

Emergency Medical Services Division Policies – Procedures – Protocols

EMT Provider Policies and Procedures (1019.00)

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I. PROGRAM DESCRIPTION

- A. The intent of the EMT Provider program is to provide early access to on-site basic life support services, in conjunction with EMS approved transport services.
 - 1. Each organization that has been authorized by the Kern County Emergency Medical Services Program to operate an EMT Provider shall follow all applicable policies, procedures and protocols.
- B. The Kern County Emergency Medical Services Program Medical Director is responsible for medical control, ensuring compliance with policies, procedures and protocols, training program monitoring, quality assurance, and skill proficiency examinations.
- C. These EMT policies and procedures may differ from and are not applicable to a Layperson AED program or Public Safety AED program.
 - 1. People operating a layperson program do so under their medical control, as authorized by State law.
 - 2. Providers approved to operate an EMT program by the Division are doing so under the authority of the EMS Program Medical Director.

II. AUTHORITY

- A. Health and Safety Code Division 2.5, Sections 1797.109, 1797.170, 1797.178, 1797.196, 1797.200, 1797.208, 1797.214, 1977.215, 1797.220, 1797.221, 1798, 1798.2.
- B. California Code of Regulations, Title 22, Division 9, Chapter 2

III. DEFINITIONS

- A. “Automated external defibrillator” or “AED” means an external defibrillator capable of cardiac rhythm analysis that will charge and deliver a shock, either automatically or by user interaction, after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

- B. “Advanced Life Support” or “ALS” means emergency care for sustaining life beyond basic life support, including defibrillation, airway management, and medications.
- C. “Basic Life Support” or “BLS” means emergency care for sustaining life that include CPR, control of bleeding, treatment of shock, stabilization of injuries and wounds, and first aid.
- D. “Emergency Medical Technician” or “EMT” means a person who has successfully completed an EMT course that meets the requirements of Title 22, has passed all required tests, and has been certified by a California EMT certifying entity.
- E. “Paramedic” means an individual who is educated and trained in all elements of prehospital advanced life support and who has a scope of practice to provide advanced life support.

IV. GENERAL PROVISIONS

- A. The purpose of this policy is to define the provider requirements, application procedure and medical control requirements for operation as an EMT provider in Kern County under approval of the Kern County EMS Program (KCEMSP) and in compliance with California Code of Regulations Title 22.
- B. This program is implemented and maintained under the authority of the Kern County EMS Program (KCEMSP).
 - 1. An agency that intends to provide EMT scope procedures shall be authorized as a EMT provider by KCEMSP.
 - 2. Any authorized provider shall maintain compliance with the applicable KCEMSP policies, procedures and protocols and shall meet the requirement outlined in this policy for approval.
- C. EMT’s shall only function within their scope when on duty and employed by an authorized EMT provider.
- D. These policies and procedures may be revised, modified or deleted at any time by the KCEMSP.

- E. No entity may operate as a provider in Kern County unless authorized and possess a valid agreement with the program.
- F. If an agency is an authorized ambulance provider or is an authorized public safety agency these policies shall apply, however, an additional agreement is not necessary.
- G. charges for regulatory costs may be incurred as a result of provider application review, authorization, and re-authorization.
 - 1. The specific fees are based upon program costs.
 - 2. Fee amounts shall be as specified in the County Fee Ordinance Chapter 8.13, if applicable.

V. MEDICAL CONTROL

- A. Medical control shall be maintained through compliance with these policies and the *All Providers Protocols and Procedures*.
- B. The provider may be evaluated by the program on a case-by-case basis for compliance with these policies and procedures.
- C. The Program Medical Director is responsible for medical control of each approved program. Medical control includes:
 - 1. Ensuring program compliance with policies and procedures
 - 2. Training program monitoring
 - 3. Skill proficiency monitoring and required reporting
 - 4. Quality assurance monitoring
 - 5. Case data reporting
 - 6. Program approval
 - 7. Training program approval
 - 8. Defibrillator equipment authorization

9. Data collection

10. Program evaluation

11. Reporting to the California EMS Authority

VI. EMT PROVIDER REQUIREMENTS

A. An EMT provider that intends to provide EMT level of service within the county shall submit a written request to the KCEMSP, including an operational plan.

