

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 SLO.

III. DEFINITIONS

- Lapse in Accreditation: A period of time that a paramedic's accreditation is expired.
- Leave of Absence (LOA): A period of time when a paramedic is temporarily excused from work, while maintaining their employment status. This includes medical leave, worker's compensation leave, military leave, personal leave, or a leave for disciplinary reasons.
- Reinstatement: The process whereby a paramedic is restored to active accreditation following a lapse in accreditation.
- Return to Work: The process whereby a paramedic is approved to return to work following a LOA.

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 local accreditation are required to practice as a paramedic in SLO.
- C. A paramedic with an expired license may not provide ALS or basic life support (BLS) patient care in the State of California.
- D. A paramedic with an expired accreditation may not provide ALS patient care in 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 disciplinary action and criminal penalties.

- F. An individual with an expired paramedic license will be required to apply for license renewal through the State Emergency Medical Services (EMS) Authority prior to applying for local accreditation.
- G. Candidates for reaccreditation must apply to SLO Emergency Medical Services Agency (SLOEMSA) and if applicable, pay the non-refundable reaccreditation application fee.
- H. Candidates whose checks return for insufficient funds may be subject to disciplinary action as outlined in EMS Agency Policy #101: Fee Collection.
- I. Each ALS provider shall have a Paramedic Liaison that will be responsible for the coordination of the application and accreditation process for each of the ALS provider's paramedic employees.
- J. All information on the SLOEMSA 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 per Title 22 1798.200 (c)(1).
- K. If there is a change in employment function, resulting in an employee no longer acting in the capacity of paramedic, including employees on a LOA, the employer must send SLOEMSA a written notification of the change in function or LOA and expected return date, if known, after 60 days.
- L. If a paramedic is no longer employed, the employer must send a written notification to SLOEMSA within three (3) business days after separation of the employee.
- M. A paramedic's accreditation is considered expired or lapsed when:
 1. They are not currently employed by an ALS provider in SLO.
 2. Failure to maintain a California paramedic license.
 3. Failure to meet SLO reaccreditation requirements.
- N. Once accreditation has lapsed, or in the situation of an employee returning to work after a LOA, the employer must submit to SLOEMSA a written request for employee reinstatement of accreditation or return to work. The written request shall include a plan for any training, skills evaluations, or field training officer (FTO) led observations that the employer deems necessary. The plan will be reviewed and approved by the SLOEMSA Medical Director. This section applies to all LOAs and lapses in accreditation up to one (1) year.
- O. All reaccreditation candidates returning to SLO following a lapse or LOA of one year or more must comply with section N of this policy and complete all EMS Update Course materials that were covered during the lapse or LOA.
- P. Lapsed reaccreditation requirements due to LOAs may be prorated for a period not to exceed six (6) months. The prorated relief may include a reduction in the number of required advanced skills verifications and base station meetings and will be communicated with the Paramedic Liaison as part of the reinstatement and return to

work plan with the employer. All remaining requirements of reaccreditation outlined in the reaccreditation procedures will remain in effect.

- Q. If advanced skills verifications and base station meeting reaccreditation requirements are prorated upon initial or reaccreditation approval, the requirements that were communicated by SLOEMSA at the time of initial or reaccreditation approval will be due when applying for reaccreditation. All remaining requirements of reaccreditation outlined in the reaccreditation procedures will remain in effect.
- R. The SLOEMSA Medical Director will evaluate any candidate who fails to meet reaccreditation requirements. The SLOEMSA Medical Director will recommend further evaluation or training as required or take other license review action deemed necessary.
- S. Accreditation lapses 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.
- T. Based on the continuous quality improvement and assurance process, the employer or SLOEMSA Medical Director may determine that a paramedic needs additional training, observation, or testing. The employer, the SLOEMSA 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 SLOEMSA Medical Director, the decision of the SLOEMSA Medical Director will prevail.
- U. If the individual fails to complete this targeted program of remediation the SLOEMSA Medical Director may suspend or revoke the accreditation for a minimum of one (1) year and up to two (2) years.
- V. As a condition of continued accreditation, individuals must attend and pass all mandated training as required by SLOEMSA and meet all requirements listed under reaccreditation procedures.
- W. Candidates must have sufficient time to reaccredit. SLOEMSA may require up to thirty (30) calendar days to process a complete application. If a request is made to expedite a completed application within five (5) business days of the request, a rush fee will apply.
- X. Accredited paramedics must follow all laws, regulations, and local policies, procedures, and protocols. Failure to do so may result in disciplinary action.
- Y. It is the responsibility of the accredited paramedic to notify SLOEMSA within seven (7) days of any arrest or change in their eligibility status. Failure to report such actions may result in disciplinary action.
- Z. The SLOEMSA Medical Director must approve exceptions to any reaccreditation requirement.

V. PROCEDURE

- A. Candidates for paramedic reaccreditation must complete the SLOEMSA Paramedic Application for County Accreditation – Attachment A and supply documentation establishing eligibility for reaccreditation as follows:
 1. Current government-issued photo identification.
 2. Current and valid paramedic license issued by the California EMS Authority.
 3. Possess current certification as a Cardiopulmonary Resuscitation (CPR) Provider according to the American Heart Association guidelines for BLS Healthcare Providers or other course approved by the SLOEMSA Medical Director.
 4. Proof of completion of the SLOEMSA EMS Update course from each year of the preceding two (2) year accreditation period.
 5. Completion of two (2) Paramedic Skills Annual Verification Tracking Sheet- Attachment B. One (1) sheet of low use / high risk skills shall be completed every 12 months of accreditation, by being verified either in the field during patient care or under observation using the Skills Verification Checklists-Attachment C.
 - a. Skills competency verification shall be conducted and signed off by one of the following evaluators: San Luis Obispo County Field Training Officer (FTO) or agency approved designee, the service provider's medical director, and/or a base station designee.
 - b. One (1) adult and one (1) pediatric cardiac arrest management skill shall be verified every six (6) months for a total of four (4) each during the two (2) year accreditation period.
 - c. When possible, one (1) intubation skill should be verified every three (3) months, however two (2) intubations are required every six (6) months, for a total of eight (8) during the two (2) year accreditation period. Intubation requirements exclude supraglottic airway adjunct (SGA) use.
 6. A letter of employment from a SLO ALS provider indicating employment as a paramedic.
 7. Proof of attendance at four (4) base station meetings in the preceding two (2) year accreditation period.
 8. For all lapses in accreditation, pay the established local non-refundable accreditation fee.
- B. Reaccreditation will be for a maximum of two (2) years.
 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 as a paramedic by a SLO ALS provider, or
 - c. The paramedic does not meet accreditation requirements.

VI. AUTHORITY

- State of California Code of Regulations, Title 22
- California Health and Safety code, Division 2.5

VII. ATTACHMENTS

- A. Paramedic Application for County Accreditation
- B. Paramedic Skills Annual Verification Tracking Sheet
- C. Skills Verification Checklists

Approvals:

EMS Agency, Administrator	
EMS Agency, Medical Director	