



County of Santa Cruz

HEALTH SERVICES AGENCY

POST OFFICE BOX 962, 1080 EMELINE AVENUE SANTA CRUZ, CA 95061-0962

(831) 454-4120 FAX: (831) 454-4272 TDD: (831) 454-4123

EMERGENCY MEDICAL
SERVICES PROGRAM

Policy No. 3010
September 1, 2012

Emergency Medical Services Program

Approved

Medical Director

Subject: EMERGENCY MEDICAL TECHNICIAN PARAMEDIC – ACCREDITATION REQUIREMENTS

I. PURPOSE

To provide a process for a California State licensed paramedic to work and perform paramedic skills as established by Santa Cruz County EMS Policies and Procedures.

II. AUTHORITY

Title 22, Article 8, Sections 100165- 100166, Health and Safety Code Division 2.5 Section 1798.202

III. DEFINITION

“Accreditation” means authorization by Santa Cruz County EMS Agency to practice as a paramedic for a Santa Cruz County ALS provider under the Santa Cruz County policies and protocols.

IV. PROCEDURE

To be accredited an individual shall:

- A. Possess a current California paramedic license.
- B. Apply to Santa Cruz County EMS Agency for accreditation within 30 days of being hired by an agency in Santa Cruz County.
- C. Pay established accreditation fees if applicable.
- D. Successfully complete an orientation by Santa Cruz County EMS Agency, which shall include meetings with the EMS Agency Medical Director, the EMS Agency Administrator and the Paramedic Liaison Nurses from the Base Station hospitals.
- E. Successfully complete all phases of the County-approved paramedic accreditation program as outlined in the Santa Cruz County EMS Quality Improvement Plan.

F. Possess all certifications required by the Santa Cruz County EMS Quality Improvement Plan, as well as by the respective paramedic providers in the County.

Further:

G. The EMS Agency Medical Director shall evaluate any candidate who fails to successfully complete the field evaluation and may recommend further evaluation or training as required ensuring the paramedic is competent.

H. The EMS Agency shall notify the individual applying for accreditation of the decision whether or not to grant accreditation within thirty (30) calendar days of submission of a complete application.

I. Accreditation to practice shall be continuous as long as licensure is maintained and the paramedic continues to meet all requirements for updates in policy, procedure, protocol and optional scope of practice, and continues to meet requirements of the system-wide CQI program. To maintain continuous accreditation, current paramedic licensure information will be provided to the EMS Agency by the paramedic's employer. This must be provided to the EMS Agency prior to the new licensure period to maintain continuous accreditation. Failure to provide this information will result in loss of accreditation and ability to work as a paramedic in Santa Cruz County and the lapsed paramedic must re-apply for accreditation. It shall be the employer's responsibility to keep current paramedic accreditation cards on file.

J. The EMS Agency Medical Director may suspend or revoke accreditation if the paramedic does not maintain current licensure or meet accreditation requirements.

K. Should an accredited Santa Cruz County paramedic stop working in the County for a period exceeding 180 days, the paramedic provider will evaluate this paramedic's field competency utilizing County-approved evaluation guidelines and provider-approved field evaluators upon this paramedic's return to line duty. The paramedic will be evaluated for his/her general clinical competency and ability to correctly apply Santa Cruz County Protocols and Policies to safely manage patients. The length of this evaluation process will be determined by the provider and will be sufficient to validate this paramedic's BLS and ALS competencies prior to being released to independent duty.

L. In a declared disaster or declared emergency (local, state or federal), an "emergency accreditation" will be considered to permit California licensed paramedics to be granted an emergency accreditation to work as a paramedic in Santa Cruz County. This provision will be invoked at the discretion of the EMS Agency Medical Director and shall at a minimum consist of: notice to the EMS Agency, copy of current California paramedic license in good standing, brief orientation to the Santa Cruz County EMS policies and protocols by the provider. Accreditation under a declared disaster or emergency may be granted for not more than 60 days, after which time an emergency accreditation will expire unless the EMS Agency Medical Director extends the accreditation.

V. DISCIPLINE

A. Paramedic licensure actions (e.g. immediate suspension) shall be performed according to the provisions of Health and Safety Code 1798.202.

B. Notification to the EMS Authority shall be made in the manner prescribed by the EMS Authority. If the final action is a recommendation to the EMS Authority for disciplinary action of an Paramedic license, a summary explaining the actions of the Paramedic that pose a threat to the public health and safety pursuant to Section 1798.200 of the Health and Safety Code and all documentary evidence relative to the recommendation shall be forwarded to the EMS Authority.



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EMERGENCY MEDICAL
SERVICES PROGRAM

Policy No. 3020
Reviewed 01/07

Emergency Medical Services Program

Approved

Medical Director

Subject: **EMT CHALLENGE POLICY FOR OTHER LICENSED HEALTH PROVIDERS**

I. PHILOSOPHY

This policy is intended to provide a guideline for the licensed health provider who chooses to challenge the EMT exam.

