

PURPOSE: The purpose of this policy is to establish procedures for issuing Paramedic accreditation in the San Joaquin County Emergency Medical Services (EMS) system.

AUTHORITY: Health and Safety Code, Division 2.5, Section 1797.220 & 1798 et seq.

POLICY:

I. Initial Accreditation:

- A. Applicants shall submit and complete the following prior to beginning employment as a Paramedic in San Joaquin County: A Paramedic currently licensed by the State of California may begin employment within San Joaquin County once items 1 - 4 are completed.
1. Completed the Paramedic Accreditation Application.
 2. Proof of employment with an approved San Joaquin County ALS provider agency.
 3. Submit copies of the following:
 - a. Valid state identification card (i.e., driver's license) or valid federal identification (i.e., Military Identification)
 - b. Valid California paramedic license;
 - c. Current certification in cardiopulmonary resuscitation (CPR) for the Professional Rescuer or Healthcare Provider, from the American Heart Association, American Red Cross, or programs approved by the EMS Agency.
 4. If the applicant is on probation with the California EMS Authority or a local EMS Agency a copy of their stipulation agreement shall be submitted with the application.
 5. Pay the application fee established by the Board of Supervisors. All fees are non-refundable and non-transferable.
 6. Attend the Paramedic Accreditation Orientation (PAO) conducted by the EMS Agency. The candidate will be scheduled to attend the orientation class upon receipt of the completed Accreditation Application.
 7. Successfully pass with a score of 90% or higher an open book examination of the San Joaquin County EMS Policies. (Refer to the Testing Procedures section of this policy for information on scores of below 90%).
 8. Applicants who meet the following requirements may request a wavier for paragraphs I. A. 6:
 - a) The candidate attended a San Joaquin approved paramedic training program.
 - b) Course completion was within six (6) months of the date of application for accreditation.

Effective: July 1, 2010
Supersedes: January 1, 2010

Page 1 of 4

Approved: Signature on File
Medical Director

Signature on File
EMS Administrator

- c) The candidate completed the EMS Agency Internship Orientation.
- d) Field internship was obtained within San Joaquin County with an EMS Agency approved Paramedic preceptor.

II. Accreditation Process:

- A. Once a paramedic candidate applies for accreditation and is waiting to attend orientation they may begin working as a paramedic using only the basic scope of practice for the State of California and while under the direct supervision of another San Joaquin County accredited paramedic preceptor. Paramedics who have not completed the accreditation process may not function as a paramedic without their assigned paramedic preceptor present.
- B. When § I, A, 1 - 6 are completed the candidate paramedic will be assigned to an approved paramedic preceptor by the ALS employer. A supervised pre-accreditation field evaluation of at least seven (7) but not more than ten (10) advanced life support patient contacts shall be completed with the candidate paramedic's employer, under the direct supervision of a preceptor approved by the EMS Agency.
 - 1. The preceptor shall document the evaluation on the EMS Agency Paramedic Accreditation Field Evaluation (Appendix 2540A).
 - 2. The preceptor shall verify that the candidate is competent in all optional scope of practice items for San Joaquin County and shall document the results on the Paramedic Candidate Skills Verification Form (Appendix 2540B).
 - 3. Upon completion of the pre-accreditation field evaluation, the EMS Liaison for the provider will review the patient contacts and verify completion by signing the Paramedic Accreditation Field Evaluation form and returning it to the candidate.
 - 4. The candidate will submit documents 2540 A, B, & C to the EMS Agency.
 - 5. The EMS Agency will issue an accreditation card to the candidate upon verification that all accreditation requirements have been met.
- C. The EMS Agency Medical Director shall evaluate applicants who fail to successfully complete the accreditation process after three (3) attempts. The EMS Agency Medical Director may require further evaluation or training as required to ensure the paramedic is eligible for accreditation.
 - 1. If the candidate does not agree with the Medical Directors action, the candidate may request a meeting with the EMS Agency Medical Director, and other individuals including EMS Agency staff, the candidate's preceptor and employer to discuss his/her situation. The EMS Agency Medical Director shall make the final determination of paramedic eligibility for accreditation.
 - 2. The EMS Agency Medical Director may refer the candidate paramedic to the

Effective: July 1, 2010
Supersedes: January 1, 2010

Page 2 of 4

Approved: Signature on File
Medical Director

Signature on File
EMS Administrator

California EMS Authority for evaluation.

