



Memorandum

DATE: October 31, 2025

TO: All Prehospital Personnel and Providers

FROM: Katherine Shafer, M.D., EMS Medical Director
Jared Bagwell, EMS Director

SUBJ: Policies Open for Stakeholder Comment

This memorandum informs system participants that the following policies will be open for stakeholder comment from October 31, 2025, to December 15, 2025.

Proposed revisions:

1. SJCEMSA Policy No. 1400, EMS Advisory Committee.
 - a. Modifies membership, expands representation for all hospitals, adds Office of Emergency Services (OES) representation and physician representation from local hospital emergency departments.
2. SJCEMSA Policy No. 2540, Paramedic Accreditation.
 - a. Revision to initial and reinstatement accreditation process.
 - b. Additional requirements added for maintenance of accreditation.
3. SJCEMSA Policy No. 2540C, Paramedic Accreditation & Skills Verification Task Form.
 - a. New Task Form replacing previous Paramedic Accreditation Field Evaluation Form.
 - b. Rescinding SJCEMSA Policy No. 2540B, Paramedic Skills Verification Form.
4. SJCEMSA Policy No. 2700, Locally Issued Authorization Review Process.
 - a. Revises title and purpose to local SJCEMSA authorizations.
5. SJCEMSA Policy No. 3001, PSAP EMS Call Transfer Guidelines.
 - a. Revised to current practice.
6. SJCEMSA Policy No. 4712, Level II Trauma Center Standards.
 - a. Establishes a requirement for trauma performance improvement plan nurse.
7. SJCEMSA Policy No. 5210, Major Trauma Triage Criteria.
 - a. Revisions to major trauma triage criteria.
8. SJCEMSA Policy No. 6102, EMS Unusual Occurrence Reporting Process.
 - a. Revisions and combines current SJCEMSA Policy No. 6101, Sentinel Event Reporting Requirements with SJCEMSA Policy No. 6102, EMS Unusual Occurrence Reporting Process.

9. SJCEMSA Policy No. 6102A, Unusual Occurrence Form.
 - a. Minor revisions.
10. SJCEMSA Policy No. 6341, Ambulance Patient Offload Times.
 - a. Revises APOT/APOD to current regulations and establishes accountability.
11. SJCEMSA Policy No. 6620, Continuous Quality Improvement Program.
 - a. Major revisions to align with California Code of Regulations for EMS QI Programs.
12. SJCEMSA Policy No. 6630, Continuous Quality Improvement Committee.
 - a. Policy restructuring with changes to confidentiality outlined in Evidence Code.
 - b. Established membership and added language on the use of subcommittees.
13. SJCEMSA Policy No. 6720, Trauma Data Management.
 - a. Minor revisions
14. SJCEMSA Policy No. 7001, On Call EMS Duty Officer Notification.
 - a. Revisions and clarity added

For questions, contact Jared Bagwell at jbagwell@sigov.org or (209) 468-6818.