EMS Medical Director, pursuant to California Code of Regulations (CCR) Title 22, section 100078(a) shall review all challenge requests with specific reference to training and clinical experience. Approval will be determined after this review.



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EMERGENCY MEDICAL
SERVICES PROGRAM

Policy No. 3030
Reviewed 07/07

Emergency Medical Services Program

Approved

Medical Director

Subject: EMERGENCY MEDICAL TECHNICIAN –PREHOSPITAL DISCIPLINARY
PROCESS

I. PURPOSE

To provide a process for prehospital disciplinary action.

II. AUTHORITY

Health and Safety Code, Division 2.5, Section 1798.200, California Code of Regulations, Title 22, Division 9, Sections 100207 – 100217, California Code of Regulations, Title 13, Section 1101, EMSA publication “*Recommended Guidelines for Disciplinary Orders and Conditions of Probation (July 10, 2002 edition)*,” California Government Code, Section 6254 and California Government Code, Title 2, Division 3, Chapter 5 Sections 11507.6, 11507.7, 11513 and 11514.

III. POLICY

The Santa Cruz County EMS Medical Director may, in accordance with California Code of Regulations, Title 22, Division 9, Sections 100207 - 100217, deny suspend or revoke any EMT-1 or EMT-II certificate issued under this division, or may place any EMT-1 or EMT-II certificate holder on probation.

The Santa Cruz County EMS Medical Director may, after consultation with the employer, temporarily suspend, prior to hearing, any EMT-P license upon a determination that:

1. the licensee has engaged in acts or omissions that constitute grounds for revocation of the EMT-P license as listed above for EMT-1 or EMT-II;
2. permitting the licensee to continue to engage in the licensed activity, or permitting the licensee to continue in the licensed activity without restriction, would present an imminent threat to the public health or safety.

IV. PROCEDURE

The Santa Cruz County EMS Medical Director may, in accordance with Health and Safety Code, Division 2.5, Section 1798.200 and California Code of Regulations, Title 13, Section 1101, take disciplinary action as stated in above policy upon the finding of any of the following actions:

- (1) Fraud in the procurement of any certificate or license under this division.
- (2) Gross negligence.
- (3) Repeated negligent acts.
- (4) Incompetence.
- (5) The commission of any fraudulent, dishonest, or corrupt act which is substantially related to the qualifications, functions, and duties of prehospital personnel.
- (6) Conviction of any crime which is substantially related to the qualifications, functions, and duties of prehospital personnel. The record of conviction or certified copy of the record shall be conclusive evidence of the conviction.
- (7) Violating or attempting to violate directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate, any provision of this division or the regulations adopted by the authority pertaining to prehospital personnel.
- (8) Violating or attempting to violate any federal or state statute or regulation which regulates narcotics, dangerous drugs, or controlled substances.
- (9) Addiction to or the excessive use of, or the misuse of, alcoholic beverages, narcotics, dangerous drugs, or controlled substances.
- (10) Functioning outside the supervision of medical control in the field care system operating at the local level, except as authorized by any other license or certification.
- (11) Demonstration of irrational behavior or occurrence of a physical disability to the extent that a reasonable and prudent person would have reasonable cause to believe that the ability to perform the duties normally expected may be impaired.
- (12) Unprofessional conduct exhibited by any of the following:
 - (a). The mistreatment or physical abuse of any patient resulting from force in excess of what a reasonable and prudent person trained and acting in a similar capacity while engaged in the performance of his or her duties would use if confronted with a similar circumstance. Nothing in this section shall be deemed to prohibit a First Responder, EMT-I, EMT-II, or EMT-P from assisting a peace officer, or a peace officer who is acting in the dual capacity of peace officer and EMT-I, EMT-II, or EMT-P, from using that force that is reasonably necessary to effect a lawful arrest or detention.

- (b). The failure to maintain confidentiality of patient medical information, except as disclosure is otherwise permitted or required by law in Sections 56 to 56.6, inclusive, of the Civil Code.
- (c). The commission of any sexually related offense specified under Section 290 of the Penal Code.

Specific cases where certification denial is strongly indicated:

- (1) The applicant is required under Section 290 of the Penal Code to register as a sex offender for any offense involving force, duress, threat, or intimidation.
- (2) The applicant has been convicted of murder, attempted murder or murder for hire.
- (3) The applicant has been convicted of two or more felonies.
- (4) The applicant is on parole or probation for any felony.
- (5) The applicant has been convicted and released from incarceration during the proceeding fifteen years for the crime of manslaughter or involuntary manslaughter.
- (6) The applicant has been convicted and released from incarceration during the preceding ten years for any offense punishable as a felony.
- (7) The applicant has been convicted of two misdemeanors within the preceding five years relating to the use, sale, possession or transportation of narcotics or dangerous drugs.
- (8) The applicant has been convicted of two misdemeanors within the preceding five years for any offense relating to force, violence, threat or intimidation.
- (9) The applicant has been convicted within the preceding five years of any theft related misdemeanor.
- (10) The applicant has committed any act involving moral turpitude including fraud or intentional dishonesty for personal gain within the preceding seven years.

