

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES

SUBJECT: **PREHOSPITAL CARE POLICY
DEVELOPMENT AND REVISION**

(EMT, PARAMEDIC, MICN)
REFERENCE NO. 202

PURPOSE: To establish procedures by which prehospital care policies are developed, revised and withdrawn.

AUTHORITIES: Health & Safety Code 1797.220
California Code of Regulations, Sections 100148, 100168, 100170

POLICY:

I. Development of Prehospital Care Policies

A. New Policies

1. The process will be initiated by the EMS Agency following the steps outlined in this policy.
2. Suggestions for new policies or revisions will be considered from any interested agency or individual.
3. EMS Agency staff will develop a first draft with input from internal staff and appropriate external agencies and organizations.

B. Policies with Minor Revisions

1. Prehospital care policies will be reviewed routinely and revised every three years or as needed.
2. If there are no substantive changes, the policy will be re-dated and re-signed.

C. Policies with Major Revisions

1. The EMS Agency Director, or their designee, shall assign draft policy revisions or new policies to appropriate EMSC subcommittees and ad hoc workgroups for review and recommendations. Assignments will be based on application to the committee's mission statement.
2. Simultaneously, the policy will be submitted to other appropriate EMS advisory committees (e.g., Specialty Care Center Advisory Committees) and stakeholder groups for review and comment.

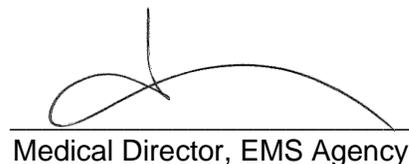
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SUPERSEDES: 07-01-22

PAGE 1 OF 2

APPROVED:



Director, EMS Agency



Medical Director, EMS Agency

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3. In cases where recommendations are contradictory and/or issues are complex, policies may be returned to committee a second time for further review and comment.
 4. EMS Agency staff will prepare a summary of comments received from the EMSC subcommittees or other advisory groups utilizing Ref. No. 202.2, Summary of Comments. This summary, along with a final draft, and Ref. No. 202.1, Committee Assignment, will be forwarded to the EMSC for final review and recommendations.
 5. Following endorsement by the EMSC, the newly developed or revised policy will be submitted to the EMS Agency Director and Medical Director for approval and signature.
- D. Distribution of New Policies or Revised Policies with Substantive Changes
1. Once signed, a new or newly revised policy will be posted on the EMS Agency website prior to its effective date.
 2. In general, new and revised policies are released on January 1st, April 1st, July 1st, and October 1st. Policies that are time critical may be released earlier than the scheduled release dates.
 3. Summary of substantial changes, if applicable, and listing of all policies that are deleted or have changes, will be emailed to stakeholders upon release.
- II. Procedure to Withdraw an Outdated Policy
- A. The EMS Agency will identify outdated policies during routine review every three years or as needed.
 - B. A policy may be withdrawn if the situation for which it was written has changed substantially or no longer exists.
 - C. If there is doubt about whether a policy is still applicable, it will be submitted to the advisory committee appropriate to the subject matter.
 - D. Review of the EMS Agency's web site is continuous and policies will be removed or replaced as needed to maintain an updated policy manual.

CROSS REFERENCES:

Prehospital Care Manual:

- Ref. No. 202.1, **Policy Review - Committee Assignment**
Ref. No. 202.2, **Policy Review - Summary of Comments**