

COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES
Policy Title: Paramedic Accreditation to Practice		Policy Number 315
APPROVED Administration:	 Steven L. Carroll, Paramedic	Date: January 1, 2026
APPROVED: Medical Director:	 Daniel Shepherd, M.D.	Date: January 1, 2026
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- I. PURPOSE: To establish a mechanism for a paramedic to become accredited to practice in Ventura County. The purpose of accreditation is to ensure that the paramedic has: 1) completed the minimum required education and training, and 2) is oriented to the local EMS system.
- II. AUTHORITY: Health and Safety Code Sections 1797.84, 1797.185, 1797.214, 1798 and California Code of Regulations, Title 22, 100094.02.
- III. DEFINITIONS:
  - A. ALS Patient Contact: A patient contact where the paramedic successfully performs an ALS skill listed in VCEMS Policy 310 – Paramedic Scope of Practice, with the exception of central line monitoring, blood glucose testing, 3 or 4-lead cardiac monitoring, and pulse oximetry.
  - B. Field Training Officer (FTO): An agency designation for those personnel qualified to train/evaluate prehospital personnel on job-related tasks, policies, and procedures.
  - C. Paramedic Preceptor: A paramedic, as identified VCEMS Policy 319 – Paramedic Preceptor, qualified to train paramedic student interns. A Paramedic Preceptor may also be an FTO, when designated by that individual's agency.
  - D. Paramedic Accreditation Applicant: A California licensed paramedic who is in the process of applying for local accreditation in Ventura County through the Ventura County EMS Agency.
  - E. Field Evaluation: Timeframe within the accreditation process where a Paramedic Accreditation Applicant is assigned to a paramedic FTO/Paramedic Preceptor for direct observation of required ALS Patient Contacts.

- F. Independent Practice Paramedic: A paramedic accredited in Ventura County to perform the paramedic basic and local optional scope of practice and who is authorized to function independently in accordance with VCEMS Policy 318 – Independent Practice Paramedic.
- IV. POLICY: Each paramedic employed by a Ventura County ALS Provider shall be accredited to practice in Ventura County. A paramedic shall apply for accreditation prior to working on an ALS Unit.
- V. PROCEDURE:
- A. Application: Prior to beginning the Field Evaluation in Ventura County,
1. The paramedic shall,
    - a. Possess a current California paramedic license.
      - 1) Verification of licensure through the Emergency Medical Services Authority (EMSA) website will be allowed provided a copy of the paramedic license is received within 45 days of the Paramedic Accreditation Application date.
    - b. Possess a government issued form of identification.
    - c. Submit a Ventura County EMS Personnel Application.
      - 1) Paramedics must notify VCEMS within 30 days of any contact information change.
    - d. Submit a signed Eligibility Statement.
      - 1) It is the responsibility of the accredited paramedic to notify VCEMS within 7 days of any change in their eligibility status as outlined in Health and Safety Code, Division 2.5, Section 1798.200.
    - e. Pay the established fee.
    - f. Complete a local system orientation. This orientation shall not exceed eight (8) classroom hours and shall consist of the following:
      - 1) Policies and procedures, treatment protocols, radio communications, hospital/facility destination policies, and other unique system features.
      - 2) VCEMS Orientation
      - 3) PCC Orientation (may be done concurrently with the Field Evaluation)

- g. Complete local optional scope of practice (LOSOP) training:  
Submit completion of applicable training as outlined in each LOSOP. The applicant may be exempted from some or all of these requirements if documentation is provided of previous completion of VCEMS LOSOP training.
  2. The ALS Service Provider shall,
    - a. Provide the Paramedic Accreditation Applicant with their schedule for orientation, training, and Paramedic Field Evaluation.
- B. Field Evaluation: Upon completion of the requirements of Section V.A.1-2, the applicant is authorized to begin their Field Evaluation in Ventura County.
1. The Field Evaluation will consist of a minimum of five (5) and a maximum of ten (10) ALS Patient Contacts, with continuous supervision by a paramedic FTO/Paramedic Preceptor, from the beginning of assessment to transfer of patient care to hospital staff.
    - a. A Paramedic Accreditation Applicant who, with the approval of the Paramedic Training Program Director, and having completed their internship in Ventura County within the past 12 months, may use the last five (5) ALS Patient Contacts for accreditation purposes. In order to use these ALS Patient Contacts; an applicant must have received a rating of three (3) in all categories on each of the five (5) ALS Patient Contacts.
  2. During the Field Evaluation, the Paramedic Accreditation Applicant shall be the third assigned responder on an ALS unit under the direct supervision of a paramedic FTO/Paramedic Preceptor who is ultimately responsible for patient care rendered by the Paramedic Accreditation Applicant. Paramedic Accreditation Applicants may perform the local optional scope of practice only when under this direct supervision.
    - a. A Paramedic Accreditation Applicant may also work as the second paramedic of a two (2) paramedic team on an ALS unit, as long as the second paramedic is authorized as an Independent Practice Paramedic. In this circumstance the Paramedic Accreditation Applicant shall be limited to perform in the paramedic basic scope of practice, as defined in VCEMS Policy 310 – Paramedic Scope of Practice. Shifts worked as a second paramedic, and any ALS

Patient Contacts obtained during those shifts, will not be considered part of the Field Evaluation process.