The Santa Cruz County EMS Medical Director will send a recommendation to the State EMS Authority for further investigation or discipline of the license holder, and shall include all documentary evidence collected by the Medical Director in evaluating whether or not to make that recommendation. The recommendation and accompanying evidence shall be deemed in the nature of an investigative communication and be protected by California Government Code, Section 6254.

The Santa Cruz County EMS Medical Director may take disciplinary action against a certificate holder for which any of the following is true:

- 1. The certificate was issued by Santa Cruz County EMS Agency, or;
- 2. The certificate holder utilized or has utilized the certificate or the skills authorized by the certificate, including certificates issued by public safety agencies within the jurisdiction of the Santa Cruz County EMS Medical Director.

For the action against a multiple certificate holder, the Medical Director shall determine, according to the circumstances of the case and the nature of the threat to the public health and safety, whether the action shall apply to one certificate or multiple certificates.

If the Santa Cruz County EMS Medical Director takes any disciplinary action which affects a certificate, the Medical Director shall notify the State EMS Authority of the finding of the investigation and the disciplinary action taken using Form EMSA-CRI.

V. EVALUATION AND INVESTIGATION

The Santa Cruz County EMS Medical Director shall evaluate information received from a credible source, including information obtained from an application, medical audit or complaint, alleging or indicating the possibility of a threat to the public health and safety by the action of an applicant for, or holder of, a certificate issued pursuant to Health and Safety Code Division 2.5.

If the Santa Cruz County EMS Medical Director determines, following evaluation of the information, that further inquiry into the situation is necessary or that disciplinary action is warranted, the Medical Director may conduct an investigation of the allegations. This investigation may use an Investigative Review Panel (IRP) as defined in California Code of Regulations, Title 22, Division 9, Chapter 6, Article 3, and Section 100211.

To insure that the investigative procedure provides individuals due process of law, the following procedures shall also apply:

Per Government Code, Title 2, Division 3, Chapter 5 Section 11507.6 (Request for Discovery): After initiation of a proceeding in which a respondent or other party is entitled to a hearing on the merits, a party, upon written request made to another party, prior to the hearing and within 30 days after service by the agency of the initial pleading or within 15 days after the service of an additional pleading, is entitled to (1) obtain the names and addresses of witnesses to the extent known to the other party, including, but not limited to, those intended to be called to testify at the hearing, and (2) inspect and make a copy of any of the following in the possession or custody or under the control of the other party:

- (a) A statement of a person, other than the respondent, named in the initial administrative pleading, or in any additional pleading, when it is claimed that the act or omission of the respondent as to this person is the basis for the administrative proceeding;
- (b) A statement pertaining to the subject matter of the proceeding made by any party to another party or person;
- (c) Statements of witnesses then proposed to be called by the party and of other persons having personal knowledge of the acts, omissions or events which are the basis for the proceeding, not included in (a) or (b) above;
- (d) All writings, including, but not limited to, reports of mental, physical and blood examinations and things which the party then proposes to offer in evidence;
- (e) Any other writing or thing which is relevant and which would be admissible in evidence;
- (f) Investigative reports made by or on behalf of the agency or other party pertaining to the subject matter of the proceeding, to the extent that these reports (1) contain the names and addresses of witnesses or of persons having personal knowledge of the acts, omissions or

events which are the basis for the proceeding, or (2) reflect matters perceived by the investigator in the course of his or her investigation, or (3) contain or include by attachment any statement or writing described in (a) to (e), inclusive, or summary thereof.

For the purpose of this section, "statements" include written statements by the person signed or otherwise authenticated by him or her, stenographic, mechanical, electrical or other recordings, or transcripts thereof, of oral statements by the person, and written reports or summaries of these oral statements.

Nothing in this section shall authorize the inspection or copying of any writing or thing which is privileged from disclosure by law or otherwise made confidential or protected as the attorney's work product.

Per Government Code, Title 2, Division 3, Chapter 5 Section 11507.7 (Petition to Compel Discovery: Order):

