

Monterey County EMS System Policy



Policy Number: 1000
Effective Date: 7/1/2025
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POLICY AND PROTOCOL DEVELOPMENT PROCESS

I. PURPOSE

To define the Monterey County Emergency Medical Services Agency's (EMS Agency) development, public comment, and approval processes for policies, procedures, and patient treatment protocols.

II. POLICY

The EMS Agency shall follow the procedures outlined in this policy when developing or revising, and implementing policies, procedures, and patient treatment protocols. The goal of these procedures is to ensure that all EMS Stakeholders have an opportunity to meaningfully review and provide comment regarding new or revised policies, procedures, and patient treatment protocols before they are implemented, unless the change is designated as an emergency, or minor or administrative change. Additional consensus building, review and comment measure may be incorporated into the policy development process, as determined necessary by the EMS Director. For brevity, the term "policy" is used to mean either policy, procedure, or patient treatment protocol in this policy.

III. REGULAR ANNUAL POLICY REVIEW CYCLE

A. The EMS Agency will incorporate the following phases into the regular annual policy review cycle:

Phase 1: Preparation and Document Review

1. The EMS Agency will release a list of policies for review during the regular annual policy review cycle. The EMS Agency will also seek recommendations from EMS system stakeholders for additional policies for review and update.

Phase 2: Public Comment Period

1. The EMS Agency will widely distribute draft versions of any new or modified policies for public comment.
2. The public comment period for the regular annual policy review cycle will be a minimum of 21 days.
3. Comments are due in writing to the EMS Agency by the date on the public comment notice and the EMS Agency website.

4. The EMS Agency will review all comments received during the public comment period for potential incorporation into the policy drafts. Following the close of the public comment period, a summary of the comments received, their disposition, and the final policy drafts will be reviewed at a Clinical Care Committee (CCC) meeting and posted on the EMS Agency's website.

Phase 3: Development of Training Materials

1. The EMS Agency will develop draft training materials addressing the new and revised policies.
2. The EMS Agency will release the draft training materials to those individuals at the EMS provider agencies responsible for training delivery and provide for a comment period on the materials.

Phase 4: Endorsement

1. New or revised policy drafts will be presented at a CCC meeting. The CCC shall discuss and vote on a recommendation to the EMS Director and EMS Medical Director to endorse the final draft versions of the policies. The EMS Director and Medical Director may accept or reject the committee's recommendation when determining the final policy content.
2. The EMS Agency will provide the Emergency Medical Care Committee (EMCC) with summary policy change information at the next regularly scheduled EMCC meeting.

Phase 5: Mobile Application Update

1. The EMS Agency will prepare the necessary documents and the required testing to publish the new and updated policies on the mobile app.

Phase 6: Training and Implementation

1. The EMS Agency will release the final training materials. EMS provider agencies are responsible for training their staff and ensuring sufficient knowledge of the policy changes.
2. New and updated policies will go into effect on July 1 each year. The EMS Agency will ensure that the policy changes are reflected on its website and mobile application.

IV. POLICY RELEASE WITHOUT PUBLIC COMMENT

- A. Notwithstanding any other section of this policy, the EMS Director and EMS Medical Director may release policies without public comment under the three following conditions:

1. Minor Revisions to Policy – The EMS Agency may implement minor revisions including grammatical, format editing, and/or minor corrections of outdated information that do not create training, financial, or operational impact to EMS System stakeholders.

2. Policy Changes Mandated by Law – The EMS Agency may create or change policies without public comment to comply with superior laws, such as federal or state statutes or regulations.
 3. Policy Changes to Protect Public Health and Safety - The EMS Director and EMS Medical Director may immediately and without prior notice implement a new or significantly revised EMS Agency policy to protect public health and safety.
- B. Policies released under these circumstances shall be effective as stipulated and valid for ninety (90) days from the initial effective date. Within sixty (60) days of the initial effective date, the EMS Agency shall release the policy for public comment following the procedures in Section III, Phase 2. The EMS Director and EMS Medical Director may extend a policy without public comment for an additional 90 days, for a total of 180 days from the initial effective date. The EMS Agency will attempt to limit the use of this provision.

V. POLICY DISTRIBUTION

- A. The EMS Agency is responsible for
1. Distributing training materials to providers with ample time to ensure adequate training of EMS personnel before new or revised policies go into effect.
 2. Distributing the final policies to EMS System stakeholders.
 3. Posting the final policies on the EMS Agency website and the mobile app.
- B. EMS system providers are responsible for:
1. Distributing new or revised policies to employees prior to the policy implementation date.
 2. Providing training on all relevant policies.
 3. Making an EMS Agency Policy Manual (either paper or electronic version) available to employees.

VI. POLICY AUTHORIZATION

All policies shall be approved by the EMS Director and EMS Medical Director prior to distribution or becoming effective.

END OF POLICY