B. The written request shall include the following:

1. Provider name

2. Contact Information

3. Location of base of operation

4. Level of services currently provided

5. A description of areas and communities within Kern County where EMT level of service is intended to be provided.

6. A description of the population to be served.

7. A list and explanation of any additional rates or charges to the public as a result of providing EMT service

8. Affirmation from an authorized organization representative that the organization will maintain continued compliance with program policies and procedures.

9. The operational plan shall include the items outlined in Appendix H.

C. Shall, within thirty (30) days, notify the program in writing of any changes to the information provided in the initial request.

1. KCEMS program shall, within thirty (30) days of receiving the initial request, notify the agency that the request has been received, and shall specify what information, if any, is missing.
 2. A request is considered “complete” when the program has received the following:
 - a. Written request
 - b. Operational plan
 - c. Confirm use of program provided data platform or another vendor
 - d. Request for use of med channels
 - e. Training program plan
 3. The manager of the program shall render the decision to approve or reject the provider’s request within thirty (30) days of receipt of the “completed” request.
- D. Any changes to the operational plan after approval as a provider shall be approved by the program.
1. An existing provider shall submit an updated operational plan for approval prior to implementation.
 2. The operational plan should include the items listed in Appendix H.
 3. Upon approval of requested changes by the KCEMSP, the provider may implement the changes to the operational plan as approved by the program there after.
- E. Ensure compliance with the initial and on-going training requirements for all EMT’s.
1. The training program and skills verification signers must be approved.
 2. Any additions and/or deletions shall be approved by the program prior to implementation.
- F. Participate in the QI process as requested by the program.

- G. Provide skills verification every two years to all EMT certified personnel as required by policy.
- H. May be placed on probation, suspended or revoked for non-compliance with these policies and procedures.
- I. Provide treatment using the program *All Providers Protocols and Procedures 5000.00*.
- J. Adhere to and meet documentation and data requirements as outlined by the programs *Patient Care Record Policies and Procedures*.

VII. INVENTORY REQUIREMENTS

- A. All inventory requirements shall be fully satisfied, and all equipment shall be verified to function properly through inspection before an authorization to operate is issued by the program.
- B. Ensure that all authorized personnel maintain continuous compliance with inventory requirements.
- C. There is no maximum limit of inventory items that must be maintained by the provider.
- D. Maintain at least the minimum amount of all expendable and non-expendable medical supplies and equipment as specified in program *Provider Mandatory Inventory Policies* at all times.
 - 1. In situations where any inventory item(s) are not available for supply or resupply for any period exceeding forty-eight (48) hours, the provider shall notify the program and provide an assessment of the situation.
 - 2. The program may grant a temporary variance if such inventory items are not reasonably available, and the request is documented in writing.
- E. All equipment shall be properly maintained for proper function.

- F. Infection control supplies and equipment shall be maintained in accordance with the recommendations of Centers for Disease Control (CDC) and California Occupational Safety and Health Administration (Cal-OSHA) requirements, or upon any specific order from the Kern County Health Officer or Medical Director.

VIII. EMT PERSONNEL TRAINING

A. EMT Certification

1. Personnel who provide EMT Scope of Practice must have a current EMT certification issued by the State of California.
 - a. Personnel must maintain compliance with Title 22, Division 9, Chapter 2, Article 4 and 5.
 - b. Personnel must maintain compliance with KCEMSP policy.
2. Personnel who provide EMT optional skills (Supralaryngeal Airways, Naloxone (Narcan), Epinephrine Auto Injector, Atropine and Pralidoxime Chloride) must have a current EMT accreditation issued by the program.
 - a. Personnel must maintain compliance with Title 22, Division 9, Chapter 2, and program policy.
 - b. Supralaryngeal airway skills are required as a provider in Kern County. Additional optional skill items are available for implementation at the discretion of the provider with program approval.
 - c. To be eligible for accreditation the EMT shall:
 - i. Provide documentation of employment by an approved EMT Provider.
 - ii. Provide original course completion documentation for supralaryngeal airway training to the program.
 - iii. If EMT is employed by a provider of additional optional skills, provide original course completion documentation for Naloxone (Narcan), Epinephrine Auto Injector and/or Atropine and Pralidoxime Chloride training to the program. The above listed course completion documents are dependent upon Provider approval of additional optional skills.
 - iv. Provide proof of valid EMT certification.
 - v. Provide proof of CPR and AED certification.

