical Director prior to distribution or becoming effective.

## **VII. AUTHORITY**

California Health and Safety Code, Section 1797 et seq.

California Code of Regulations, Title 22, Division 9

County of Monterey Code of Ordinances, Chapter 15.40.010, 15.40.030 et seq.

**END OF POLICY**