

Subject: Administration - Miscellaneous
Policy Review and Development

Associated Policies:


- I. Authority and Reference (incorporated herein by references)
 - A. Division 2.5 of Health and Safety Code
 - B. California Code of Regulations, Title 22
 - C. North Coast EMS Policies and Procedures
- II. Purpose


To establish a process for updating existing policies. To establish a process for drafting new policies, procedures, and protocols.
- III. Policy
 - A. The North Coast EMS Policy Review Committee reviews, updates and develops new policies or procedures for the region.
 - B. The Policy Review Committee's members consist of anyone who has in writing requested inclusion on the committee.
 - C. The Policy Review Committee meets quarterly.
 - D. For minor policy revisions or correction, the Executive and Medical Director may finalize any policy by applying their signatures.
 - E. For policy revisions entailing a significant change operational or clinical the following review process shall occur.
 1. Policy drafts will be sent to the members of the Policy Review Committee for review and comment no fewer than 14 days prior to the quarterly Policy Review Committee meeting.
 2. Comments will be discussed at the meeting and changes will be made according to the group's consensus.
 3. If the attendees of the policy review committee reach consensus, policies changes or updates will be prepared for Executive Director and Medical Director signatures.
 4. Whenever the Policy Review Committee does not reach consensus, the draft policy will be annotated to reflect the differing recommendations and forwarded to the Executive Director and Medical Director for their review.
 5. The Executive Director and Medical Director may adopt or reject recommendations or make changes to the draft at their discretion.
 6. At their discretion, the Executive Director and Medical Director may either finalize the policy, either with or without further changes, and apply their signatures, or they may return the draft policy along with their recommendations to the attendees of the policy review committee, or to the public, for a comment period of no less than 14 days.

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- F. At the expiration of the comment period and/or subsequent review by the Policy Review Committee, the Executive Director and Medical Director will consider any and all comments, make any changes to the policy as they deem appropriate, and finalize the policy by applying their signatures.
- F. New policies and protocols will be distributed to all stakeholders and included in the online policy and procedure manual.

Approved:  Date: 8/13/19

Approved as to Form:  Date: 8/13/19