- vi. Pay the required fees.
- d. Accreditation shall be continuous unless EMT separates from employer or EMT certification lapses.
- e. Local accreditation expiration dates shall coincide with EMT expiration dates.
- i. EMT shall provide proof of successful completion of demonstration of skills competency for each Provider approved optional skill for re-accreditation. At a minimum, demonstration of skill competency is required for supralaryngeal airway.

B. CPR and AED

1. All EMT personnel shall be certified in CPR and AED equivalent to the current American Heart Association's Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care at the Healthcare Provider level.
2. EMT Providers shall provide the following:
 - a. Provide orientation of AED
 - b. Ensure maintenance of AED equipment
 - c. Ensure initial certification and, thereafter, continued certification in CPR and AED

C. Supralaryngeal Airways

1. Training in the use of supralaryngeal airway adjuncts shall consist of not less than five (5) hours to result in the EMT being competent in the use of the device and airway control.
2. Supralaryngeal airway training shall be provided in accordance with manufacturer guidelines and program policy and procedures.
3. Training may be provided by a person certified in the skill and recommended by their employer and approved by the program as a skills competency verification signer.
4. Initial supralaryngeal airway training shall cover the manufacturer's training curriculum and shall contain the following topics and skills:

- a. Anatomy and physiology of the respiratory system
 - b. Assessment of the respiratory system
 - c. Review of basic airway management techniques, which included manual and mechanical
 - d. The role of the supralaryngeal airway adjunct in the sequence of airway control
 - e. Indications and contraindications of the supralaryngeal airway adjuncts
 - f. The role of pre-oxygenation in preparation for the supralaryngeal airway adjuncts
 - g. Supralaryngeal airway adjuncts insertion and assessment of placement
 - h. Methods for prevention of basic skills deterioration
 - i. Alternatives to supralaryngeal airway adjuncts
5. At the completion of initial training, a student shall complete a competency-based written and skills examination for airway management.
- a. The skill examination shall include the following:
 - i. Use of basic airway equipment and techniques
 - ii. Successfully demonstrate the skill using the Supralaryngeal Airway Skill Sheet with a minimum of seventeen points (Appendix E)
 - b. Each student must pass a twenty-question written exam approved by the program with a minimum score of eighty percent.
6. Upon successful completion of supralaryngeal airway training the student shall be issued a course completion document that includes the following information:
- a. Student name
 - b. Date(s) and hours of training
 - c. Instructor name and signature
 - d. Approved EMT provider company name or CE provider name
7. Employers are responsible for ensuring on-going competency of the employee in the skill of supralaryngeal airways.

- a. Employers conducting supralaryngeal airway training shall maintain course rosters, written and skill exams for a period of four (4) years.
- b. Competency must be re-evaluated every two (2) years through an approved continuing education provider or the employers approved training program.

D. Atropine/ Pralidoxime Chloride

- 1. Atropine/Pralidoxime Chloride approved providers shall only use pre-packaged products.
- 2. Training in the use of Atropine/ Pralidoxime Chloride shall consist of not less than two (2) hours to result in the EMT being competent in the use of the medication. In addition, basic weapons of mass destruction training are recommended.
- 3. Atropine/ Pralidoxime Chloride training shall be provided in accordance with manufacturer guidelines and KCEMS program policy and procedures.
- 4. Initial training shall be provided by a paramedic, registered nurse, nurse practitioner, physician assistant, or physician. A refresher may be provided by a person certified in the skill, recommended by their employer, and approved by the program as a skills competency verification signer.
- 5. Initial Atropine/ Pralidoxime Chloride training shall cover the manufacturers training curriculum and shall contain the following topics and skills:
 - a. Indications
 - b. Contraindications
 - c. Side/adverse effects
 - d. Routes of administration
 - e. Dosages
 - f. Mechanisms of drug action
 - g. Disposal of the contaminated items and sharps
 - h. Medication administration

