

**SUBJECT: NOTIFICATION OF PERSONNEL CHANGE**

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**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)

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EFFECTIVE DATE: 07-01-93

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REVISED: 01-01-23

SUPERSEDES: 10-01-21

APPROVED:   
Director, EMS Agency

  
Medical Director, EMS Agency

- C. Hospitals (Ref. No. 621.2):
1. Chief Executive Officer
  2. Emergency Department Medical Director
  3. Emergency Department Nurse Manager
  4. Base Hospital Medical Director
  5. Prehospital Care Coordinator
  6. Trauma Medical Director
  7. Trauma Program Manager
  8. EDAP Medical Director
  9. Pediatric Liaison Nurse
  10. EDAP Pediatric Consultant
  11. PMC Medical Director
  12. PMC Nurse Coordinator
  13. PICU Nurse Manager
  14. Disaster Coordinator/Emergency Management Officer (EMO)
  15. Trauma/Burn Surge Coordinator
  16. Stroke Center Medical Director
  17. Stroke Center Program Manager
  18. SRC Medical Director
  19. SRC Program Manager
  20. SART Program Director
  21. SART Program Medical Director
  22. SART Program Nurse 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)