

1004 Policy Development Process

I. PURPOSE

- A. To provide a mechanism for policy development including treatment guideline and administrative policies.

II. POLICY

- A. The development of EMS policies, procedures, standards and guidelines, hereafter referred to as policies, shall:
 - 1. Include a mechanism for the initiation of a draft document.
 - 2. Provide a mechanism for adequate internal staff review and input on draft document(s).
 - 3. Provide a mechanism for review and input of the draft document by the impacted external groups and EMCC members.
 - 4. Receive final approval from the EMS Administrator and Medical Director.
 - 5. Allow for the development of emergency policies/Special Memos by the EMS Medical Director for the immediate protection of the public health and safety.
- B. Format
 - 1. A standard policy format shall be maintained.
- C. Process
 - 1. Prehospital care policies will routinely be reviewed and revised as needed. This process will be initiated by the LEMSA following the steps outlined in this policy. Suggestions for new policies or revisions will be considered from any interested agency or individual.
 - 2. A LEMSA staff member will draft policy and submit to all staff for internal review. LEMSA staff will review and make comments and submit revised content.
 - 3. The draft policy and LEMSA public-comment form will be made available to County EMCC members and posted on the LEMSA website for stakeholder review for a sixty day (60) external comment period. Extension of the public comment period can occur as needed to ensure adequate participation.
 - 4. All public comment must be submitted with the LEMSA public-comment form per instructions provided in the public comment release.
 - 5. After the close of the external review period, the policy author will review and make appropriate revisions to the draft policy.
 - 6. The revised draft policy will be re-submitted to LEMSA staff for final review. If necessary, an internal or external workshop will be scheduled to discuss the proposed policy.
 - 7. Approved policies and public comment matrix shall be distributed to EMCC members and posted on the LEMSA website at least thirty (30) days prior to the effective date.
- D. EMS Special Memorandum
 - 1. The LEMSA medical director may issue EMS special memoranda to address immediate issues that require temporary or interim guidance. EMS special memoranda have the same authority as policy or treatment guidelines but are limited in duration to one (1) year. Interim guidance within special memoranda must be subject to formal policy development or revision to remain in effect as properly promulgated regulations.

E. Provider Policies

1. No EMS service provider shall develop or institute a patient care policy/protocol that conflicts with any LEMSA policy/protocol.

F. Hearing Process

1. Following final adoption of a policy or procedure any EMS system provider agency effected by the policy may request a hearing as provided in EMS Ordinance.