

COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES	
Policy Title: EMS Update Procedure		Policy Number 351	
APPROVED: Administration:	 Steven L. Carroll, EMT-P	Date: 12/01/09	
APPROVED: Medical Director:	 Angelo Salvucci, M.D.	Date: 12/01/09	
Origination Date:	February 9, 2005		
Date Revised:	September 10, 2009	Effective Date: December 1, 2009	
Last Reviewed:	May 14, 2015		
Review Date:	May 31, 2018		

- I PURPOSE: To establish a standard for the method, design, approval, and delivery of information to EMS personnel on new and amended policies as well as general EMS information.
- II AUTHORITY: Ventura County Emergency Medical Services Agency (VC EMS Agency).
- III POLICY: VC EMS Agency will develop a method by which all EMS providers will be notified of changes or amendments in County EMS policies as well as general EMS information.
- V PROCEDURE:
 - A. EMS Update will be presented in May and November of each year.
 - 1. Dates, times and locations for EMS Update will be determined by the base hospital PCCs and submitted to VC EMS Agency and providers no later than 30 days prior to the presentation of the first EMS Update.
 - 2. Each base station shall offer a minimum of three EMS Updates in May and in November.
 - B. EMS Update will consist of the following:
 - 1. All new and revised policies approved by the Prehospital Services Committee since the last EMS Update.
 - 2. Pertinent "information" items discussed at PSC not included in policy updates.
 - 3. Information submitted to the PCCs by the VC EMS Agency
 - C. EMS Update training materials will be designed by the EMS Update Design Team.

1. Dates and times of the EMS Update design meetings will be determined on an “as needed” basis by the EMS Update Design Team.
 2. Membership of the EMS Design Team will include all PCC’s, a representative from the EMS Agency, and a BLS and ALS representative.
 3. The training package will include the following materials:
 - a. Power Point Presentation
 - b. Instructional objectives
 - c. Course outline
 - d. Lesson plan
 - e. Method of evaluation (written and/or skills competency based valuation tool).
 - f. Make up exam.
 4. The review, editing, and final approval of the EMS Update will be done by the VC EMS Staff.
- D. Copies of the final EMS Update will be delivered via email by the VC EMS Agency to the EMS Update training providers prior to the first presentation.
- E. BLS provider Agencies will receive a copy by e-mail to adapt materials for EMT-1 providers.
- F. Changes to EMS Update following approval of final draft.
1. Errors or omissions discovered following release of the final draft by VC EMS will be reported to VC EMS Agency CQI Coordinator who will be responsible for notifying all EMS training providers of the corrected information.
- G. EMS Update Make-Up Session will be held two weeks after the last Update presentation. The Make-Up Session will be held on a date, time and location established by VC EMS Agency.
1. The Power Point training package will used by VC EMS Agency
 2. A written post-test, developed by the EMS Update Design Team, will be administered by the VC EMS Agency.
 3. A minimum passing score of 85% must be achieved for successful course completion.
 4. VC EMS Agency staff will present the Make-Up Session.
- H. Course completion records will include the following:
1. Student course evaluation to be retained by training organization.

2. A copy of the continuing education roster shall be submitted to the VC EMS Agency immediately after the completion of each course offered.
3. Documentation of successful course completion for participants.