



## EMT OPTIONAL SCOPE OF PRACTICE PROGRAM APPROVAL

**Effective:** September 12, 2014  
**Replaces:** January 22, 2007

## I. Purpose

The purpose of this policy is to establish standardized criteria for the approval and maintenance of EMT Optional Scope of Practice Programs in Santa Clara County.

## II. Program Request and Approval

- A. Any Santa Clara County prehospital provider agency may submit a request for approval to add optional or enhanced practice skills. The request must include:
    1. Statement of Need and Necessity with supportive documentation
    2. A proposal stating how the program will be implemented, including equipment procurement, training, and operational aspects
    3. A quality assurance and improvement plan
    4. A description of the geographic area in which the program will be implemented
    5. Information regarding the prehospital provider's EMS Program Manager who shall maintain the responsibility for program management and oversight
    6. A statement indicating that the EMS Agency Medical Director shall be the Medical Director for the program, unless another individual is otherwise approved by the EMS Agency Medical Director
  - B. The requesting agency's proposal will be reviewed and, if satisfactory, will receive approval from the Santa Clara County EMS Medical Director.
  - C. Proposals must be received at least sixty (60) days before the first scheduled course of instruction and/or implementation of the program.
  - D. The Agency will notify the applicant within fourteen (14) days that the application was received, and shall notify the applicant within sixty (60) days of receipt of the application of its decision to approve or deny.
  - E. Approval is continuous, subject to the program continuing to meet eligibility requirements, unless suspended or revoked by the Santa Clara County EMS Medical Director.



- F. The Agency may, for cause, deny, revoke, or place on probation a program. Causes for these actions may include, but are not limited to the following:
1. Violating or attempting to violate, directly or indirectly, or assisting in or abetting the violations of, or conspiring to violate any of the terms of Division 2.5, California Health & Safety Code, and/or Title 22, California Code of Regulations
  2. Failure to correct identified deficiencies within a specified length of time after receiving written notification from the Agency specifying the deficiencies
  3. Any material misrepresentation of fact by a provider or applicant in any required information
- G. Appeal of Negative Action
1. Should the application be denied, suspended, or revoked the applicant or provider has the opportunity to formally appeal the action, in writing, to the Agency within thirty (30) days of notification. The appeals process shall be completed within forty-five (45) days of receipt of appeal
  2. If provider approval is revoked or denied, approval for any interim training will be withdrawn pending outcome of any appeals process
  3. If a provider is placed on probation, the Agency shall determine the terms of probation, including approval of an appropriate corrective action plan. Renewal of provider approval during probation is contingent upon successful implementation of the approved action plan