

## **POLICY #342: EMERGENCY MEDICAL TECHNICIAN PARAMEDIC REACCREDITATION**

### I. PURPOSE

- A. To establish criteria as defined by Title 22 of the California Code of Regulations (CCR), for the local reaccreditation of emergency medical technician paramedics (paramedics) in the County of San Luis Obispo (SLO).

### II. SCOPE

- A. This policy applies to all current California state licensed paramedics employed by approved County of SLO advanced life support (ALS) providers, wishing to provide ALS patient care in the County of SLO.

### III. DEFINITIONS

- Reinstatement: The process whereby a paramedic is restored to active accreditation during his/her current accreditation cycle following a leave of absence.

### IV. POLICY

- A. Changes in state paramedic regulations will supersede information in this policy upon codification.
- B. A current and valid California paramedic license and current and valid local accreditation are required to practice as a paramedic in the County of SLO.
- C. A paramedic with an expired license may not provide ALS or BLS patient care in the state of California.
- D. A paramedic with an expired accreditation may not provide ALS patient care in the County of SLO.
- E. Only paramedics with a current license in the state of California may represent themselves as a paramedic. Individuals not currently licensed as a paramedic and represent themselves as such may be subject to criminal penalties.
- F. An individual with an expired paramedic license must apply for license renewal through the state EMS Authority prior to applying for local accreditation.
- G. All information on the Emergency Medical Services Agency (EMS Agency) accreditation application is subject to verification. Candidates who supply information found to be fraudulent may be subject to disciplinary action for fraudulent procurement of accreditation as outlined in EMS Agency Policy #300: Investigation and Disciplinary Process.
- H. Candidates whose checks return for insufficient funds may be subject to disciplinary action as outlined in EMS Agency Policy #101: Fee Collection.

- I. If there is a change in employment status for any reason, resulting in an employee no longer acting in the capacity of paramedic for the employer for ninety (90) days or more, including employees on leave of absence, medical leave, workers comp leave, or leave for disciplinary reasons, the employer must send a written notification to the EMS Agency as soon as practical after the ninety (90) day period. If a paramedic is no longer employed, the employer must send a written notification to the EMS Agency within three (3) business days after separation of the employee.
- J. A paramedic's accreditation is considered lapsed when:
  1. They are not currently employed by a paramedic provider agency in the County of San Luis Obispo.
  2. The EMS Agency has received notification of change in job function, as outlined in section I above, from the employer, and the employee has not worked as an accredited paramedic for ninety (90) days.
  3. Failure to maintain a California paramedic license.
  4. Failure to meet the County of SLO reaccreditation requirements.
- K. Once accreditation has lapsed, the employer must submit a written request for employee reinstatement of accreditation to the EMS Agency. The written request shall include a plan for reinstatement including any training, skills evaluations, or FTO led observations that the employer deems necessary. The reinstatement plan will be reviewed and approved by the EMS Agency Medical Director. This section applies to all lapses in accreditation from ninety (90) days to one (1) year. Lapses in accreditation of one year or more will follow the guidelines listed in Section O of this policy.
- L. Lapsed reaccreditation requirements may be prorated for a period not to exceed 180 days. The prorated relief may include a reduction in the number of required advanced airway skills verifications and base station meetings. All remaining requirements of reaccreditation outlined in the reaccreditation procedures will remain in effect.
- M. The EMS Agency Medical Director will evaluate any candidate who fails to complete the field evaluation. The Medical Director will recommend further evaluation or training as required or take other license review action deemed necessary in accordance EMS Agency Policy #300: Investigation and Disciplinary Process.
- N. Accreditation lapse for failure to meet reaccreditation requirements, for reasons other than a change in employment, will result in suspension of accreditation until such time as the requirements have been met.
- O. All reaccreditation candidates returning to the County of SLO following an absence of one year or more must comply with the requirement for initial accreditation as outlined in EMS Agency Policy #341: Emergency Medical Technician Paramedic Accreditation.
- P. As a condition of continued accreditation, individuals must attend and pass all mandated trainings as required by the EMS Agency and meet all requirements listed under reaccreditation procedures.
- Q. Based on the continuous quality improvement process, the employer or EMS Agency Medical Director may determine that a Paramedic warrants additional training,

observation or testing. The employer, EMS Agency Medical Director or his/ her designee may create a specific and targeted program of remediation based upon the identified need of the Paramedic. If there is disagreement between the Paramedic, the employer and/or the EMS Agency Medical Director, the decision of the EMS Agency Medical Director will prevail.

