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| COUNTY OF VENTURA HEALTH CARE AGENCY | | EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES | |
| Policy Title: Paramedic Accreditation to Practice | | Policy Number 315 | |
| APPROVED Administration:  Steven L. Carroll, Paramedic | | Date: December 1, 2023 | |
| APPROVED Medical Director:  Daniel Shepherd, M.D. | | Date: December 1, 2023 | |
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- I. **PURPOSE:** To establish a mechanism for a Paramedic to become accredited to practice in Ventura County. The purpose of accreditation is to ensure that the Paramedic has: 1) completed the minimum required education and training, and 2) is oriented to the local EMS system.
- II. **AUTHORITY:** Health and Safety Code Sections 1797.84, 1797.185, 1797.214, 1798 and California Code of Regulations, Title 22, Section 100166.
- III. **DEFINITIONS:**
 - A. **ALS Patient Contact:** ALS Patient Contact: A patient contact where the paramedic successfully performs an ALS skill listed in VCEMS Policy 310 – Paramedic Scope of Practice, with the exception of central line monitoring, blood glucose testing, 3 or 4-lead cardiac monitoring and pulse oximetry.
 - B. **Field Training Officer (FTO):** An agency designation for those personnel qualified to train/evaluate prehospital personnel on job-related tasks, policies, and procedures..
 - C. **Paramedic Preceptor:** A Paramedic, as identified in California Code of Regulations Title 22, Division 9, Chapter 4, Article 3, Section 100150, qualified to train Paramedic Student Interns. A Paramedic Preceptor may also be a Field Training Officer, when designated by that individual’s agency.
 - D. **Paramedic Accreditation Applicant -** A licensed Paramedic in the State of California who is in the process of applying for local accreditation in Ventura County through the Ventura County EMS Agency. An accreditation application shall only be authorized to practice the basic scope of practice for a Paramedic while in the presence of a field training officer.

- E. Independent Practice Paramedic: A paramedic accredited in Ventura County to perform the full scope of practice of a Paramedic and who is authorized to function independently in accordance with VCEMS Policy 318 – Independent Practice Paramedic.
- IV. POLICY: Each Paramedic employed by a Ventura County ALS Provider shall be accredited to practice in Ventura County. A Paramedic shall apply for accreditation prior to working on an ALS Unit.
- V. PROCEDURE:
 - A. Application. Prior to beginning an Accreditation Internship and/or assignment to function as a Paramedic in the Basic Scope of Practice on an ALS Unit in Ventura County,
 - 1. The Paramedic shall
 - a. Possess a current California Paramedic license. Verification of licensure through Emergency Medical Services Authority website will be allowed provided a copy of the wallet size paramedic license is received by EMS within 30 day of application date.
 - b. Possess a government issued form of identification.
 - c. Complete the Ventura County accreditation application process. (Note: Falsification of information on the application will result in immediate suspension of accreditation to practice as a Paramedic in Ventura County.)
 - 1) Fill out a Ventura County EMS Personnel application.. Paramedic must notify VCEMS within 30 days of any contact information change.
 - 2) Sign a statement that the individual is not precluded from accreditation to practice as a Paramedic for reasons defined in Section 1798.200 of the Health and Safety Code.
 - 3) Pay the established fee.
 - 4) It is the responsibility of the accredited paramedic to notify VCEMS within 7 days of any change in their eligibility status as outlined in Health and Safety Code, Division 2.5, Section 1798.200. (For items that this Section applies to, see EMS Personnel Application, Eligibility Statement.)

2. The ALS Service Provider shall:
 - a. Provide the applicant with his/her schedule for orientation, training and testing in skills and field evaluation.
- B. Accreditation Internship:
 1. Upon completion of the requirements of Section V.A.1-2 of this policy, the applicant is authorized to begin practice as a Paramedic accreditation applicant in Ventura County.
 2. During evaluation for accreditation, the accreditation applicant shall be the third assigned VCEMS responder at the call and shall be under the direct supervision of an FTO who is ultimately responsible for the patient care rendered by the Accreditation Intern.
 3. An accreditation applicant may also work as the second Paramedic of a two (2) Paramedic team on an ALS unit, if the second medic is an authorized Independent Practice Paramedic, but shall be limited to performance of the basic Paramedic scope of practice, as defined VCEMS Policy 310 – Paramedic Scope of Practice. Shifts worked as a second Paramedic, and any ALS skills performed during those shifts, will not be considered part of the accreditation application process.
 4. ALS agency Medical Director / designee shall review accreditation documentation and provide written approval to VCEMS prior to formal accreditation.
 5. The applicant shall successfully complete and provide written verification of satisfactory completion of a Ventura County accreditation process within 45 days of the date of the applicant's hire/start date. If the accreditation process is not completed within 45 days, a new accreditation period will automatically begin. If the accreditation process cannot be completed within the two forty-five day periods, a new application and fee to begin a third 45 day period may be required. The applicant may not apply more than three (3) times in one year.
 - a. An orientation of the local EMS system. This orientation shall not exceed eight (8) classroom hours and shall consist of the following:
 - 1) Orientation of ALS Service Provider responsibilities and practices.

