

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES

SUBJECT: **AED SERVICE PROVIDER
PROGRAM REQUIREMENTS**

(EMT/PUBLIC SAFETY)
REFERENCE NO. 412

PURPOSE: To establish policies and procedures for EMT and Public Safety AED service providers in Los Angeles County.

AUTHORITY: Health and Safety Code, Division 2.5, Sections 1797.106, 1797.170, 1797.190 & 1797.215.
California Code of Regulations, Title 22, Division 9, Chapter 2.3, Sections 100025.01, 100025.07, 100026.01, 100027.05, & 100027.06.
California Code of Regulations, Title 22, Division 9, Chapter 3.1, Sections 100065.06 & 100066.03.

DEFINITIONS:

Automated External Defibrillator (AED): An external defibrillator capable of cardiac rhythm analysis that will charge and deliver a shock, either automatically or by user interaction, after electronically detecting and assessing ventricular fibrillation or ventricular tachycardia.

Authorized Individual: EMT or public safety personnel employed by an AED service provider who has met the training requirements and is authorized to use an AED.

EMT (Emergency Medical Technician): An individual who is currently certified in California as an EMT.

EMT AED Service Provider: An agency or organization which is responsible for and authorizes its EMTs to operate an AED, approved by the EMS Agency for the purpose of providing AED services to the general public.

Public Safety AED Service Provider: A municipal agency or organization which is responsible for and authorizes its public safety personnel to operate an AED, approved by the EMS Agency, for the purpose of providing AED services to the general public.

Public Safety Personnel: Firefighter, lifeguard, or peace officer (as defined by Section 830 of the Penal Code) not employed as an EMT.

PRINCIPLES:

1. All AED service provider agencies shall meet State regulations and established EMS Agency policies.
2. Only agencies or organizations that employ EMTs and/or public safety personnel are eligible for approval as an AED service provider.
3. An approved AED service provider and their authorized personnel shall be recognized statewide.

EFFECTIVE DATE: 08-01-88


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REVISED: 10-01-25

SUPERSEDES: 10-01-19

APPROVED: _____


Director, EMS Agency


Medical Director, EMS Agency

POLICY

I. Approving Authority

The EMS Agency shall be the approving authority for all AED service provider programs whose headquarters/local operations are located within Los Angeles County.

II. Application Requirements

An organization or agency employing certified EMTs and/or employing public safety personnel of a municipality may seek approval by submitting the following:

1. A complete and signed Los Angeles County EMS Agency AED Service Provider Program Application.
2. Required documents as identified in the application instructions.

III. Program Requirements

A. Program Coordinator

1. Each program shall designate a program coordinator who is an individual designated by the fire chief, supervisor, or general manager of the AED service provider organization or agency.
2. The duties shall include but are not limited to:
 - a. Program management.
 - b. Ensure maintenance of AED equipment.
 - c. Submission of required data annually via the AED Annual Report by March 31st for the previous calendar year.
 - d. Ensure that a California licensed physician, physician assistant, registered nurse, or paramedic, who has the ability to interpret electrocardiogram (ECG) rhythms, will timely and competently:
 - i. Download post-use data and review all cases where an AED was applied or indicated.
 - ii. Maintain required data set for annual report.
 - iii. Review and summarize system performance.
 - iv. Provide and document recommendations, as indicated, for modification of system design, performance protocols, or training standards designated to improve patient outcome.
 - e. Comply with department and EMS Agency policies and procedures.

B. AED Service Provider Program Personnel

1. AED service provider program authorized personnel must:
 - a. Complete an Emergency Medical Services Authority or Los Angeles County EMS Agency approved Public Safety First Aid training program every two (2) years.
 - OR
 - b. Maintain certification as an EMT in California or licensure as a Paramedic in California.
 - c. Complete approved CPR training equivalent to BLS for the Healthcare Provider (AHA) or professional Rescuer (ARC) every two (2) years.
2. AED service provider program authorized personnel must receive:
 - a. An orientation to the proper use, maintenance, and periodic inspection of the AED service provider's specific AED device(s).
 - b. Instruction in documentation, internal response and operational plan to include notification of the jurisdictional 9-1-1 Advanced Life Support (ALS) provider (if applicable), reporting requirements, and EMS Agency policies and procedures related to AED use.
 - c. Continued competency training and documented demonstration of skills proficiency which shall occur, at a minimum, every two (2) years.

IV. Program Approval

The EMS Agency:

- A. Shall notify the applicant within fourteen (14) business days that the application was received and specify what information, if any, is missing or deficient.
- B. May conduct a site survey prior to approval.
- C. Shall provide written approval authorizing AED services within thirty (30) calendar days, when all requirements have been met.
- D. May suspend or revoke an AED program, prohibiting the use of AEDs, if the AED service provider:
 1. Is found to be out of compliance with applicable state regulations and/or EMS Agency policies, procedures, or reporting requirements.
 2. Fails to correct identified deficiencies within the specified length of time after receiving written notice from the EMS Agency.

V. AED Service Program Review and Reporting

- A. Approved programs shall be subject to periodic on-site surveys by the EMS Agency.
- B. The EMS Agency shall be notified in writing within thirty (30) days of any change to program coordinator, and for changing, adding, or upgrading AEDs.
- C. Complete and submit the AED Service Provider Annual Report by March 31st for the previous calendar year. 9-1-1 Fire Departments with an ALS program are exempt from this requirement.
- D. Provide the following to the EMS Agency or EMS Authority upon request for each authorized user:
 - 1. If an EMT AED provider, EMT certification number with expiration date and issuing agency.
 - 2. Training Rosters or Certification Documents demonstrating:
 - a. Date of most recent CPR/AED training.
 - b. Most recent AED skills competency date.

VI. Record Keeping

- A. Each program shall maintain the following records for four (4) years which shall be available for review:
 - 1. All documentation required for program approval to include list of authorized personnel and certification/training credentials.
 - 2. Training and competency materials with rosters.
 - 3. Maintenance/inspection log sheets.
 - 4. Curriculum vitae and qualifications for the program coordinator and medical reviewer.
 - 5. Documentation of AED application reviews, recommendation and quality assurance.
- B. Patient care records shall be maintained in accordance with:
 - 1. EMS Agency policies for EMTs.
 - 2. Agency/Organizational Policies for Public Safety

CROSS REFERENCE:

Prehospital Care Manual:

- Ref. No. 602, **Confidentiality of Patient Information**
- Ref. No. 606, **Documentation of Prehospital Care**
- Ref. No. 608, **Retention and Disposition of Prehospital Care Records**
- Ref. No. 621, **Notification of Personnel Change**
- Ref. No. 802, **Emergency Medical Technician (EMT) Scope of Practice**
- Ref. No. 911, **Public Safety First Aid (PSFA) and Basic Tactical Casualty Care (BTCC) Training Program Requirements**

Los Angeles County EMS Agency AED Service Provider Program Application
Los Angeles County EMS Agency AED Service Provider Annual Report Form