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ADMINISTRATIVE BULLETIN

No. 21-BUL-012

TO: Contra Costa County Prehospital Care Providers, EMS Service Providers and Local Area Hospitals

FROM: Marshall Bennett, EMS Director

DATE: September 2, 2021

SUBJECT: EMS Policy 2009 Public Comment Period

The Contra Costa County Emergency Medical Services Agency (“Agency”) has released the proposed 2021 EMS policy 2009, EMT Scope of Practice Accreditation. The Agency welcomes public feedback on the new policy.

All public comments must be submitted using the online public comment form link or QR code located below, no later than **September 16, 2021** at 5:00 p.m. A pdf file of the new policy is attached here. It is also posted with online public comment form link on our website at <https://cchealth.org/ems/policies.php> and on the Contra Costa County EMS mobile application.

Online Public Comment Form Link: <https://forms.office.com/g/Bufv1BK6U1>

Online Public Comment Form QR Code:



Questions regarding this bulletin should be directed to: contracostaems@cchealth.org



EMT Scope of Practice Accreditation

I. PURPOSE

This policy establishes the processes and requirements for prehospital personnel to gain active accreditation to practice the California Emergency Medical Technician (“EMT”) optional skills and local optional scope of practice (“LOSOP”) in Contra Costa County.

II. ACCREDITATION REQUIRED

- A. An EMT employed or who volunteers to work in Contra Costa County for an EMS Service Provider that is approved for LOSOP that includes EMTs, or optional EMT skills shall be accredited by the Contra Costa County Emergency Medical Services Agency (“CCCEMSA”) according to the processes and requirements of this policy. Employed personnel who hold a certification or licensure, and function in a capacity that would NOT allow them to provide patient care, are excluded from this policy.
- B. A California licensed paramedic (“paramedic”) employed or volunteering to work in Contra Costa County for an EMS Service Provider that is approved for a LOSOP that includes EMTs, or optional EMT skills, and is practicing at the California EMT scope of practice only, shall be accredited by CCCEMSA according to the processes and requirements of this policy.
- C. An EMT or paramedic shall not perform optional EMT skills or LOSOP that includes EMTs in Contra Costa County unless they have:
 - 1. Applied for accreditation and successfully completed CCCEMSA approved LOSOP and/or, EMT optional skills training or,
 - 2. Are actively accredited by CCCEMSA.
- D. Accreditation requirement exceptions:
 - 1. Medical Health Operational Area Coordinator (“MHOAC”) requests for mutual aid into Contra Costa County.
 - 2. When dispatched by an adjacent county for an incident near Contra Costa County boundaries originating from the 9-1-1 system.
 - 3. EMTs who do not normally, or regularly practice in Contra Costa County, who activate the 9-1-1 system when on-viewing an incident and stop to render aid.
- E. All accredited prehospital personnel shall continuously meet the requirements for accreditation. Failure to continuously meet the requirements for accreditation will result in cancellation of accreditation.
- F. The accreditation cycle shall match the applicant’s California certification or licensure cycle.

III. INITIAL ACCREDITATION REQUIREMENTS

- A. All applicants for initial accreditation shall:
 - 1. Be employed by an approved Contra Costa County EMS Service Provider that is approved for a LOSOP that includes EMTs, or optional EMT skills.
 - 2. Possess an active California EMT certificate or paramedic license.
 - 3. Successfully complete CCCEMSA approved LOSOP and/or, EMT optional skills training. Initial training expires two (2) years from the date the training was completed or sooner as determined by the CCCEMSA EMSQIP.
 - 4. Submit an application.



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IV. INITIAL ACCREDITATION PROCESS

A. Applicant:

1. Prior to responding to calls for service and participation in a supervised field evaluation by the EMS Service Provider the applicant shall submit an application and verification of successful completion of CCCEMSA approved LOSOP and/or, EMT optional skills training that expires two (2) years from the date the training was completed or sooner as determined by the CCCEMSA EMSQIP.
2. The applicant may only perform LOSOP, or optional EMT skills while in the presence of the EMS Service Provider field evaluator who is ultimately responsible for patient care until accreditation to practice is approved by CCCEMSA.

B. EMS Service Provider:

1. Once the applicant has submitted all requirements through the completed online application, the EMS Service Provider shall complete the online EMS Service Provider Employer Verification form.

