

**POLICY AND PROCEDURE REVIEW PROCESS  
(NEW and REVISED POLICIES)****I. AUTHORITY:**

*Health and Safety Code, Division 2.5, Section 1797.220.  
California Code of Regulations, Title 22, Division 9*

**II. APPLICATION:**

This policy defines the process for system provider(s) review of a new and/or revised draft policy and procedure (P&P). Exceptions to this process may include changes reflecting State Law, County Board of Supervisors' Resolution and/or the Orange County Emergency Medical Services (OCEMS) Medical Director's medical directives/guidelines and/or internal administrative procedures.

**III. PROCESS:**

- A. OCEMS shall distribute a proposed P&P to the appropriate Emergency Medical Care Committee (EMCC) advisory subcommittee(s) and/or affected agency(ies) or association(s) for comments/response to those items within the scope of its review. A 50-day public comment period shall be provided.
- B. Committee/agency/association comments shall be submitted to OCEMS in writing within the 50-day public comment period and shall include:
  1. Identification of the subject item involved (i.e., policy, page and line);
  2. Specific change recommended;
  3. Rationale for the recommended change;
  4. System impact;
  5. Identification of the group recommending the change(s) (e.g., minutes/position statement).
- C. Comments received by OCEMS will be:
  1. Reviewed for compliance with State law/regulations
  2. Summarized, with OCEMS comments/position statements for final distribution
  3. Forwarded to the appropriate advisory subcommittee(s) for review and recommendation to the EMCC.
- D. Final subcommittee recommendation(s) will be forwarded to the EMCC for review and endorsement.
- E. EMCC endorsement or denial of endorsement will be forwarded to the OCEMS Medical Director/Program Director for consideration.

NOTE: Comments should be addressed to: Medical Director and/or Program Director, Emergency Medical Services, 405 W. Fifth Street, Suite 301-A, Santa Ana, CA 92701.

*Italicized Text Identifies Quotations from an Authority outside the OCEMS.*

Approved:

P/P: 080.00  
Implementation Date: April 1, 2013