- D. Candidate status may be maintained for a maximum of thirty (30) days. If the applicant does not complete the accreditation process within thirty (30) days, the individual shall re-start the accreditation process. A paramedic may apply for accreditation only three (3) times in a twelve (12) month period. Note: At the discretion of the EMS Agency, this time frame may be extended upon receipt of a written request from the applicant outlining extenuating circumstances.
- E. Accreditation shall expire on the same date as the applicant's State of California paramedic license.

III Maintaining Continuous Accreditation:

- A. Paramedics shall complete the following to maintain continuous accreditation:
 - 1. Complete the Paramedic Accreditation Application, no later than thirty (30) days prior to expiration of their accreditation.
 - 2. Provide proof of employment with an approved San Joaquin County ALS provider agency.
 - 3. Maintain a California Paramedic License.
 - 4. Submit copies of the following to the EMS Agency:
 - a. Valid state identification card (i.e., driver's license) or valid federal identification (i.e., Military Identification)
 - b. Valid California paramedic license;
 - c. Current certification in cardiopulmonary resuscitation (CPR) for the Professional Rescuer or Healthcare Provider, from the American Heart Association, American Red Cross, or programs approved by the EMS Agency.
 - 5. Paramedics on probation with the California EMS Authority or any other local EMS Agency shall submit a copy of their stipulation agreement at the time of application.
 - 6. Complete a policy and skills review (PSR), within six (6) months of expiration (this requirement will be waived for paramedics that have successfully completed the initial Paramedic Accreditation Orientation within the past six (6) months).
 - 7. Successfully pass with a score of 80% or higher with a closed book examination of the San Joaquin County Policies which will be administered at the end of the PSR. (Refer to the Testing Procedures section of this policy for information on scores of below 80 %).
- B. If through the CQI process the employer or EMS Agency Medical Director determines that a paramedic needs additional training, observation or testing, the employer, or the EMS Agency Medical Director may create a specific and targeted program of remediation based upon the identified need of the paramedic. If there is disagreement between the paramedic, the employer

and/or the EMS Agency Medical Director, the decision of the EMS Agency Medical Director shall prevail.

IV. Reinstatement After Lapse in Accreditation:

- A. In order for an individual whose accreditation has lapsed to be eligible for renewal, the following applies:
1. For a lapse of less than six (6) months the paramedic shall: pay the accreditation fee and meet all requirements listed in Section III (Maintaining Continuous Accreditation).
 2. For a lapse of more than six (6) months: complete the initial accreditation process, listed in I & II.

V. Falsification of any of the accreditation/reaccreditation documents may result in denial of the application and may result in referral to the EMS Authority for disciplinary action.

VI. Mutual Aid (Out of County): When responding into another local EMS agency's jurisdiction during an interfacility transfer, mutual aid response or emergency response, San Joaquin County accredited paramedics shall utilize the San Joaquin County paramedic scope of practice.

VII. Testing Procedures:

- A. An individual will be allowed to take the Accreditation/Policy examination a maximum of three (3) times:
1. First Attempt: During initial PAO course or PSR course.
 2. Second Attempt: May be scheduled after a one (1) week waiting period from the initial examination;
 3. Third Attempt: At least four (4) hours of remedial training shall be completed through the paramedic's employer relating to the San Joaquin County EMS Policies. The employer shall submit written documentation of such training prior to scheduling a third attempt for testing.
 4. For continuous accreditation the paramedic will be required to attend remedial training conducted by the SJCEMSA until such time the paramedic passes the examination. If the paramedic's accreditation lapses during this time, the paramedic must meet the requirements in §III. Additionally, after three (3) failed attempts the EMS Agency Medical Director may refer the paramedic to the California EMS Authority for further evaluation.