- (a) Any party claiming the party's request for discovery pursuant to Section 11507.6 has not been complied with may serve and file with the administrative law judge a motion to compel discovery, naming as respondent the party refusing or failing to comply with Section 11507.6. The motion shall state facts showing the respondent party failed or refused to comply with Section 11507.6, a description of the matters sought to be discovered, the reason or reasons why the matter is discoverable under that section, that a reasonable and good faith attempt to contact the respondent for an informal resolution of the issue has been made, and the ground or grounds of respondent's refusal so far as known to the moving party.
- (b) The motion shall be served upon respondent party and filed within 15 days after the respondent party first evidenced failure or refusal to comply with Section 11507.6 or within 30 days after request was made and the party has failed to reply to the request, or within another time provided by stipulation, whichever period is longer.
- (c) The hearing on the motion to compel discovery shall be held within 15 days after the motion is made, or a later time that the administrative law judge may on the judge's own motion for good cause determine. The respondent party shall have the right to serve and file a written answer or other response to the motion before or at the time of the hearing.
- (d) Where the matter sought to be discovered is under the custody or control of the respondent party and the respondent party asserts that the matter is not a discoverable matter under the provisions of Section 11507.6, or is privileged against disclosure under those provisions, the administrative law judge may order lodged with it matters provided in subdivision (b) of Section 915 of the Evidence Code and examine the matters in accordance with its provisions.
- (e) The administrative law judge shall decide the case on the matters examined in camera, the papers filed by the parties, and such oral argument and additional evidence as the administrative law judge may allow.
- (f) Unless otherwise stipulated by the parties, the administrative law judge shall no later than 15 days after the hearing make its order denying or granting the motion. The order shall be in writing setting forth the matters the moving party is entitled to discover under Section 11507.6. A copy of the order shall forthwith be served by mail by the administrative law judge upon the parties. Where the order grants the motion in whole or in part, the order shall not become effective until 10 days after the date the order is served. Where the order denies relief to the moving party, the order shall be effective on the date it is served.

Per Government Code, Title 2, Division 3, Chapter 5 Section 11513 (Evidence):

- (a) Oral evidence shall be taken only on oath or affirmation.
- (b) Each party shall have these rights: to call and examine witnesses, to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issues even though that matter was not covered in the direct examination; to impeach any witness regardless of which party first called him or her to testify; and to rebut the evidence against him or her. If respondent does not testify in his or her own behalf he or she may be called and examined as if under cross-examination.
- (c) The hearing need not be conducted according to technical rules relating to evidence and witnesses, except as hereinafter provided. Any relevant evidence shall be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule which might make improper the admission of the evidence over objection in civil actions.
- (d) Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but over timely objection shall not be sufficient in itself to support a finding unless it would be admissible over objection in civil actions. An objection is timely if made before submission of the case or on reconsideration.
- (e) The rules of privilege shall be effective to the extent that they are otherwise required by statute to be recognized at the hearing.
- (f) The presiding officer has discretion to exclude evidence if its probative value is substantially outweighed by the probability that its admission will necessitate undue consumption of time.

Per Government Code, Title 2, Division 3, Chapter 5 Section 11514 (Affidavits):

- (a) At any time 10 or more days prior to a hearing or a continued hearing, any party may mail or deliver to the opposing party a copy of any affidavit which he proposes to introduce in evidence, together with a notice as provided in subdivision (b). Unless the opposing party, within seven days after such mailing or delivery, mails or delivers to the proponent a request to cross-examine an affiant, his right to cross-examine such affiant is waived and the affidavit, if introduced in evidence, shall be given the same effect as if the affiant had testified orally. If an opportunity to cross-examine an affiant is not afforded after request therefore is made as herein provided, the affidavit may be introduced in evidence, but shall be given only the same effect as other hearsay evidence.
- (b) The notice referred to in subdivision (a) shall be substantially in the following form:
The accompanying affidavit of (here insert name of affiant) will be introduced as evidence at the hearing in (here insert title of proceeding). (Here insert name of affiant) will not be called to testify orally and you will not be entitled to question him unless you notify (here insert name of proponent or his attorney) at (here insert address) that you wish to cross-examine him. To be effective your request must be mailed or delivered to (here insert name of proponent or his attorney) on or before (here insert a date seven days after the date of mailing or delivering the affidavit to the opposing party).

VI. DETERMINATION AND NOTIFICATION OF ACTION

Determination and notification of action will follow regulation as defined in California Code of Regulations, Title 22, Division 9, Chapter 6, Article 3, Sections 100212 – 100217. In addition, the EMS Agency will use the most current version of the EMS Authority’s publication “*Recommended Guidelines for Disciplinary Orders and Conditions of Probation*” as a reference.



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EMERGENCY MEDICAL
SERVICES PROGRAM

Policy No. 3040
Reviewed 03/07

Emergency Medical Services Program

Approved

Medical Director

Subject: CRIMINAL OFFENDER RECORD INFORMATION (CORI) BACKGROUND CHECK

I. PURPOSE

To provide a method to ascertain the criminal background history of persons who apply for certification or recertification as EMT-1 in Santa Cruz County.

II. AUTHORITY

Health and Safety Code, Division 2.5, Section 1798.200, California Code of Regulations, Title 13, Section 1101, California Code of Regulations, Title 22, Division 9, Sections 100079(a)(6)(C) and 100080(e)(3), Penal Code Sections 11105(b)(10) and 13300(b)(10), Santa Cruz County EMS Policy # 3030.

III. INITIAL CERTIFICATION

All new EMT-1 applicants must submit a one-time Live Scan Department of Justice (DOJ) Criminal Offender Record Information (CORI) background check.

IV. RECERTIFICATION

All individuals applying for Santa Cruz County EMT-1 recertification must submit a one-time Live Scan Department of Justice (DOJ) Criminal Offender Record Information (CORI) background check if:

1. This is your first recertification after January 1, 2007, or
2. This is your first ever recertification with Santa Cruz County EMS Agency.

