

EL DORADO COUNTY EMS AGENCY

PERSONNEL POLICIES

Effective: January 1, 2024

EMS Agency Medical Director

PARAMEDIC ACCREDITATION

AUTHORITY:

California Health and Safety Code, 1797.210, 1797.212, and 1797.214; and California Code of Regulations, Title 22, Section 100166.

PURPOSE:

The purpose of this policy is to outline the process whereby a State licensed Paramedic may obtain local accreditation through the El Dorado County EMS Agency (EDCEMSA).

POLICY:

1. Eligibility

In order to be eligible for initial accreditation in the County of El Dorado, the applicant must:

- a) Possess a current, valid California Paramedic license.
- b) Be at least 18 years of age.
- c) Be affiliated with an El Dorado County ALS provider, air medical provider or CAL-MAT.
- d) Not be precluded from accreditation to practice as a Paramedic for reasons defined in Section 1798.200 of the Health and Safety Code.

2. Initial Process

To initiate the accreditation process, the applicant shall:

- a) Apply for accreditation as a Paramedic by completing and submitting the EDCEMSA application form.
- b) Submit a valid photo I.D. (i.e., driver's license, military I.D., State I.D. card, etc.)
- c) Pay the established accreditation fee.
- d) Submit proof of affiliation with an El Dorado County ALS provider, air medical provider or CAL-MAT, specifying the Field Training Officer(s) (FTO) that will direct the accreditation process, where applicable¹.

Under the direction of the FTO, the applicant shall:

- e) Pass the El Dorado County EMS Policy/ Procedure/ Protocol Exam with a score of at least 80%.
- f) Submit proof of training on any Local Optional Scope of Practice (LOSOP) subjects active at the time of accreditation.
- g) Successfully complete, and submit proof of completion of an FTO facilitated, El Dorado County EMS orientation. This shall include, but not be limited to, the following:

¹ Section 2 (e – h) and Section 3 of this policy are not applicable to paramedics whose agency jurisdiction is not specific to a County Service Area (i.e. flight paramedics, CAL-MAT, etc). See ANNEX 1 for accreditation requirements specific to these providers.

- Orientation to El Dorado County EMS Policies and Procedures
- Orientation to El Dorado County EMS Protocols
- Orientation to El Dorado County MCI Plan
- Orientation to El Dorado County EMS radio communications
- Orientation to Base Stations and receiving hospitals.

h) Successfully complete a Field Evaluation (ANNEX 2) under the direct supervision of an FTO.

3. Provisional Accreditation

a) Upon satisfactory completion of items a – h, EDCEMSA will grant a 90-day Provisional Accreditation to the applicant.

b) During the provisional period:

1. The applicant may practice unsupervised as a Paramedic within the El Dorado County EMS system, including local optional scope of practice, according to their job description.
2. The applicant will meet with their respective Base Hospital Medical Director or their designee, to review the Field Evaluation and familiarize with Base Hospital expectations. The applicant is responsible for coordination and scheduling with the Base Hospital.
3. EDCEMSA will *subjectively* review the applicant's Field Evaluation and accompanying documentation. Any guidance associated with those findings will be communicated to the applicant and FTO at that time. The applicant is expected to comply with guidance received over the course of the provisional period.
4. No fewer than 30 days from the conclusion of the provisional period, the applicant will schedule an in-person meeting with the EMS Agency to *objectively* review their compliance with EDCEMSA performance measures and discuss Medical Director expectations.
5. Any meetings which are cut short due to conflicting obligations will need to be rescheduled and completed in their entirety, prior to issuance of full accreditation.

c) Based on the outcome of 3.b above, the EDCEMSA Medical Director may recommend either:

1. Issuance of Full Accreditation,
2. Extension of Provisional Accreditation, or,
3. Denial of Accreditation.

d) Any extension of the provisional period will be accompanied by specific objectives that the applicant will be expected to meet within the established timeframe.

e) EDCEMSA will cooperate with the applicant, as well as the Training Officers, FTOs and CQI points of contact of the employing provider agency, to address any resolvable issues that hinder full accreditation.

4. Full Accreditation

a) In principle, local accreditation shall be uninterrupted as long as the Paramedic maintains a valid State license, remains current on mandatory certifications, maintains the required number of continuous medical education hours and adheres EDCEMSA field policies, procedures and protocols.

b) The Paramedic shall attend all training sessions deemed 'Mandatory' by the EMS Medical Director, including but not limited to, Infrequently Used Skills training and any training specific to local optional scope.

5. Maintaining Active Accreditation

Upon renewal of State licensure, the paramedic shall:

- a) Submit a completed El Dorado County Paramedic accreditation application.
- b) Submit a copy of the renewed valid California Paramedic license.
- c) Submit a letter of continued affiliation with an El Dorado County ALS provider.
- d) Submit proof of having satisfied the minimum CE requirements, including any mandatory items as described in 4. b.
- e) No fee is required for maintaining continuous accreditation.

6. Re-accreditation

- a) In the event of a lapse in State licensure or failure to prove satisfaction of the minimum CE hour requirement, local accreditation will lapse.
- b) A paramedic seeking re-accreditation after a lapse of less than 1 year, where the lapse was not proximate to a performance matter, shall:
 - 1. Pay the established accreditation fee
 - 2. Submit a completed El Dorado County Paramedic accreditation application,
 - 3. Submit a copy of their valid California Paramedic license,
 - 4. Submit a letter of affiliation with an El Dorado County ALS provider.
- c) A paramedic seeking re-accreditation after a lapse of more than 1 year, or where a lapse of any duration was proximate to a performance matter, shall follow the accreditation procedure as a new applicant.
- d) The EDCEMSA Medical Director retains full authority to deny local re-accreditation at his/her discretion.