- i. Methods for prevention of basic skills deterioration
- 6. At the completion of initial training, a student shall complete a competency-based written and skills examination for Atropine/ Pralidoxime Chloride administration.
 - a. The written and skill examination shall include the following:
 - i. Assessment of when to administer these medications.
 - ii. Managing a patient before and after administering these medications.
 - iii. Using universal precautions and body substance isolation procedures during medication administration.
 - iv. Demonstrating aseptic techniques during medication administration.
 - v. Demonstrate the preparation and administration of medications by the intramuscular route.
 - vi. Proper disposal of contaminated items and sharps.
 - b. Each student must pass a twenty-question written exam approved by the program with a minimum score of eighty percent. The skill sheet can be found in Appendix E.
- 7. Upon successful completion of Atropine/ Pralidoxime Chloride training the student shall be issued a course completion document that includes the following information:
 - a. Student name.
 - b. Date(s) and hours of training.
 - c. Instructor's name and signature.
 - d. Approved EMT provider company name or CE provider name.
- 8. Employers are responsible for ensuring on-going competency of the employee in the skill of Atropine/ Pralidoxime Chloride administration.
 - a. Employers conducting Atropine/ Pralidoxime Chloride administration training shall maintain course rosters, written and skill exams for a period of four (4) years.

- b. Competency must be re-evaluated every two (2) years through an approved continuing education provider or the employers approved training program.

E. Naloxone (Narcan)

1. Training in the use of naloxone (Narcan) shall consist of not less than two (2) hours to result in the EMT being competent in the administration of naloxone (Narcan) and managing a patient of a suspected narcotic overdose.
2. Naloxone (Narcan) training shall be provided in accordance with manufacturer guidelines and KCEMS program policy and procedures.
3. Initial training shall be provided by a paramedic, registered nurse, nurse practitioner, physician assistant, or physician. A refresher course may be provided by a person certified in the skill, recommended by their employer, and approved by the KCEMS program as a skills competency verification signer.
4. Initial naloxone (Narcan) training shall cover the manufacturer training curriculum and shall contain the following topics and skills:
 - a. Common causative agents
 - b. Assessment findings
 - c. Management to include but not be limited to:
 - i. Respiratory system
 - ii. Airway considerations
 - iii. Seizure activity
 - iv. Altered mental status
 - v. Combative Patient
 - d. Need for appropriate personal protective equipment and scene safety awareness
 - e. Division *EMT Protocols* applicable to the administration of naloxone
 - f. Profile of naloxone to include, but not be limited to:
 - i. Indications

- ii. Contraindications
 - iii. Side/adverse effects
 - iv. Routes of administration
 - v. Dosages
 - vi. Mechanisms of drug action
 - vii. Calculating drug dosages
 - viii. Medical asepsis
 - ix. Disposal of the contaminated items and sharps
 - x. Methods for prevention of basic skills deterioration
5. At the completion of initial training, a student shall complete a competency-based written and skills examination for naloxone (Narcan) administration.
- a. The written and skill examination shall include the following:
 - i. Assessment of when to administer naloxone (Narcan).
 - ii. Managing a patient before and after administering naloxone.
 - iii. Using universal precautions and body substance isolation procedures during medication administration
 - iv. Demonstrating aseptic techniques during medication administration.
 - v. Demonstrate preparation and administration of parenteral medications by a route other than intravenous.
 - vi. Proper disposal of contaminated items and sharps.
 - b. Each student must pass a twenty-question written exam approved by KCEMSP with a minimum score of eighty percent. The skill sheet can be found in Appendix D.
6. Upon successful completion of naloxone (Narcan) administration training the student shall be issued a course completion document that includes the following information:
- a. Student name
 - b. Date(s) and hours of training
 - c. Instructor's name and signature
 - d. Approved EMT provider company name or CE provider name

7. Employers are responsible for ensuring on-going competency of the employee in the skill of naloxone (Narcan) administration.
 - a. Employers conducting naloxone (Narcan) administration training shall maintain course rosters, written and skill exams for a period of four (4) years.
 - b. Competency must be re-evaluated every two (2) years through an approved continuing education provider or the employers approved training program.