V. CRITERIA & GUIDELINES FOR DENIAL, SUSPENSION OR REVOCATION OF EMT-CERTIFICATION AND RECERTIFICATION OF APPLICANTS WITH CRIMINAL HISTORIES

Criteria in Health and Safety Code Section 1798.200 and California Code of Regulations, Title 13, Section 1101, et al shall be used to determine whether certification is approved or denied based upon the results of the background check. For purposes of evaluation, investigation and determination of disciplinary measures as they relate to criminal histories, the EMS Agency Medical Director shall refer to Santa Cruz County EMS Policy # 3030. In addition, the EMS Agency will use the most current version of the Emergency Medical Services Authority document "*Recommended Guidelines for Disciplinary Orders and Conditions of Probation*" as a reference.

All applicants receiving a certification denial, suspension or revocation related to a criminal conviction will be given information on the option to request an Investigative Review Panel (IRP) hearing. The IRP hearing is defined in the "*Emergency Medical Services Personnel Certification Review Process Guidelines*" found in Chapter 6, Division 9, Title 22 of the California Code of Regulations.

The EMS Agency's Medical Director may deny, suspend or revoke an EMT-1 certification if any of the following apply to the applicant:

- (1) Fraud in the procurement of any certificate or license under this division.
- (2) Gross negligence.
- (3) Repeated negligent acts.
- (4) Incompetence.
- (5) The commission of any fraudulent, dishonest, or corrupt act which is substantially related to the qualifications, functions, and duties of prehospital personnel.
- (6) Conviction of any crime which is substantially related to the qualifications, functions, and duties of prehospital personnel. The record of conviction or certified copy of the record shall be conclusive evidence of the conviction.
- (7) Violating or attempting to violate directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate, any provision of this division or the regulations adopted by the authority pertaining to prehospital personnel.
- (8) Violating or attempting to violate any federal or state statute or regulation which regulates narcotics, dangerous drugs, or controlled substances.
- (9) Addiction to or the excessive use of, or the misuse of, alcoholic beverages, narcotics, dangerous drugs, or controlled substances.
- (10) Functioning outside the supervision of medical control in the field care system operating at the local level, except as authorized by any other license or certification.
- (11) Demonstration of irrational behavior or occurrence of a physical disability to the

extent that a reasonable and prudent person would have reasonable cause to believe that the ability to perform the duties normally expected may be impaired.

(12) Unprofessional conduct exhibited by any of the following:

(a). The mistreatment or physical abuse of any patient resulting from force in excess of what a reasonable and prudent person trained and acting in a similar capacity while engaged in the performance of his or her duties would use if confronted with a similar circumstance. Nothing in this section shall be deemed to prohibit an EMT-I, EMT-II, or EMT-P from assisting a peace officer, or a peace officer who is acting in the dual capacity of peace officer and EMT-I, EMT-II, or EMT-P, from using that force that is reasonably necessary to effect a lawful arrest or detention.

(b). The failure to maintain confidentiality of patient medical information, except as disclosure is otherwise permitted or required by law in Sections 56 to 56.6, inclusive, of the Civil Code.

(c). The commission of any sexually related offense specified under Section 290 of the Penal Code.

VI. SPECIFIC CASES WHERE CERTIFICATION DENIAL IS STRONGLY INDICATED:

(1) The applicant is required under Section 290 of the Penal Code to register as a sex offender for any offense involving force, duress, threat, or intimidation.

(2) The applicant has been convicted of murder, attempted murder or murder for hire.

(3) The applicant has been convicted of two or more felonies.

(4) The applicant is on parole or probation for any felony.

(5) The applicant has been convicted and released from incarceration during the proceeding fifteen years for the crime of manslaughter or involuntary manslaughter.

(6) The applicant has been convicted and released from incarceration during the preceding ten years for any offense punishable as a felony.

(7) The applicant has been convicted of two misdemeanors within the preceding five years relating to the use, sale, possession or transportation of narcotics or dangerous drugs.

(8) The applicant has been convicted of two misdemeanors within the preceding five years for any offense relating to force, violence, threat or intimidation.

(9) The applicant has been convicted within the preceding five years of any theft related misdemeanor.

(10) The applicant has committed any act involving fraud or intentional dishonesty for personal gain within the preceding seven years.

VII. PROCEDURE

1. The background check process is a Live Scan electronic fingerprint submission sent to the Department of Justice (DOJ) who does the background check and sends the results electronically to the Santa Cruz County EMS Agency. Santa Cruz County EMS contracts with

DOJ for subsequent arrest notification services necessitating the Live Scan background check to be only a one-time submission.

