

POLICY # (224): EMT Optional Skills Approval

I. PURPOSE

- A.** To establish criteria for approval, including requirements and responsibilities, of Emergency Medical Services (EMS) Provider Agencies to adopt all or part(s) of the Emergency Medical Technician (EMT) Optional Skills, for their Agency's use in the County of San Luis Obispo (SLO).

II. SCOPE

- A.** This policy applies to SLO EMS Provider Agencies, fire departments and ambulance providers, that employ individuals as EMTs for emergency medical care in the SLO EMS system.

III. DEFINITIONS

- **EMS Provider Agency:** An agency or organization in SLO that is responsible for and approved to provide emergency medical care using certified/accredited EMTs and/or paramedics.
- **Emergency Medical Technician (EMT):** A person who has a current and valid EMT certification issued in California.
- **EMT Accreditation:** The local authorization of EMTs to use EMT Optional Skills by SLO Emergency Medical Services Agency (SLOEMSA). Refer to Policy #216 for complete EMT Accreditation process and requirements.
- **EMT Optional Skills:** Refers to skills listed in Title 22, California's Code of Regulations (CCR), as optional skills that require Medical Director policy and procedure for approval and EMT accreditation.

IV. POLICY

- A.** An EMS Provider Agency must apply to SLOEMSA and be approved prior to implementing training, competencies, and skill utilization on one or more EMT Optional Skills.
- B.** SLOEMSA will notify the applicant within twenty-one (21) business days of receiving the application of its decision to approve or deny the application.
- C.** SLOEMSA may revoke or suspend the EMS provider agency's EMT Optional Skills approval for failure to meet and maintain the requirements of this policy.
- D.** EMTs trained and verified to use any EMT Optional Skill must be accredited by SLOEMSA as outlined in Policy # 216, EMT Accreditation.
 - 1.** When an accredited EMT has started an EMT Optional Skill and an ALS unit arrives on scene prior to completing that skill, the EMT may continue the skill with the approval and under the direction of the arriving SLO accredited paramedic, if the continuation of the skill expedites necessary patient care.

2. An accredited EMT, while on duty with an approved provider, may perform Optional Skills for any patient at the request and under the direction of an on scene SLO accredited paramedic.
3. During a mutual aid response into another jurisdiction, an accredited EMT may utilize the EMT Optional Skills for which they are authorized for use by their EMS Provider Agency in SLO.

E. EMTs who fail to meet and/or maintain training, competency, and accreditation requirements may not utilize their EMS Provider Agency's approved EMT Optional Skills.

F. Ongoing training, continued competency verification, and accreditation for personnel must be completed and documented every two (2) years or more frequently as demonstrated by the EMS Provider Agency's EMS Quality Improvement Program (EMSQIP).

G. Any costs incurred while creating, implementing, and maintaining for the use of EMT Optional Skills will be the sole responsibility of the EMS provider agency.

H. Devices and supplies required for utilizing EMT Optional Skills will be maintained in accordance with drug manufacturer recommendations including, but not limited to expiration dates, storage, use, disposal, and temperature.

I. Primary instructor(s) must be a physician, registered nurse, physician assistant, or paramedic licensed in California.

1. Verification of primary instructor's eligibility is the responsibility of the EMS Provider Agency.
2. An accredited EMT authorized to EMT Optional Skill(s) may assist in demonstration of competency and training of those skills.

J. Training will include a written examination, instructor demonstration, and student demonstration of each skill, verifying competency.

1. Attachment B – EMT Optional Skills Training Requirements has specific training requirements outlined for each EMT Optional Skill.
2. The SLOEMSA Medical Director may require the use of specific training materials. If so, the materials will be provided along with the EMS Provider Agency's approval for EMT Optional Skill(s).

K. The approval of EMT Optional Skills will be valid for four (4) years from the approval date.

1. To maintain approval, reapply using the procedures listed below.
2. If EMT Optional Skills are no longer wanted or needed, submit a written notification to SLOEMSA.

L. SLOEMSA may audit all documentation and training records pertaining to the use of EMT Optional Skills.

- M. Patient care will be documented according to SLOEMSA Policy #124, Documentation of Prehospital Care.
- N. A non-refundable fee will be collected as part of the application and review requirements. An application whose check returns for insufficient funds may result in denial or suspension until fee is paid and will incur additional fees as outlined in SLOEMSA Policy #101, Fee Collection.
- O. Current CCR supersedes this policy.
- P. The SLOEMSA Medical Director must approve any exceptions to the requirements of this policy.

V. PROCEDURE

- A. The EMS Provider Agency requesting to implement EMT Optional Skills must submit a complete application to SLOEMSA, which includes the following:
 1. A letter of intent that describes the need and geographic area where one or more of the EMT Optional Skills will be utilized. The letter needs to be signed by a Chief Officer or Operations Director agreeing to abide by SLOEMSA policies, procedures, and all laws and regulations regarding EMT Optional Skills.
 2. Identify an EMT Optional Skills Liaison who will be responsible for the EMS Provider Agency's approval oversight.
 3. Identify primary instructor(s) and verify eligibility.
 4. A copy of all training materials, including presentations, handouts, written exams, and descriptions of skill demonstrations that verify competency in each skill.
 5. A description of the plans for initial and ongoing training and competency verification for authorized EMTs.
 6. A written procedure for ongoing EMSQIP activities specific to the use of EMT Optional Skills.
 7. Payment of fee.

VI. AUTHORITY

- Title 22, California Code of Regulations, Division 9.

VII. ATTACHMENTS

- A. EMT Optional Skills Application
- B. EMT Optional Skills Training Requirements

Approvals:

EMS Agency, Administrator	
EMS Agency, Medical Director	