C. Accreditation Application Submission

1. Upon completion of V.A and V.B, the paramedic shall make an appointment with VCEMS to complete the accreditation process.
2. The Paramedic Accreditation Applicant shall successfully complete and provide written verification of completion of the Ventura County accreditation process within 45 days of the date of the Paramedic Accreditation Application date. If the accreditation process is not completed within 45 days, a new accreditation period will automatically begin. If the accreditation process cannot be completed within the two forty-five-day periods, a new Paramedic Accreditation Application and fee to begin a third 45-day period may be required. The applicant may not apply more than three (3) times in one year.

D. Paramedic Accreditation

1. If all requirements are met, a VCEMS Accreditation card will be issued.
2. If requirements are not successfully completed, the application will be submitted to the VCEMS Medical Director for further action. The VCEMS Medical Director shall notify the Paramedic Accreditation Applicant of their findings within 5 working days.

E. Accreditation Period

1. The Accreditation Period shall coincide with the individual's California paramedic license.
2. Paramedic Accreditation shall be continuous as long as the following is maintained:
  - a. California Paramedic licensure.
  - b. Continuous employment with a VCEMS Approved ALS Service Provider Agency.
    - 1) The Paramedic Accreditation will end when the paramedic is no longer employed with a VCEMS Approved ALS Service Provider Agency.
  - c. The paramedic continues to meet all requirements for updates in VCEMS policy, procedure, protocol and local optional scope of practice, and continues to meet requirements of the system-wide CQI program.

- 1) This includes any mandatory training, as defined in VCEMS Policy 334 – Mandatory Training Requirements.

F. Paramedic Accreditation Reverification Process: A Ventura County accredited paramedic is required to submit documentation to VCEMS every 2 years verifying that they have maintained the requirements listed in V.E.2

1. Submit an EMS Personnel Application and Eligibility Statement as described in Section V.A.
2. Submit their renewed California paramedic licensure.
3. Submit completed Policy 334 – Mandatory Training Requirements Appendix A.

G. Adverse Paramedic Accreditation Action

1. Denial of Paramedic Accreditation
  - a. The VCEMS medical director shall evaluate any Paramedic Accreditation Applicant who fails to successfully complete the Field Evaluation and may recommend further evaluation or training as required to ensure the paramedic is competent. If, after several failed remediation attempts, the medical director has reason to believe that the paramedic's competency to practice is questionable, then the medical director shall notify the California EMS Authority.
  - b. Paramedic Accreditation may be denied for failure to complete any requirements listed in Section V.A-C.
    - 1) The VCEMS Medical Director will inform the applicant of the denial of Paramedic Accreditation by certified mail or hand delivery, with a complimentary copy to the ALS employer, in addition to the EMS Authority as noted above. The notice will include the specific facts and grounds for denial.
2. Suspension of Paramedic Accreditation
  - a. Paramedic Accreditation may be suspended for failure to meet the requirements listed in Section V.E.
  - b. The VCEMS Medical Director will inform the Paramedic by written notice at least 15 days prior to the intended date of suspension. The notice will include the specific facts and grounds for suspension.

- c. Paramedic Accreditation will be suspended until such time as the deficiencies are completed and documented to VCEMS.
- 3. Due Process
  - a. This will apply to the decision of the VCEMS Medical Director to either deny or suspend an accreditation.
  - b. The paramedic may request reconsideration in writing, by certified mail or hand delivery. The VCEMS Medical Director will respond to the request by certified mail or hand delivery within 5 working days.

H. Lapse of Paramedic Accreditation

- 1. If a paramedic does not maintain Ventura County Paramedic Accreditation requirements, the following requirements must be met to re-establish eligibility:
  - a. Pay the established fee to reinstate lapsed accreditation.
  - b. In addition, the following shall be met,
    - 1) If the period of lapse of accreditation is 1-31 days, the paramedic shall complete the requirements for reverification as defined in Section V.F, including mandatory training issued/released during the timeframe the paramedic's accreditation was lapsed.
    - 2) If the period of lapse of accreditation is greater than 31 days and less than one-year, the paramedic shall complete requirements described in Section V.B.1., complete the requirements for reverification as defined in Section V.F, and complete any training issued/released during the timeframe the paramedic's accreditation was lapsed.
    - 3) If the period of lapse of accreditation is greater than one year, the paramedic shall complete all the requirements specified in Section V.A-C.