(EMT, PARAMEDIC, MICN)

SUBJECT: **NOTIFICATION OF PERSONNEL CHANGE** REFERENCE NO. 621

PURPOSE: To inform the EMS Agency of all pertinent staffing, address, telephone, and electronic mail changes within the EMS community to facilitate the flow of information between organizations.

POLICY: All EMS related organizations shall complete and forward Ref. No. 621.1, Notification of Personnel Change Form Provider Agency & Training Programs or 621.2, Notification of Personnel Change Hospital Programs, whenever there is an address, telephone, or personnel staffing change of one of the following positions:

A. Provider Agency (Ref. No. 621.1):

1. Fire Chief/Chief Executive Officer
2. Paramedic Coordinator
3. Medical Director
4. EMS Educator
5. SCT Coordinator (RN/RCP)
6. AED Program Coordinator
7. Quality Improvement Coordinator
8. General Manager/Operations Manager or Equivalent
9. Professional Standards Manager or Equivalent
10. Other Manager

B. Approved Training Programs: (EMT/Paramedic/MICN/Expanded Scope/Skills and CE) (Ref. No. 621.1):

1. Medical Director - (Paramedic only)
2. Program Director
3. Clinical Director/Coordinator
4. Principal Instructor - (EMT only)

APPROVED: Richard Tadeo
Director, EMS Agency

Medical Director, EMS Agency

C. Hospitals (Ref. No. 621.2):

1. Chief Executive Officer
2. Alternate Destination Administrator
3. Alternate Destination EMS Liaison
4. Base Hospital Medical Director
5. Disaster Coordinator/Emergency Management Officer (EMO)
6. ECPR Medical Director
7. ECPR Program Manager
8. Emergency Department Medical Director
9. Emergency Department Nurse Manager/Director
10. EDAP Medical Director
11. Pediatric Liaison Nurse (PdLN)
12. PMC Medical Director
13. PMC Nurse Coordinator
14. Prehospital Care Coordinator (PCC)
15. SART Program Director
16. SART Program Medical Director
17. SART Program Nurse Coordinator
18. SRC Medical Director
19. SRC Program Manager
20. Stroke Center Medical Director
21. Stroke Center Program Manager
22. Trauma Medical Director
23. Trauma Program Manager
24. Trauma Surge Coordinator

FORWARD TO:

Los Angeles County Emergency Medical Services Agency
10100 Pioneer Boulevard, Suite 200
Santa Fe Springs, CA 90670

Attention: Prehospital Care Programs (621.1)
Attention: Hospital Programs (621.2)