

**TITLE: PARAMEDIC ACCREDITATION OFFICER AUTHORIZATION EMS Policy No. 2580**

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**PURPOSE:** The purpose of this policy is to define the qualifications and responsibilities of Paramedic Accreditation Officer and to establish a process for the approval of Paramedic Accreditation Officers in San Joaquin County.

**AUTHORITY:** Health and Safety Code, Division 2.5, Section 1797.220 & 1798 et seq.; California Code of Regulations, Title 22, Chapter 4, Sections 100166.

**POLICY:**

I. Paramedic Accreditation Officer Qualifications:

- A. History of having worked full-time providing patient care in San Joaquin County as an accredited paramedic for the previous two (2) years.
- B. Paramedic licensure and accreditation are in good standing including but not limited to:
  - 1. No pending disciplinary actions or clinical care restrictions or remediation.
  - 2. No disciplinary actions or clinical care restrictions or remediation in the previous 24 months.
- C. Employed by an approved San Joaquin County ALS emergency ambulance provider or ALS public safety provider.
- D. Meets the requirements of California Code of Regulations, Title 22, Chapter 4, Sections 100150 and SJCEMSA Policy No. 2540, Paramedic Accreditation.

II. Initial Authorization:

- A. San Joaquin County accredited paramedics may apply to the EMS Agency for authorization to become a Paramedic Accreditation Officer by:
  - 1. Submitting a complete Paramedic Accreditation Officer application packet which includes a letter of recommendation from their ALS employer verifying the applicant is in good standing with that employer and the employer's intent to use the applicant as a paramedic accreditation officer; and
  - 2. Successfully passing a medical director interview.
- B. Paramedics approved by the medical director interview must successfully complete the San Joaquin County EMS Agency (SJCEMSA) Paramedic Accreditation Officer training course, which includes passing with a score of 80% or higher, a closed book examination of the SJCEMSA's policies and procedures.

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Supersedes: N/A

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- C. Paramedic Accreditation Officer authorization shall be issued for a four (4) year term and will expire the last day of the month four (4) years from when the authorization was issued.

III. Maintaining Authorization:

- A. Paramedics may reapply for Paramedic Accreditation Officer authorization if they maintain the qualification requirements in Section I.
- B. Submit a Paramedic Accreditation Officer authorization application, when the application is open, in the year their authorization expires, the application shall include:
  - 1. A letter of recommendation from their ALS employer verifying the applicant is in good standing with that employer and the employer's intent to use the applicant as a paramedic accreditation officer.
- C. They must successfully complete the San Joaquin County EMS Agency (SJCEMSA) Paramedic Accreditation Officer training course, which includes passing with a score of 80% or higher, a closed book examination of the SJCEMSA's policies and procedures.
- D. Paramedic Accreditation Officer authorization shall be issued for a four (4) year term and will expire the last day of the month four (4) years from when the authorization was issued.
- E. Paramedic Accreditation Officer authorization shall be invalid if a lapse in Paramedic Accreditation occurs.
- F. Paramedic Accreditation Officers shall attend one accreditation officer conference each year of the authorization term. Failure to participate in Paramedic Accreditation Officer conferences shall automatically revoke accreditation officer authorization.
- G. Paramedic Accreditation Officer authorization shall automatically be suspended if an investigation which could lead to disciplinary action or clinical remediation is undertaken, for any reason, against the license or accreditation of the Paramedic Accreditation Officer by the employer, the SJCEMSA, or the EMS Authority. Following the conclusion of such an investigation the SJCEMSA may revoke or reinstate the Paramedic Accreditation Officer's authorization.

IV. Responsibilities:

- A. Paramedic Accreditation Officers shall be thoroughly knowledgeable of and adhere to all SJCEMSA policies and procedures with a special

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- emphasis on field operations, clinical care, and accreditation applicant oversight and responsibilities.
- B. Paramedic Accreditation Officers are responsible for patient care including all care provided by their accreditation applicant.
  - C. Paramedic Accreditation Officers shall continuously monitor the care provided by their accreditation applicant and shall ensure that patient care is not compromised by the acts, omissions, or presence of the accreditation applicant in the field. Paramedic Accreditation Officers shall immediately intercede whenever the accreditation applicant's performance may be harmful or detrimental to the patient.
  - D. Paramedic Accreditation Officers shall report all incidents that result in patient harm or threatened patient safety to the ALS service provider, and the SJCEMSA in accordance with SJCEMSA Policy No. 6101, Sentinel Event Reporting Requirements.
  - E. Paramedic Accreditation Officers shall be present in the patient compartment of the ambulance anytime the accreditation applicant is providing patient care during transport to a hospital.
  - F. Paramedic Accreditation Officers are responsible for the completion of all patient care records and must review and countersign all patient care records completed by the paramedic accreditation applicant.
  - G. Paramedic Accreditation Officers shall instruct their accreditation applicant on how to properly document patient care and complete a patient care record.
  - H. Paramedic Accreditation Officers shall ensure that all required patient care records, and ALS service provider records are completed and submitted prior to going off shift.
  - I. Paramedic Accreditation Officers shall conduct daily evaluations of the paramedic accreditation applicant to determine if they are knowledgeable to begin functioning under the local policies and procedures.
  - J. Paramedic Accreditation Officers shall rate accreditation applicants for evaluation using established field criteria provided on the SJCEMSA Form 2540A, Paramedic Accreditation Field Evaluation Form and SJCEMSA Form 2540B, Paramedic Skills Verification Form.
  - K. Paramedic Accreditation Officers shall identify appropriate accreditation applicant progress and counsel an accreditation applicant that is not progressing. Accreditation officers shall keep the employer's CQI Coordinator informed of the accreditation applicant's progress.
  - L. Paramedic Accreditation Officers shall instruct accreditation applicants on the correct procedures for making base hospital contact, conducting a patient report via med-net, and requesting base hospital orders.

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V. Restrictions:

- A. Paramedic Accreditation Officers are restricted to overseeing one (1) accreditation applicant at a time.
- B. Paramedic Accreditation Officers and accreditation applicants are prohibited from making and retaining copies of patient care records and other confidential records (e.g. QI forms, ALS without base contact reports).
- C. In order to prevent conflicts of interest, Paramedic Accreditation Officers shall not accept payments or gratuities from any accreditation applicant.

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