- a. A Live Scan form and related instructions can be obtained at the EMS Agency or by mail.
- b. Complete the application being certain to include our Agency's individual ORI number.
- c. Contact a Live Scan location to make an appointment and verify hours and payment method. A statewide list of Live Scan locations is available upon request of the EMS Agency.
- d. In Santa Cruz County, the Santa Cruz County Office of Education located at 400 Encinal Street, Santa Cruz takes appointments at (831) 466-5750. No walk-ins. The Watsonville Police Department located at 215 Union Street, Watsonville, takes appointments at (831) 768-3300 for Monday through Thursday 5:30pm to 7:30pm. Walk-ins for Live Scan are accepted on Wednesday and Thursdays from 8:30am until 12:30pm. The Sheriff's Center at Cabrillo College accepts walk-ins Monday through Friday from 9am until 12pm and 1pm until 4:30pm.
- e. The fees for the Live Scan vary according to the "rolling fee" charged by the entity doing the fingerprint submission. Currently, the total fee payable to the agency offering Live Scan is \$50.
- f. Submit part two (Second Copy) of the Live Scan form with your EMT-1 application.
- g. Because agencies cannot share Live Scan information, Live Scans done for other agencies cannot be accepted by our agency.

VIII. PRIVACY GUARANTEE

Privacy and confidentiality of criminal history information is the responsibility of the EMS Agency. Once a response is received from the DOJ we are obligated to destroy that information immediately once a decision is made on certification status. In addition, only preauthorized EMS Agency staff are permitted to review this information. All submitted material is held in strict confidence with criminal and civil sanctions available for the misuse of this confidential information.

IX. DETERMINATION AND NOTIFICATION OF ACTION

Determination and notification of action will follow regulation as defined in California Code of Regulations, Title 22, Division 9, Chapter 6, Article 3, Sections 100212 – 100217. In addition, the EMS Agency will use the most current version of the EMS Authority's publication "*Recommended Guidelines for Disciplinary Orders and Conditions of Probation*" as a reference.



EMT TRAINING PROGRAM REQUIREMENTS AND APPROVAL PROCESS

Authority for this policy is noted in Division 2.5, California Health and Safety Code, Sections 1797.107, 1797.109, 1797.170, 1797.173, 1797.208 and 1797.213 and California Code of Regulations Sections 100065 through 100078

I. PURPOSE:

- A. To provide a mechanism for the review of EMT Training Program applicants for compliance with state law, regulations and Santa Cruz County EMS Agency policies.

II. POLICY:

The Approving Authority for Emergency Medical Technician (EMT) training programs that will be managed or conducted by a qualified statewide public agency shall be the Director of the State of California Emergency Medical Services Agency. This shall apply to the California Highway Patrol, California Department of Forestry, etc.

- A. The Approving Authority for Emergency Medical Technician training programs shall be the local emergency medical services agency (Santa Cruz County Emergency Medical Services Agency).
- B. Programs eligible for program approval shall be limited to:
 - 1. Accredited universities and colleges including junior and community colleges, school districts, and private post-secondary schools as approved by the State of California, Department of Consumer Affairs, Bureau of Private Postsecondary and Vocational Education.
 - 2. Medical training units of a branch of the Armed Forces of the United States including the Coast Guard.
 - 3. Licensed general acute care hospitals which meet the following criteria:
 - a. Hold a special permit to operate a Basic or Comprehensive Emergency Medical Service pursuant to the provisions of Division 5; and
 - b. Provide continuing education to other healthcare professionals.
 - 4. Agencies of government
 - 5. Public safety agencies
 - 6. Local EMS Agencies



III. PROCEDURE:

A. Program Approval

1. Eligible training programs shall submit a written request for EMT program approval to the Santa Cruz County EMS Agency.
2. The Santa Cruz County EMS Agency shall review and approve the following prior to approving an EMT training program.
 - a. A statement verifying usage of the United States Department of Transportation (DOT) National EMS Education Standards (DOT HS 811 077A, January 2009).
 - b. A statement verifying CPR training equivalent to the current American Heart Association Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level is a prerequisite for admission to an EMT Basic course.
 - c. Samples of lesson plans including:
 - 1) At least two lecture or didactic sessions, and
 - 2) At least two practical (skills or psychomotor) sessions.
 - d. Samples of periodic examinations or assessments including:
 - 1) At least two written examinations or quizzes.
 - 2) Statement of utilization of the National Registry EMT-B Skills Check-Off Sheets
 - e. The certification written examination shall be the National Registry EMT Examination. National Registry examinations will be administered by the approved National Registry testing site.
 - f. The final skills examination shall be administered by the approved EMT training program. Each training program shall adopt the National Registry EMT skills examination. For those skills not covered by the National Registry Skill examination.
 - g. Educational Staff: Each EMT training program shall provide for the functions of administrative direction, medical quality coordination, and actual program instruction. Nothing in this section precludes the same individual from being responsible for more than one of the following functions if so qualified by the provisions of this section.
 - 1) Program Director: Shall be qualified by education and experience in methods, materials and evaluation of instruction which shall be documented by at least forty (40) hours in teaching methodology.