F. Epinephrine Auto-Injector

1. Training in the use of Epinephrine Auto-Injector shall consist of not less than two (2) hours to result in the EMT being competent in the administration of epinephrine and managing a patient of a suspected anaphylactic reaction and experiencing severe asthma symptoms.
2. Epinephrine Auto-Injector training shall be provided in accordance with manufacturer guidelines and KCEMSP policy and procedures.
3. Initial training shall be provided by a paramedic, registered nurse, nurse practitioner, physician assistant, or physician. Refresher may be provided by a person certified in the skill, recommended by their employer, and approved by the KCEMSP as a skills competency verification signer.

Initial Epinephrine Auto-Injector training shall cover the manufacturers' training curriculum and shall contain the following topics and skills:

- a. Common causative agents
- b. Assessment findings
- c. Management to include but not be limited to:
 - i. Airway considerations
 - ii. Altered mental status
 - iii. Nervous/agitated patient
- d. Need for appropriate personal protective equipment and scene safety awareness

- e. KCEMS *All Providers Protocols* applicable to the EMT administration of epinephrine
 - f. Profile of epinephrine to include, but not be limited to:
 - i. Indications
 - ii. Contraindications
 - iii. Side/adverse effects
 - iv. Administration by auto-injector
 - v. Dosages
 - vi. Mechanisms of drug action
 - vii. Medical asepsis
 - viii. Disposal of the contaminated items and sharps
 - ix. Methods for prevention of basic skills deterioration
4. At the completion of initial training, a student shall complete a competency-based written and skills examination for epinephrine auto-injector administration.
- a. The written and skill examination shall include the following:
 - i. Assessment of when to administer epinephrine auto-injector.
 - ii. Managing a patient before and after administering epinephrine.
 - iii. Using universal precautions and body substance isolation procedures during medication administration
 - iv. Demonstrating aseptic techniques during medication administration.
 - v. Demonstrate preparation and administration of epinephrine by auto-injector.
 - vi. Proper disposal of contaminated items and sharps.
 - b. Each student must pass a twenty-question written exam approved by KCEMSP with a minimum score of eighty percent. The skill sheet can be found in Appendix F.
5. Upon successful completion of epinephrine auto-injector administration training the student shall be issued a course completion document that includes the following information:

- a. Student name
 - b. Date(s) and hours of training
 - c. Instructor name and signature
 - d. Approved EMT provider company name or CE provider name
6. Employers are responsible for ensuring on-going competency of the employee in the skill of epinephrine auto-injector administration.
- a. Employers conducting epinephrine auto-injector administration training shall maintain course rosters, written and skill exams for a period of four (4) years.
 - b. Competency must be re-evaluated every two (2) years through an approved continuing education provider or the employers approved training program.

IX. EMT TRANSFER OF CARE

- A. Care shall be transferred to the person with healthcare authority, when appropriate, as specified in the *Scene Control Policy*.

X. APPENDIX A – LIST OF NON-TRANSPORT PROVIDERS

A. Authorized Providers

1. Bakersfield City Fire Department
2. California City Fire Department
3. Kern County Fire Department
4. Kern County Sheriff Department
5. Pro Safety & Rescue
6. Trinity Safety Company
7. ESS Rescue

XI. APPENDIX B - AUTHORIZED GROUND TRANSPORT EMT PROVIDERS

- A. Hall Ambulance Service
- B. Liberty Ambulance Service
- C. Edwards Air Force Base
- D. China Lake NAWS
- E. US Borax Ambulance