- R. If the individual fails to complete this targeted program of remediation the EMS Agency Medical Director may suspend or revoke the accreditation for a minimum of one (1) year and up to two (2) years.
- S. Candidates must have sufficient time to reaccredit. The EMS Agency may require up to thirty (30) calendar days to process a complete application. If a request is made to expedite a completed application within 72 hours of the request, a rush fee will apply.
- T. It is the responsibility of the accredited paramedic to notify the EMS Agency within 7 days of any arrest or change in their eligibility status. Failure to report such actions may result in disciplinary action.
- U. The EMS Agency Medical Director must approve exceptions to any accreditation requirements.

#### V. PROCEDURE

- A. Candidates for paramedic reaccreditation in the County of SLO must demonstrate eligibility to the EMS Agency. Candidates must complete the EMS Agency Paramedic Application for County Accreditation – Attachment A and supply documentation establishing eligibility for reaccreditation as follows:
  - 1. Possess a current and valid paramedic license issued by the California EMS Authority.
  - 2. Provide evidence of certification as a Cardiopulmonary Resuscitation (CPR) Provider according to the standards for professional rescuers of the American Heart Association or other course approved by the EMS Agency Medical Director.
  - 3. Proof of completion of County of SLO EMS Update course from each year of the preceding two-year accreditation period.
  - 4. Proof of completion of two (2) Paramedic Skills Annual Verification Tracking Sheet - Attachment B. Low use / high risk skills shall be performed under the observation of a field training officer (FTO) or other EMS Agency approved evaluator, using the Skills Verification Checklists-Attachment D. Copies of the individual skills checklists shall be maintained by provider agencies for a period of not less than four (4) years.
  - 5. Proof of completion of a minimum of two (2) intubations every six (6) months for a total of eight (8) during the two-year accreditation period. The two (2) intubation requirements may be met through documentation of successful intubations during patient care, cadaver practice, or documentation of completing manikin intubations under the observation of a field training officer (FTO) or other EMS Agency approved evaluator.
    - a. For intubations attempted/completed during patient care, use the Advanced Airway Maneuver Form -Attachment C. One copy of the form shall be maintained

by the provider agency for a period of not less than four (4) years, and a copy shall be sent to the EMS Agency for data analysis.

b. For intubations completed through cadaver practice and mannikin testing, use the Adult Intubation Skills Verification Checklist, page 1-2 of Attachment D. Copies of the individual skills checklists shall be maintained by provider agencies for a period of not less than four (4) years.

6. A letter of employment from a County of SLO ALS provider indicating employment as a paramedic.
  7. Attendance at four (4) base hospital meetings in the preceding two-year accreditation period. The EMS Agency will review base hospital meeting attendance rosters for compliance.
- B. Reaccreditation will be for a maximum of two (2) years, or such time as specified in the current state regulations.
1. The effective date of reaccreditation will be the date the candidate meets all local requirements.
  2. The reaccreditation will expire on the same date as:
    - a. The paramedic license issued by the California EMS Authority, or
    - b. The paramedic is no longer employed by a County of SLO ALS provider, or
    - c. The paramedic does not meet accreditation requirements.

#### VI. AUTHORITY

- State of California Code of Regulations, Title 22, Division 9, Chapter 4
- California Health and Safety code, Division 2.5, Chapters 3, 4 and 7

#### VII. ATTACHMENTS

- A. Paramedic Application for County Accreditation
- B. Paramedic Skills Annual Verification Tracking Sheet
- C. Advanced Airway Maneuver Form
- D. Skills Verification Checklists