Following, but not limited to, are examples of courses that meet the required instruction in teaching methodology;

- a) California State Fire Marshal Fire Instructor 1A and 1B,
 - b) National Fire Academy's Instructional Methodology,
 - c) Training programs that meet the US DOT/National Highway Traffic Safety Administration 2002 Guidelines for Educating EMS Instructors such as the National Association of EMS Educators Course.
- 2) Duties of the Program Director, in coordination with the Clinical Coordinator, shall include but not be limited to:
- a) Administering the training program
 - b) Approving course content
 - c) Approving all written examinations and the final skills examination.
 - d) Coordinating all clinical field activities related to the course.
 - e) Approving the principal instructor(s) and teaching assistant(s).
 - f) Assuring that all aspects of the EMT training program are in compliance with all applicable Santa Cruz EMS policies.
- 3) Clinical Coordinator: Must be either a physician, registered nurse, physician assistant, or a paramedic currently licensed in California or a paramedic currently licensed in California, and who shall have two (2) years of academic or clinical experience in emergency medicine or prehospital care in the last five years. Duties of the program clinical coordinator shall include, but are not limited to:
- a) Responsibility for the overall quality of medical content of the program;
 - b) Approval of the qualifications of the principal instructor(s) and teaching assistant(s).
- 4) Principal Instructor:
- a) Must be a physician, registered nurse, physician assistant or paramedic licensed in California; or,
 - b) Be an EMT or Advanced EMT who is currently certified in California.



- c) Have at least two years of academic or clinical experience in the practice of emergency medicine or prehospital care in the last five years.
 - d) Shall be qualified by education and experience in methods, materials and evaluation of instruction, which shall be documented by at least forty hours in teaching methodology. See III.A.2.g.1)a)-c) for examples of courses that meet this requirement.
 - e) Be approved by the program director in coordination with the program clinical coordinator as qualified to teach the topics to which s/he is assigned.
 - f) All principal instructors from approved EMT training programs shall meet the minimum qualifications outlined in this policy.
- 5) Teaching Assistants
- a) Each training program may have teaching assistants who shall be qualified by training and experience to assist with teaching of the course and shall be approved by the program director in coordination with the program clinical coordinator as qualified to assist in teaching the topics to which the assistant is to be assigned. A teaching assistant shall be supervised by a principal instructor, the program director and/or the program clinical coordinator.
- h. Provisions for Clinical Experience
- 1) Each program shall have a written agreement with one or more general acute care hospital(s) and/or operational ambulance provider and/or rescue vehicle provider sufficient to ensure clinical rotations for every student. The written agreement(s) shall specify the roles and responsibilities of the training program and the clinical provider(s) for supplying the supervised clinical experience for the EMT student(s).
 - 2) Supervision for the clinical experience shall be provided by an individual who meets the qualifications of a principal instructor or teaching assistant.
 - 3) No more than three (3) students will be assigned to one (1) qualified supervisor during the supervised clinical experience.



- 4) Every student shall be aware of clinical expectations and exactly what skills and/or assessments they may utilize during the session.
 - 5) Students shall be clearly identified as an "EMT Student" by an easily identifiable means such as a nametag, smock, etc.
 - 6) The EMT Training Program shall develop a check sheet for verification of no less than five patient contacts during the session. Patient care simulations may be utilized to meet the contact requirements if less than five patients have been evaluated in the course of the clinical experience.
- i. Provisions for Course Completion by Challenge, including a challenge examination (if different from the program's final examination). All applicants who wish to challenge course completion and certification shall be approved by the Santa Cruz County EMS Agency. Each EMT Training Program shall provide a statement of understanding to the Santa Cruz County EMS Agency.
 - j. Provisions for a twenty-four (24) hour refresher course including subdivisions (1)-(6) above, required for recertification.
 - 1) A statement verifying usage of the United States Department of Transportation's EMT-Basic Refresher National Standard Curriculum, DOT HS 808 624, September 1996. The U.S. Department of Transportation's EMT-Basic Refresher National Standard Curriculum can be accessed through the U.S. Department of Transportation's website, <http://www.nhtsa.gov/people/injury/ems/pub/basicref.pdf>
 - k. Course Location, Time, and Instructor Ratios
 - 1) Each EMT Training Program shall submit an annual listing of course dates and locations.
 - 2) In the event that an approved EMT Training Program wishes to add a course to the schedule, notification must be received in writing to the Agency no less than sixty days prior to the proposed start date.
 - 3) No greater than ten students shall be assigned to one instructor during the practical portion of course.
 - l. Table of contents listing the required information detailed in this policy with corresponding page numbers.
 - m. Facilities and Equipment
 - 1) Facilities must comfortably accommodate all students including those with disabilities.
 - 2) Restroom access must be available.