XII. APPENDIX C – SUPRALARYNGEAL AIRWAY SKILLS SHEET

Candidate: _____

Examiner: _____ Date: _____

Takes or verbalizes body substance isolation procedures	1	
Checks for response	1	
Opens the airway manually	1	
Checks breathing (Minimum 5 seconds; maximum 10 seconds)	1	
Gives 2 breaths (1 second each)	1	
Checks carotid pulse (Minimum 5 seconds; maximum 10 seconds)	1	
Elevates tongue, inserts simple adjunct [oropharyngeal or nasopharyngeal airway]	1	
NOTE: Examiner informs candidate no gag reflex is present and patient accepts adjunct		
Attaches oxygen reservoir to bag-valve mask device and connects to high flow oxygen regulator	1	
Ventilates patient at a rate of 10-12/minute with appropriate volumes	1	
NOTE: After 30 seconds, examiner auscultates and reports breath sounds are present and equal bilaterally and insertion of the King airway is indicated. The examiner must now take over ventilation.		
Directs assistant to pre-oxygenate patient	1	
Checks/prepares airway device	1	
Lubricates the beveled distal tip and posterior aspect of the tube [may be verbalized]	1	
NOTE: Examiner to remove OPA and move out of the way when candidate is prepared to insert device.		
Positions head in the "sniffing position"	1	
Holds mouth open and applies chin lift	1	
Inserts airway, rotating from the lateral to midline position, until proximal opening of gastric access lumen (LTSD model) or the base of connector (LTD model) is aligned with teeth or gums.	1	
Inflates cuffs with the minimum volume necessary to seal the airway at the peak ventilatory pressure.	1	
Attaches/directs attachment of BVM to the 15 mm connector.	1	
While gently bagging patient to assess ventilation, simultaneously withdraws the airway until ventilation is easy and free flowing	1	
Confirms placement and ventilation by observing chest rise, auscultation over the epigastrium, and bilaterally over each lung.	1	
NOTE: Examiner confirms adequate chest rise, absent sounds over the epigastrium, equal bilateral breath sounds consistent with correct placement.		
Secures airway with a commercial device while continuing ventilatory support.	1	
Reconfirms airway placement after the device is secured.	1	
Continues ventilation with appropriate volumes	1	
Passing Score: 17	22	

- _____ Interrupts ventilations for greater than 30 seconds at any time.
- _____ Failure to voice and ultimately provide high oxygen concentrations.
- _____ Ventilates patient at a rate greater than 12 breaths per minute.
- _____ Failure to provide adequate volumes per breath [maximum 2 errors/minute permissible].
- _____ Failure to insert the airway to the proper depth to provide easy and free flowing ventilation.
- _____ Failure to inflate cuffs to maintain airway seal.
- _____ Failure to remove the syringe immediately after inflation of cuffs.
- _____ Failure to confirm proper placement by observing chest rise, epigastric and bilateral lung auscultation.
- _____ Inserts any adjunct in a manner dangerous to patient.

XIII. APPENDIX D- NALOXONE (NARCAN) SKILL SHEET

Candidate: _____

Examiner: _____ Date: _____

	Points Possible	Points Awarded
Takes or verbalizes body substance isolation procedures	1	
Elicits patient allergies, medical history	1	
Appropriately determines the need for Narcan (Suspected narcotic overdose, altered mental status, respiratory depression or seizure activity without history)	1	
Obtain vital signs: respiratory rate (Must less then 8RPM to administer), pulse rate, pupils, skin signs	1	
Note: Examiner will inform the candidate of patients vital signs		
Checks label for correct name, concentration, expiration date	1	
Inspects medication for discoloration, particles	1	
Prepare medication		
Rechecks correct drug	1	
Gently administer medication into nose via atomizer (Split dose between nostrils)	1	
Maintains aseptic technique throughout procedure	1	
Disposes of syringe in proper container	1	
Monitors patient for desired or undesired effects	1	

Candidate must pass with a minimum score of 9 and no critical fail criteria: Total Score: _____

- _____ Failure to take or verbalize appropriate standard precautions
- _____ Failure to appropriately determine the need for Narcan.
- _____ Failure to check medication for expiration date.
- _____ Failure to check medication for cloudiness or discoloration.
- _____ Failure to split dose between nostrils.
- _____ Failure to properly discard syringe into appropriate container.
- _____ Uses or orders a dangerous or inappropriate intervention.