ANNEX 1

Flight Paramedics and CAL-MAT Paramedics

In addition to the requirements set forth in Section 2. (a-d) of the Paramedic Accreditation Policy, the following shall apply to paramedics whose agency jurisdiction is not specific to a County Service Area.

Flight Paramedics¹

The employing air-medical provider agency will submit proof that the applicant has completed the following:

- Flight Operations and Clinical Academy (45-50 hours),
- CAEMSA Unified Scope of Practice Proficiencies (and quiz),
- Orientation to referring and receiving hospitals in the service radius, including MICN contact,
- Orientation to established landing zones and local ground providers,
- Orientation to local EMS protocols, policies and procedures.

CAL-MAT² Paramedics

The California Emergency Medical Services Authority (EMSA) will submit:

- Endorsement of the EMSA Chief Medical Officer, verifying the candidate's qualifications for CAL-MAT service and EDCEMS accreditation, including, *but not limited to*:
 - a. *Current local accreditation by a California LEMSA, and,*
 - b. *employment/affiliation with an ALS provider operating in the jurisdiction of the accrediting LEMSA.*
- The CAL-MAT Paramedic candidate's signed attestation, acknowledging the requirements and limitations of the EDCEMS CAL-MAT accreditation, including adherence to applicable EDCEMS policies and procedures, and utilization of only basic scope of paramedic practice when activated or deployed.

¹ Includes paramedics employed by dedicated Critical Care or Special Category (CCT/SCT) air or ground transport providers.

² CAL-MATs are state-coordinated, rapid deployment teams of health care and support professionals, activated in catastrophic and other local emergency or potential emergency events under the authority of the California Emergency Medical Services Authority (EMSA) and in coordination with the Governor's Office of Emergency Services (OES).

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PERSONNEL POLICIES

Effective: January 1 2024

Scope: Paramedics, Field Training Officers

EMS Agency Medical Director

FIELD EVALUATION

AUTHORITY:

California Health and Safety Code, 1797.210, 1797.212, and 1797.214; and California Code of Regulations, Title 22, Section 100166.

PURPOSE:

Define the aim and conduct of the Field Evaluation as a component of either the initial Paramedic accreditation, or any post-accreditation process necessitating supervision of an ALS field provider by a Field Training Officer (FTO).

DEFINITION:

A period of supervised clinical operations wherein a Paramedic accreditation candidate or Paramedic under a Personnel Improvement Plan (PIP), operates according to local scope of practice while under the supervision of an El Dorado County EMS FTO.

POLICY:

- 1) The purpose of the Field Evaluation is to confirm that an accreditation candidate or Paramedic under a PIP, possesses the knowledge, judgement, practical skills, and decisiveness necessary to competently execute the role of Paramedic under El Dorado County EMS Agency (EDCEMSA) policies and protocols.
- 2) In principle, the Field Evaluation will take place over a 30 day period, but may be extended on the discretion of the Field Training Officer if they deem the volume and acuity of patient contacts in the initial 30 days insufficient to properly evaluate the candidate.
- 3) During the Field Evaluation, the FTO shall be responsible for:
 - a. Ensuring that the candidate's clinical actions adhere to EDCEMSA field policies, field procedures and protocols, and,
 - b. ensuring that all patient care documentation conforms to the EDCEMSA Documentation Policy and related directives.
- 4) From the breadth of patient contact across the Field Evaluation period, the FTO will identify patient care records from at least six and no more than ten ALS contacts* which, in the estimation of the FTO, demonstrate the fitness of the candidate for unsupervised provisional accreditation. Each of these ALS contacts will be evaluated by the FTO, who shall render a subjective assessment of the candidate's performance on the Field Evaluation Form.

*An ALS contact is a patient contact wherein two or more of the following skills were performed on one patient:

- starting an intravenous line, saline lock or I/O
- administration of an ALS medication
- placement of an advanced airway
- ETCO₂ monitoring
- defibrillation, cardioversion, or transcutaneous pacing
- cardiac monitoring

- continuous positive airway pressure CPAP
 - needle chest decompression
 - needle cricothyroidotomy
 - targeted temperature management
 - extracting a foreign body from the airway via direct laryngoscopy and Magill forceps
 - field delivery of a neonate
 - control of significant hemorrhage
- 5) Under normal circumstances, a Field Evaluation Form will be completed electronically. When completing the form, the FTO will capture:
- Name of the Candidate
 - Name of the FTO
 - FTO email address (*necessary to route the completed form back to the FTO*)
 - ALS Contact # (1-10)
 - PCR #
 - Date of Service
 - Procedures/Skills Demonstrated
 - FTO Observations
- 6) FTO observations are a crucial component of the accreditation process and shall be composed in manner that convincingly supports the recommendation for provisional accreditation. Submission of non-descriptive Field Evaluation Forms, or allowing the candidate to produce substandard patient care documentation, will impede the accreditation process and may be grounds for revocation of FTO status.
- 7) When the FTO is satisfied with the candidate's performance, and the 6-10 ALS contacts have been documented and submitted, the FTO will attest to the candidate's readiness on the concluding Field Evaluation form and affix his/her signature.
- 8) The Field Evaluation is considered complete upon issuance of provisional accreditation, however, the FTO may be called upon to facilitate any coaching or mentorship that may be required during the candidate's provisional period.
