


EL DORADO COUNTY EMS AGENCY

PERSONNEL POLICIES

Effective: July 1, 2017

Scope: Paramedics



EMS Agency Medical Director

PARAMEDIC ACCREDITATION INSTRUCTIONS

AUTHORITY:

California Health and Safety Code, 1797.210, 1797.212, and 1797.214; and California Code of Regulations, Title 22, Section 100166.

PURPOSE:

The purpose of this policy is to define the process by which the El Dorado County EMS Agency can ensure that all Paramedics functioning within the County are oriented to local policies, procedures, and EMS system features.

POLICY:

- 1) In order to be eligible for initial accreditation, an individual shall:
 - a. Possess and maintain a current, valid California Paramedic license.
 - b. Apply to the El Dorado County EMS Agency for accreditation by completing an application form.
 - c. Be at least 18 years of age.
 - d. Submit a valid photo I.D. (i.e., drivers license, military I.D., State I.D. card, etc.)
 - e. Pay the established accreditation fee.
 - f. Complete a statement that the individual is not precluded from accreditation to practice as an Paramedic for reasons defined in Section 1798.200 of the Health and Safety Code.
 - g. Submit a letter of affiliation with an El Dorado County ALS provider and specify the Field Training Officer (FTO) that will administer the orientation and field evaluation.
 - h. Provide proof of successful completion of an approved El Dorado County EMS orientation session, not to exceed eight hours, excluding testing or training in the optional scope of practice. This orientation shall include, but not be limited to, a minimum of the following:
 - Orientation to El Dorado County EMS Policies and Procedures
 - Orientation to El Dorado County EMS Protocols
 - Orientation to El Dorado County MCI Plan
 - Orientation to El Dorado County EMS radio communications
 - Orientation to Base Station and receiving hospitals
 - i. Training in the optional scope of practice must be completed within the thirty-day time frame for accreditation, and may be outside the eight-hour orientation. Training and evaluation under the optional scope of practice is limited to those items not included in the State of California Paramedic basic scope of practice. Testing in the optional scope of practice will be in an oral and skills format administered by the El Dorado County EMS Agency or approved designee.
 - j. Pass the El Dorado County EMS Policy/ Procedure/ Protocol Exam with a score of at least 80%.
 - k. Successfully complete a pre-accreditation field evaluation under the direct supervision of a Field Training Officer (FTO). This field evaluation will consist of at least six and no more than ten *ALS contacts within thirty days, unless the applicant and the El Dorado County EMS Agency have mutually consented to a provisional extension of up to ninety days.

The FTO will complete an evaluation form for every ALS contact.

*An ALS contact means that two or more of the following skills have been performed on one patient:

- starting an intravenous line, saline lock or I/O
- administration of an ALS medication
- placement of an advanced airway
- ETCO₂ monitoring
- king airway device
- gastric tube insertion
- defibrillation, cardioversion, or transcutaneous pacing
- cardiac monitoring
- continuous positive airway pressure CPAP
- perform needle chest decompression
- perform needle cricothyroidotomy
- therapeutic hypothermia
- extracting a foreign body from the airway by direct laryngoscope and Magill forceps
- delivering a baby
- control of significant hemorrhage

The purpose of this evaluation is to determine whether the EMT-Paramedic is knowledgeable to begin functioning under local policies and protocols.

During the pre-accreditation field evaluation the applicant may practice as a second paramedic under their basic scope of practice in the El Dorado County EMS Agency's jurisdiction for a period of up to thirty days while awaiting issuance of local accreditation.

Performance of all skills and procedures by the applicant will be done in the presence of a Field Training Officer (FTO) who meets the current pre-established standards of the El Dorado County EMS Agency. The FTO has the ultimate responsibility for patient care rendered by the EMT-Paramedic applicant during the evaluation period.

- l. Upon completion of the pre-accreditation field evaluation, applicants will meet with their respective Base Hospital Medical Director/established representative for a review of the pre-accreditation evaluation.
 - m. The applicant will then make an appointment for an interview with the El Dorado County EMS Agency Billing representative to discuss the documentation Policy.
 - n. The applicant will then make an appointment for an interview with the El Dorado County EMS Agency Medical Director. Applicants that fail to successfully complete any portion of the accreditation process may be recommended for further evaluation or training as required.
 - o. Paramedics are required to maintain valid a paramedic license.
 - p. The applicant is required to read and gain an understanding of all the information included in the accreditation packet, including: El Dorado County EMS Agency Policies, Procedures, Protocols; the Health and Safety Code, Division 2.5; California Code of Regulations, Title 22 Chapters 4 – 8; and State EMS Systems Standards and Guidelines.
 - q. Documentation that all the accreditation steps were followed shall be verified by the completion of the Accreditation Check Sheet. This document shall become part of the Paramedic's EMS personnel file.
- 2) Maintaining continuous accreditation:

- a. Accreditation to practice shall be continuous as long as the Paramedic maintains valid licenses, maintains the required level of continuous medical education and training, and adheres to local medical care standards and protocols.
- b. As a condition of maintaining accreditation, the Paramedic is required to attend annual mandatory EMS Update Sessions and must also complete annual training in endotracheal intubation, infrequently used skills, and optional scope skills as identified on the Skills Verification Tracking Log*. Skills successfully performed on real patients during the course of normal paramedic duties may be used in lieu of skills training, however documentation of the incident number on the Skills Verification Tracking Log* is required.
- c. As a condition of maintaining accreditation, the Paramedic may also be required to obtain education aimed at a specific clinical condition or problem identified by the CQI process.

Process for maintaining accreditation:

- a. Submit a completed El Dorado County Paramedic accreditation application.
- b. Submit a copy of the renewed valid California Paramedic license.
- c. Submit a letter of continued affiliation with an El Dorado County ALS provider.
- d. Submit a completed copy of the Skills Verification Tracking Log (electronically tracked by EDCEMS).
- e. No fee is required for maintaining continuous accreditation.

3) Re-accreditation (To be completed in the event accreditation lapses):

The conditions where re-accreditation is required are:

- lapse in California State Paramedic license
- failure to obtain at least 48 hours of CE every two years as defined in Title 22, 100165.

Process for re-accreditation:

- a. To re-accredit following a lapse in accreditation, all the steps in section 2 of this policy must be completed and the established fee for accreditation must be paid.
- b. All re-accreditation candidates returning to the El Dorado County system following an absence of one year or more shall be required to successfully complete the procedures in section "1" of this policy.

***Skills Verification Tracking Log is an online database for the tracking of skills and training required for continued accreditation in El Dorado County. A link to the Skills Verification Tracking Log is located on the EMS Agency website: <http://www.edcgov.us/ems/>**

Official tracking of EMS skills and required training will begin at the beginning of each respective paramedic's next accreditation cycle (e.g., If your current accreditation expires on 3/31/2014; you will not be required to begin tracking skills until your next two-year accreditation cycle begins on 4/1/2014). It is acceptable (and encouraged) to begin tracking skills beginning July 1st, 2013, even if your accreditation is not expiring in the near future.