XIV. APPENDIX E- ATROPINE/ PRALIDOXIME CHLORIDE SKILL SHEET

Candidate: _____

Examiner: _____ Date: _____

	Points Possible	Points Awarded
Takes or verbalizes body substance isolation procedures	1	
Elicits patient allergies, medical history	1	
Appropriately determines the need for nerve-agent poisoning antidote, assessing patient's level of nerve agent exposure (Mild, Moderate, Severe)	1	
Obtain vital signs: respiratory rate, pulse rate, blood pressure, pupils, skin signs	1	
Note: Examiner will inform the candidate of patient's vital signs		
Contact medical control for authorization as indicated in protocol	1	
Checks label for correct name, concentration, expiration date	1	
Inspects medication for discoloration, particles	1	
Removes safety cap from the auto-injector	1	
Chooses and cleanses injection site appropriately (Thigh)	1	
Rechecks correct drug	1	
Holds injector against site for a minimum of the ten (10) seconds	1	
Note: Examiner confirms ten second hold of auto-injector		
Massages the site for (10) seconds	1	
Maintains aseptic technique throughout procedure	1	
Disposes of needle and syringe in proper container	1	
Monitors patient for desired or undesired effects	1	

Candidate must pass with a minimum score of 12 and no critical fail criteria. Total Score: _____

- _____ Failure to take or verbalize appropriate standard precautions
- _____ Failure to appropriately determine the need for nerve-agent poisoning antidote.
- _____ Failure to ask if patient has already taken any antidotes for this event
- _____ Failure to check medication for expiration date.
- _____ Failure to check medication for cloudiness or discoloration.
- _____ Failure to select appropriate injection site.
- _____ Failure to hold the injector against the site for a minimum of 10 seconds.
- _____ Failure to properly discard auto-injector into appropriate container.
- _____ Uses or orders a dangerous or inappropriate intervention.

XV. APPENDIX F- EPINEPHRINE AUTO-INJECTOR SKILL SHEET

Candidate: _____

Examiner: _____ Date: _____

	Points Possible	Points Awarded
Takes or verbalizes body substance isolation procedures	1	
Elicits patient allergies, explains procedure	1	
Appropriately determines the need for epinephrine auto-injector (Patient exhibit anaphylactic reaction including shock and/or respiratory insufficiency)	1	
Obtain vital signs: respiratory rate, pulse rate, blood pressure, pupils, skin signs	1	
Note: Examiner will inform the candidate of patient's vital signs		
Checks label for correct name, concentration, expiration date	1	
Inspects medication for discoloration, particles	1	
Removes safety cap from the auto-injector	1	
Chooses and cleanses injection site appropriately (Thigh)	1	
Rechecks correct drug	1	
Holds injector against site for a minimum of the ten (10) seconds	1	
Note: Examiner confirms ten second hold of auto-injector		
massages the site for (10) seconds	1	
Maintains aseptic technique throughout procedure	1	
Disposes of needle and syringe in proper container	1	
Monitors patient for desired or undesired effects	1	

Candidates must pass with a minimum score of 10 and no critical fail criteria outlined below. Total Score: _____

- _____ Failure to take or verbalize appropriate standard precautions
- _____ Failure to appropriately determine the need for epinephrine auto-injector.
- _____ Failure to check medication for expiration date.
- _____ Failure to check medication for cloudiness or discoloration.
- _____ Failure to select appropriate injection site.
- _____ Failure to hold the injector against the site for a minimum of 10 seconds.
- _____ Failure to properly discard auto-injector into appropriate container.
- _____ Uses or orders a dangerous or inappropriate intervention.

XVI. APPENDIX G – BASIC LIFE SUPPORT UNIT INSPECTION RECORD

BASIC LIFE SUPPORT UNIT INSPECTION RECORD

INSPECTION DATE:	APPROVED EMT TRANSPORT PROVIDER: YES <input type="checkbox"/> NO <input type="checkbox"/>
EMT PROVIDER SERVICE:	
PRIMARY BUSINESS ADDRESS:	
CITY:	ZIP CODE:
PHONE: ()	
NAME OF OWNER(S):	OPERATIONAL AREA:

UNIT IDENTIFICATION: _____	MODEL: _____	YEAR: _____	LICENSE
NUMBER: _____	V.I.N.: _____		
CURRENT VEHICLE REGISTRATION (ATTACH COPY): YES <input type="checkbox"/> NO <input type="checkbox"/>			
CURRENT VEHICLE INSURANCE (ATTACH COPY):		YES <input type="checkbox"/> NO <input type="checkbox"/>	
NAME OF CARRIER:	POLICY NUMBER:		

