



COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES	
Policy Title: Emergency Medical Technician (EMT) Optional Skills Accreditation		Policy Number 305	
APPROVED: Administration:	 Steve L. Carroll, Paramedic	Date: December 1, 2023	
APPROVED: Medical Director:	 Daniel Shepherd, M.D.	Date: December 1, 2023	
Origination Date:	September 14, 2023		Effective Date: December 1, 2023
Date Revised:			
Date Last Reviewed:			
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- I. PURPOSE: To establish a mechanism for an EMT to become accredited to practice Optional Skills in Ventura County. The purpose of accreditation is to ensure that the EMT:
 - A. Completed the minimum required education and training, and
 - B. Is oriented to the local EMS system, and
 - C. Adheres to the standards and guidelines outlined in all applicable VCEMS policies and procedures
- II. AUTHORITY: California Health and Safety Code 1797.80, 1797.184, 1797.214, 1798; California Code of Regulations, Title 22, Sections 100061 and 100064
- III. POLICY:
 - A. An EMT must be accredited by the Ventura County EMS Agency (VCEMS) in order to perform EMT optional skills
 - B. An EMT must be employed by an VCEMS approved optional skills provider in order to practice
- IV. PROCEDURE:
 - A. Application
 1. In order to be eligible for accreditation, the EMT applicant will:
 - a. Possess a current and valid California EMT certification;
 - b. Provide written documentation of employment with a prehospital provider agency that is approved by VCEMS
 - c. Complete a VCEMS personnel application form, if not already on file with VCEMS
 - d. Verification by employer that all training and education related to the EMT optional skills outlined in VCEMS Policy 303 – EMT Optional Skills has been completed.
 - i. This will include any skills approved by VCEMS Medical Director that are added to the policy in the future.

B. Accreditation

1. Upon successful completion of the application and training requirements, the EMT will be issued an accreditation letter. A copy will be placed in VCEMS certification file for tracking purposes
2. The accreditation cycle will be the same as the individuals EMT certification, as long as all maintenance requirements are current

C. Paramedics functioning as EMTs

1. Paramedics licensed in the State of California who function as EMTs and who are employed by a VCEMS approved prehospital provider agency shall be granted EMT accreditation upon completion of the following:
 - a. Verification by employer that all training and education requirements have been met
 - b. Submission of a VCEMS personnel application if not already on file

D. Accreditation Period

1. EMT accreditation shall be continuous as long as the following conditions are met:
 - a. Maintain current certification/licensure in the State of California, and;
 - b. Maintain continuous employment with a VCEMS approved prehospital provider agency, and;
 - c. Completion of all ongoing mandatory training requirements outlined in VCEMS Policies 303 – EMT Optional Skills and in VCEMS Policy 334 – Mandatory Training Requirements outlined in VCEMS

E. Lapse of Accreditation

1. EMT accreditation will be considered lapsed when any of the following circumstances occur:
 - a. An EMT is longer employed by a VCEMS approved prehospital provider agency, or;
 - b. Certification or licensure as an EMT or Paramedic lapses, or
 - c. An individual fails to meet the minimum requirements outlined in this policy.
2. If EMT accreditation lapses, the following requirements shall be submitted to VCEMS in order to reestablish eligibility:
 - a. Verification of employment by a VCEMS approved prehospital provider agency
 - b. Verification that certification / licensure as an EMT or Paramedic in the State of California is current and valid

- c. Verification by employer that all mandatory training requirements have been completed, to include demonstration of psychomotor skills proficiency in approved optional skills.



Policy 305: EMT Accreditation
Verification of EMT Accreditation Requirements

This is to confirm that EMT _____ meets the requirements for EMT Accreditation outlined in VCEMS Policy 305.

- Possesses a current and valid California EMT certification
- Is currently employed by this agency
- Has completed a VCEMS personnel application form (if not already on file with VCEMS)
- Has completed all training and education related to the EMT Optional skills, as outlined in VCEMS Policy 303 – EMT Optional Skills
 - Administration of epinephrine by prefilled syringe and/or drawing up the proper drug dose into a syringe for suspected anaphylaxis and/or severe asthma.
 - Administration of the following medications through the use of an auto-injector for the purposes of treating exposure to a nerve agent:
 - Atropine
 - Pralidoxime Chloride

Date Training Completed	
Trainer Name	

Agency Representative Signature	
Role / Title	
Date	