



EMERGENCY RECEIVING CENTER/BASE HOSPITAL SURVEY/RESURVEY

I. AUTHORITY:

Health and Safety Code 1797.67: "Designated facility" means a hospital which has been designated by the EMS Agency to perform specified emergency medical services systems functions pursuant to guidelines established by the Authority.

T-22, 100161: In administering advanced life support or limited advanced life support, a local EMS Agency (EMSA) may designate or contract with hospitals within its area of jurisdiction to be Base Hospitals (BH). Hospitals so designated or contracted with as BH shall provide medical direction of the advance life support or limited advanced life support service for the area defined by the EMSA in accordance with policies and procedures established by the EMSA.

II. APPLICATION:

This policy describes the process for surveying an applicant facility responding to a Request For Proposal for Orange County or requesting to be designated as an Emergency Receiving Center (ERC)/Base Hospital (BH) and for resurveying a designated ERC/BH.

III. DEFINITIONS:

Base Hospital Criteria means the minimum standards/criteria established by the Orange County Emergency Medical Services (OCEMS) specifying the levels and types of services required to obtain designation as a BH.

Base Hospital Center Criteria Checklist means an evaluation worksheet of the BH survey criteria used by the survey team and BH administration to document criteria compliance, deficiencies and comments.

OCEMS means the Agency having primary responsibility for administration of emergency medical services in the County as designated by the Orange County Board of Supervisors.

Facility means an acute care hospital licensed under State law with a permit for basic or comprehensive emergency service which has been designated by the OCEMS as a ERC/BH to perform specified emergency medical services system functions pursuant to policies established by OCEMS.

Facility Application means a proposal submitted by the city's administrator to the OCEMS in response to an OCEMS request for proposal for ERC/BH services.

Facility Portfolio means an OCEMS file which may include but is not limited to copies of prior OCEMS survey team reports for the ERC/BH, copies of OCEMS correspondence to the facility and copies of letters/documentation of commendations and/or complaints relevant to the current evaluation time period.

Facility Subcommittee means the standing advisory subcommittee of the Emergency Medical Care Committee.

Emergency Receiving Center means a facility which has been designated by OCEMS to perform specified OCEMS System functions.

Emergency Receiving Center Pre-Review Questionnaire means an evaluation questionnaire of ERC criteria used by the survey team and ERC administration to document criteria compliance, deficiencies and comments.

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Survey means an OCEMS staff and/or designees survey of a facility application to assess the extent of the facility's compliance with applicable ERC/BH criteria. A survey may include an on site inspection of the facility and its services.

IV. PROCEDURES:**A. Facility Notification:**

OCEMS shall by certified mail notify the facility administrator of the date of the survey 45 working days prior to the survey. Less than 45 working days notification may be mutually agreed upon by the facility and the OCEMS Director. The notification packet shall minimally include the ERC/BH criteria and pre-review questionnaire due date.

B. Survey Documents:

Documents shall include the facility's application, letter of commitment, pre-review questionnaire and the facility's portfolio.

C. Facility Survey:

The facility's administration at the designated time and place shall make available to OCEMS staff its pre-review questionnaire with appropriate supporting survey documentation.

D. Summary Report:

OCEMS staff shall provide a written summary report to the OCEMS Medical Director shall note documented deficiencies, concerns and/or commendations and recommendations for designation within 45 working days of the survey.

E. Facilities Subcommittee:

OCEMS staff shall agendize for review and comment by the members of the Facilities Subcommittee all system-wide documented deficiencies, concerns and/or commendations.

F. Designation Decision Notification:

The OCEMS Medical Director shall by certified mail forward a letter of notification of the designation decision and a certified copy of the summary report to the facility within 90 working days of the facility's survey.

V. APPEALS PROCESS:

The process for appeal of designation denial following survey, or designation with condition(s) following resurvey, is set forth in OCEMS Policy and Procedure #640.00.



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Approved:

A blue ink signature of the name "Sam J. Stratton".

Sam J. Stratton, MD, MPH
OCEMS Medical Director

A blue ink signature of the name "Tammi McConnell".

Tammi McConnell, MSN, RN
OCEMS Administrator

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