CURRENT CALIFORNIA HIGHWAY PATROL INSPECTION CERTIFICATE	YES <input type="checkbox"/> NO <input type="checkbox"/>
AND/OR APPROVED INSPECTION SHEET (ATTACH COPY):	YES <input type="checkbox"/> NO <input type="checkbox"/>
CURRENT EMT TRANSPORT PROVIDER MEDICAL SUPPLY AND EQUIPMENT	
REQUIREMENTS SATISFIED (COPY ATTACHED):	YES <input type="checkbox"/> NO <input type="checkbox"/>
GROUND AMBULANCE SIZE, CONFIGURATION & PERFORMANCE	
STANDARDS MET:	YES <input type="checkbox"/> NO <input type="checkbox"/>
ALL PRECEDING REQUIREMENTS SATISFIED:	YES <input type="checkbox"/> NO <input type="checkbox"/>
DISCREPANCY(IES) NOTED:	YES <input type="checkbox"/> NO <input type="checkbox"/>

SUMMARY OF DISCREPANCY(IES):

CONCLUSION:

EMS DEPARTMENT REPRESENTATIVE NAME:

EMS DEPARTMENT REPRESENTATIVE SIGNATURE:

DATE APPROVED:

XVII. APPENDIX H – OPERATIONAL PLAN

- A. The operational plan should include a detailed description of the program.
- B. At a minimum, it should include the following:
 - 1. The organizational structure
 - a. What position is in charge of the EMS program?
 - b. How does the EMT fit into the organization structure?
 - a. If the organization has a medical director provide the following:
 - i. Contact information
 - ii. Qualifications
 - iii. Duties
 - 2. Provide the organization's contacts to the Program
 - a. Person in charge of EMT program
 - b. Contact person in emergency situations
 - 3. Preparation
 - a. Inventory
 - i. What process is in place to acquire and maintain inventory?
 - ii. How often is the inventory checked?
 - iii. How will items be restocked?
 - iv. When will AED checks take place?
 - v. What will the procedure be for maintaining and checking AEDs?
 - b. Vehicle
 - i. Maintenance schedule
 - ii. Is there a back-up vehicle?
 - iii. Is the vehicle marked with identification as EMT?
 - c. Operational Times
 - i. When are EMTs on duty?

- ii. How is this determined when an EMT will be on duty?

- d. Staffing

- i. How many EMTs are on duty?
 - ii. How is it determined how many are on duty?
 - iii. Provide an updated staff list

- 4. Operations

- a. Unit Positioning

- i. Does the unit roam?
 - ii. Is the unit stationed at a given location?
 - iii. Is the unit posted?
 - iv. If there is a unique model description.
 - v. How do you determine which unit responds?
 - vi. Is the closest unit responded?

- b. Notification

- i. How does the customer access the services?
 - ii. Who is notified in an emergency?
 - iii. How are they notified?
 - iv. How does that person respond?
 - v. If a dispatch center is used, how are the units notified?
 - vi. When is ECC notified of the emergency?

- c. Treatment/Transport

- i. Who determines when an ambulance responds?
 - ii. How is it determined to take a patient to a rendezvous point or wait for the ambulance?
 - iii. In what situations are the patients moved?

- d. Communications Plan

- i. Describe the communications used
 - ii. When will communications with ambulances be established?

e. Identify Access Points for EMS

- i. Landing Zones
- ii. Gates or Roadways for rendezvous points
- iii. EMT office or staging locations

5. After Action Processes

a. Data

- i. Identify how reports will be conducted
- ii. What system will be used to deliver information to the database?

b. QI Process

- i. Describe your internal QI review process

Revision Log

02/06/2014 – Presented at EMS System Collaborative

02/13/2014 – EMCAB Approval

03/01/2014 – Policy Implementation

11/13/2014 – EMCAB Approved Revisions to application and training program requirements; addition of Appendix G

12/01/2014 – Revised Policy Implementation

01/01/2016- Added in optional skill items and training requirements. EMCAB approved.

02/01/2017 – Updated list of approved providers.

05/11/2017- Updated list of approved providers

12/17/2024- Grammar, readability, provider lists, and format.