- 2) PCC Orientation
 - 3) VCEMS Orientation
 - b. Complete a supervised pre-accreditation field evaluation consisting of a minimum of five (5) and maximum of ten (10) ALS patient contacts as the third assigned VCEMS responder with continuous supervision by an FTO from the beginning of assessment to transfer of patient care to hospital staff. An FTO/Clinical Coordinator/Operations Manager will sign off documentation of ALS patient contacts. The FTO will determine that the response included ALS assessment and treatment skills for all ALS patient contacts submitted for accreditation.
 - c. An applicant who, with the approval of the Paramedic Training Program Director, and having completed their internship in Ventura County (40 contacts) within the past 12 months, may use the last five (5) ALS patient contacts for accreditation purposes. In order to use these ALS patient contacts, an applicant must have received a rating of three (3) in all categories on each of the five (5) ALS patient contacts.
 - d. Successful completion of training and testing of the applicant's knowledge of VCEMS optional scope of practice skills, policies, procedures and medications. The applicant may be exempted from some or all of these requirements if s/he provides documentation of previous successful completion of a training program in any other jurisdiction.
- C. Accreditation. Upon completion of the above requirements, the Paramedic shall call the EMS office for an appointment to complete the accreditation process or may submit the required documentation by mail.
1. If all requirements are met, a VCEMS accreditation card will be issued.
 2. If requirements are not successfully completed, the application will be submitted to the VCEMS Medical Director for further action. The VCEMS Medical Director shall notify the applicant of his/her findings within 5 working days.
- D. Adverse Accreditation Action.
1. Denial of Accreditation

- a. Accreditation may be denied for failure to complete application requirements listed in Section V.A or for failure to successfully complete the accreditation requirements listed in Section V.B.
 - b. The VCEMS medical director shall evaluate any candidate who fails to successfully complete the field evaluation and may recommend further evaluation or training as required to ensure the paramedic is competent. If, after several failed remediation attempts, the medical director has reason to believe that the paramedic's competency to practice is questionable, then the medical director shall notify the California EMS Authority.
 - c. Upon failure to successfully complete the requirements of Section V.A or V.B, the VCEMS Medical Director will inform the applicant of the denial of accreditation by certified mail or hand delivery, with a complimentary copy to the ALS employer, in addition to the EMS Authority as noted above. The notice will include the specific facts and grounds for denial.
2. Suspension of Accreditation
- a. Accreditation may be suspended for failure to meet the requirements listed in Section V.E.
 - b. The VCEMS Medical Director will inform the Paramedic by written notice at least 15 days prior to the intended date of suspension. The notice will include the specific facts and grounds for suspension.
 - c. Accreditation will be suspended until such time as the deficiencies are completed and documented to VCEMS.
3. Due Process. This will apply to the decision of the VCEMS Medical Director to either deny or suspend an accreditation.
- a. The Paramedic may request reconsideration in writing, by certified mail or hand delivery. The VCEMS Medical Director will respond to the request by certified mail or hand delivery within 5 working days.

E. Accreditation Period

The accreditation to practice period shall coincide with the individual's Paramedic license. Accreditation to practice shall be continuous as long as the following is maintained:

1. California State Paramedic Licensure
2. Continuous employment with a VCEMS Approved ALS Service Provider Agency.
 - a. The accreditation to practice as a Paramedic will end when the Paramedic is no longer employed with the ALS agency.
3. The Paramedic continues to meet all requirements for updates in VCEMS policy, procedure, protocol and local optional scope of practice, and continues to meet requirements of the system-wide CQI program.
 - a. This includes any mandatory training, as defined in VCEMS Policy 334 – Mandatory Training Requirements, that was issued/released during the period the individual's accreditation was lapsed.

F. Lapse of Accreditation. If a Paramedic does not maintain Ventura County accreditation requirements, the following requirements must be met to re-establish eligibility:

1. Completion of application as described in Section V.A.
2. In addition, the following shall be met:
 - a. If the period of lapse of accreditation is 1-31 days, the Paramedic shall complete the requirements for continuing accreditation as defined in Section V.E.
 - b. If the period of lapse of accreditation is greater than 31 days and less than one-year, complete requirement described in Section V.B.5.b and complete any items which are new since the Paramedic was last accredited.
 - c. If the period of lapse of accreditation is greater than one year, the applicant must complete all the requirements specified in Section V.B.