- 3) Must permit skills testing so that smaller break-out groups are isolated from one another.
 - 4) Training equipment and supply shall be modern and up to date as accepted by the industry and shall be maintained and/or replaced as necessary.
 - n. Quality Assurance and Improvement
 - 1) Each program shall submit a Quality Assurance and Improvement Plan that addresses the following:
 - a) Methods of student remediation.
 - b) A plan for continuous update of examinations and student materials.
 - c) Identify the text and resource materials that will be utilized by the program.
 - d) Student course evaluations
 - o. Research Agreement Decree
 - 1) Each approved program shall provide a statement agreeing to participate in research data accumulation. This information shall be utilized to enhance the emergency medical services systems in Santa Cruz County.
3. Program Approval Time Frames
- a. Upon receipt of a complete application packet, Santa Cruz County EMS shall notify the training program submitting its request for training program approval within fourteen (14) working days of receiving the request that:
 - 1) The request for approval has been received,
 - 2) The request does or does not contain all required information, and
 - 3) What information, if any, is missing from the request.
 - b. Program approval or disapproval shall be made in writing by Santa Cruz County EMS to the requesting training program, within a reasonable period of time, after receipt of all required documentation, not to exceed ninety (90) days.
 - c. Santa Cruz County EMS shall establish an effective date of program approval in writing upon the satisfactory documentation of compliance with all program requirements.
 - d. Program approval shall be for four (4) years following the effective date of program approval and may be renewed every four (4) years subject to the procedure for program approval specified by Santa Cruz County EMS in this policy.



- e. Approved EMT training programs shall also receive approval as a continuing education (CE) provider effective the same date as the EMT training program approval. The CE program expiration date shall be the same expiration date as the EMT training program. The CE program shall comply with all requirements outlined in Santa Cruz County EMS policy 8000.
 - f. Santa Cruz County EMS will notify the California EMS Authority concurrently with the training program of approval, renewal of approval, or disapproval of the training program, and include the effective date. This notification is in addition to the name and address of training program, name of the program director, phone number of the contact person, frequency and cost for both basic and refresher courses, student eligibility, and program approval / expiration date of the program approval.
4. **Withdrawal of Program Approval**
- a. Noncompliance with any criterion required for program approval, use of any unqualified personnel, or noncompliance with any other applicable provision of Title 22 may result in suspension or revocation of program approval by Santa Cruz County EMS.
 - b. Notification of noncompliance and action to place on probation, suspend, or revoke shall be done as follows:
 - 1) Santa Cruz County EMS shall notify the EMT training program director in writing, by registered mail, of the provisions of this policy with which the EMT training program is not in compliance.
 - 2) Within fifteen (15) working days of receipt of the notification of noncompliance, the approved EMT training program shall submit in writing, by registered mail, to Santa Cruz County EMS one of the following:
 - a) Evidence of compliance with the provisions outlined in this policy, or
 - b) A plan for meeting compliance with the provisions outlined in this policy within sixty (60) calendar days from the day of receipt of the notification of noncompliance.
 - c. Within fifteen (15) working days of the receipt of the response from the approved EMT training program, or within thirty (30) calendar days from the mailing date of the noncompliance notification if no response is received from the approved EMT training program, Santa Cruz County EMS shall notify the California EMS Authority



and the approved EMT training program in writing, by registered mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, place on probation, suspend or revoke the EMT training program approval.

- d. If the EMT training program approving authority decides to suspend, revoke, or place an EMT training program on probation the notification specified in III.A.4.c of this policy shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting the probation or suspension or the effective date of the revocation, which may not be less than sixty (60) days from the date of Santa Cruz County EMS' letter of decision to the California EMS Authority and the EMT training program.

B. Program Review and Reporting

1. All program materials are subject to periodic review by the Agency.
2. All programs are subject to periodic on-site evaluation by the Agency.
3. The Agency shall be advised of any program changes in course content, hours of instruction, or instructional staff.
4. Approved programs shall issue a tamper resistant Course Completion Record to each student who successfully meets all requirements for certification. This Course Completion Record shall include:
 - a. Student full legal name.
 - b. The date the course was completed
 - c. The name of the course completed "Emergency Medical Technician"
 - d. Number of hours of instruction completed.
 - e. The name and signature of the Program Director.
 - f. The name and location of the training program.
 - g. The name of the approving authority (ie; Approved by the Santa Cruz County EMS Agency)
 - h. The following statements in bold print:
 - 1) **"THIS IS NOT AN EMT CERTIFICATE"**
 - 2) **This course completion record is valid to apply for certification up to a maximum of two years from the course completion date and is recognized statewide.**
5. Each program shall submit the Agency provided Course Completion Roster no greater than fifteen (15) days following the completion of the program. Students will not be processed for certification until the Course Completion Roster is received by the Agency.

C. Required Course Hours



1. The minimum course hours shall consist of not less than one hundred sixty (160) hours. These hours shall be divided as follows:
 - a. A minimum of one hundred thirty-six (136) hours of didactic instruction and skills laboratory; and
 - b. A minimum of twenty-four (24) hours of supervised clinical experience. The clinical experience shall include a minimum of ten (10) documented patient contacts wherein a patient assessment and other EMT skills are performed and evaluated.
2. Existing EMT training programs approved prior to April 1, 2013 shall have a maximum of twelve (12) months to meet the minimum hourly requirements specified in this section. The minimum hours shall not include the examinations for EMT certification and shall not include CPR.