C. CCCEMSA:

1. CCCEMSA shall notify the applicant of the decision granting or denying accreditation within thirty (30) days once all application requirements have been met.

V. MAINTAIN ACCREDITATION REQUIREMENTS

A. All accredited prehospital personnel shall meet the following requirements to maintain accreditation:

1. Be actively accredited by CCCEMSA.
2. Possess an active California EMT certificate or paramedic license.
3. Successfully complete CCCEMSA approved LOSOP and, or, EMT optional skills refresher training. Refresher training shall include demonstration of skills competency. Refresher training is required at least every two (2) years, or more frequently as determined by the CCCEMSA EMSQIP.
4. Submit an application.

VI. MAINTAINING ACCREDITATION PROCESS

A. Applicant:

1. Submit an application within six (6) months of accreditation expiration and not prior to issuance of the applicant's renewed California EMT Certificate or California paramedic License.
2. Submit an application to verify successful completion of CCCEMSA approved LOSOP and/or, EMT optional skills training refresher training that expires two (2) years from the date the training was completed or sooner as determined by the CCCEMSA EMSQIP. Training verification is required for each applicable LOSOP or EMT optional skill(s) for each employer.

B. EMS Service Provider:

1. Once the applicant has submitted all requirements through the completed online application, the EMS Service Provider shall complete the online EMS Service Provider employer verification form.
2. Employer verification form is not required when the applicant is only submitting an application to verify successful completion of CCCEMSA approved LOSOP and/or, EMT optional skills training refresher training that expires two (2) years from the date the training was completed or sooner as determined by the CCCEMSA EMSQIP.



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C. CCCEMSA:

1. CCCEMSA shall notify the applicant of the decision granting or denying accreditation within thirty (30) days once all application requirements have been met.

VII. LAPSED ACCREDITATION REQUIREMENTS

A. All applicants for lapsed accreditation shall:

1. Be continuously employed by the same EMS Service Provider as specified in the applicant's previous application for accreditation.
2. Possess an active California EMT certificate or paramedic license.
3. Successfully complete CCCEMSA approved LOSOP and, or, EMT optional skills refresher training. Refresher training shall include demonstration of skills competency. Refresher training is required at least every two (2) years, or more frequently as determined by the CCCEMSA EMSQIP.
4. Submit an application.

VIII. LAPSED ACCREDITATION PROCESS

- A. If an applicant has submitted an application to CCCEMSA prior to the accreditation expiring, and the accreditation expiration date passes, the applicant's accreditation is considered lapsed. The applicant is no longer accredited and may not practice the LOSOP or optional EMT skills. Upon review of the application, if the application is complete and the applicant met all requirements on the date the application was submitted, the accreditation will be reinstated.
- B. If the applicant, accreditation lapses and has not met the requirements for accreditation prior to the expiration date, the application shall be denied, and the following process shall be followed prior to responding to calls for service or participation in the supervised field evaluation by the EMS Service Provider.
- C. Applicant:
1. Submit an application and verification of successful completion of CCCEMSA approved LOSOP and/or, EMT optional skills training refresher training that expires two (2) years from the date the training was completed or sooner as determined by the CCCEMSA EMSQIP.
 2. The applicant may only perform the LOSOP and, or optional EMT skills while in the presence of the field evaluator who is ultimately responsible for patient care until accreditation to practice is approved by CCCEMSA.
- D. EMS Service Provider:
1. Once the applicant has submitted all requirements through the completed application the EMS Service Provider shall complete the EMS Service Provider employer verification form.
- E. CCCEMSA:
1. CCCEMSA shall notify the applicant of the decision granting or denying accreditation within thirty (30) days once all application requirements have been met.



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IX. CHANGE OR ADDITIONAL EMS SERVICE PROVIDER EMPLOYER

- A. Accreditation shall cease upon voluntary or involuntary separation of employment or when the accredited prehospital personnel no longer meets the requirements to maintain accreditation.
- B. Personnel are required to reapply for accreditation when changing or adding employment. Training verification is required for each applicable LOSOP or EMT optional skill(s) for each employer.

X. AUTHORITY AND REFERENCE

California Code of Regulations. Reference: Sections 100061, 100063, 100064. California Health and Safety Code. Reference: Sections 1797.90, 1797.202, 1797.220, 1798., 1798.200(c)(10).

