TITLE: **EMERGENCY MEDICAL TECHNICIAN ACCREDITATION** EMS Policy No. **2320**

PURPOSE:

The purpose of this policy is to establish procedures for issuing and maintaining Emergency Medical Technician (EMT) Accreditation to current active certified EMTs employed with an approved San Joaquin County Emergency Medical Services Agency (SJCEMSA) provider within the jurisdiction of SJCEMSA.

AUTHORITY:

Health and Safety Code, Division 2.5, Section 1797.220 & 1798 et seq.; CCR, Title 22, Div. 9, Ch. 3.1, §100066.02.

DEFINITIONS: See EMS Policy No. 1100, POLICY DEFINITIONS.

POLICY:

I. Initial Accreditation:

A. To be accredited as a EMT in San Joaquin County, the applicant shall:
1. Hold a current and valid EMT Certification in California.
2. Submit a completed EMT accreditation application packet which includes but is not limited to:
   a) Verification of employment with an approved San Joaquin County ALS or BLS provider agency.
   b) Copies of the following:
      i. Valid state identification card (i.e., driver's license), valid federal identification (i.e., Military identification), valid U.S passport card.
      ii. Current and valid California EMT Certification.
      iii. SJCEMSA EMT Optional Skills Training course completion certificate.
      iv. I-Gel Supraglottic Airway Device Skills Competency Verification Form
3. If applicable, submit a copy of any current stipulation settlement agreement with the application if the applicants EMT Certification is on probation with a local EMS Agency (LEMSA).
4. The applicant must disclose if he/she has been placed on a Performance or Personal Improvement Plan (PIP) or Clinical Education Assignment (CEA) by an employer or LEMSA as an EMT in the past two years. If so, submit a letter from employer or LEMSA showing successful completion or status of the PIP or CEA. Failure to complete or remediate may be cause for denial of accreditation.
5. Pay the application fee established by the Board of Supervisors. All fees

Approved: _____ _____
Medical Director EMS Administrator

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are non-refundable and non-transferable.

6. Attend and successfully complete an EMT Optional Skills course conducted by SJCEMSA within the last 6 (six) months which includes but is not limited to:
    a) Pass with a score of 80% or higher an examination based upon the San Joaquin County EMS policies. (Refer to the Testing Procedures section of this policy for information on scores below 80%).
    v. Successfully pass a verification examination of the I-Gel Supraglottic Airway Device Skills Competency.

B. The SJCEMSA Medical Director will evaluate any applicant that fails to successfully complete the accreditation process. The SJCEMSA Medical Director may recommend further evaluation, training, or denial of accreditation.

C. EMT Accreditation shall expire on the same date as the State of California EMT Certification.

II Maintenance of Accreditation:

A. To maintain continuous accreditation in San Joaquin County, an accredited EMT shall:
    1. Submit a complete EMT Accreditation application packet thirty (30) days prior to expiration of their current San Joaquin County SJCEMSA EMT accreditation including verification of continued employment with an approved San Joaquin County ALS or BLS provider.
    2. Submit with the EMT accreditation application packet all of the following:
        a. Valid state identification card (i.e., driver's license) valid federal identification (i.e., Military identification), or valid U.S. passport or passport card.
        b. Current and valid California EMT Certification.
        c. I-Gel Supraglottic Airway Device Skills Competency Verification Form completed within the last two (2) years and verified by someone that has been designated by SJCEMSA Policy 2011, Skills Competency Verification Process.
    3. If applicable, submit a copy of their stipulation settlement agreement with the application if the applicant is on probation with the California EMS Authority or a local EMS Agency (LEMSA).
    4. The applicant must disclose if he/she has been placed on a Performance or Personal Improvement Plan (PIP) or Clinical Education Assignment (CEA) by an employer or Local EMS Agency (LEMSA) as a EMT in the past two years. If so, submit a letter from employer or LEMSA showing successful

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completion or status of the PIP or CEA. Failure to successfully complete or remediate may be cause to deny, suspend, or revoke accreditation.

5. An individual, who is a member of the Armed Forces of the United States, whose EMT Certification and accreditation expires during the time the individual is on active duty or license expires less than six (6) months from the date the individual is deactivated/released from active duty, has an additional six (6) months to comply with the requirements of Section II. A 1-4 and the late fee (application fee) is waived upon compliance with the following provisions:
    a) Provide documentation from the respective branch of the Armed Forces of the United States verifying the individual's dates of activation and deactivation/release from active duty.

III. Lapsed Accreditation:

A. For an individual whose accreditation has lapsed to be eligible for reinstatement, the following applies:
    1. For a lapse of less than six (6) months the EMT shall pay the accreditation fee and meet all requirements listed in Section II. (Maintenance of Accreditation).
    2. For a lapse of more than six (6) months the EMT shall complete the initial accreditation process listed in I. (Initial Accreditation).

IV. Falsification of any of the accreditation/reaccreditation documents may result in denial of accreditation and may result in disciplinary action.

V. CQI Process:

A. If through the CQI process the employer or SJCEMSA Medical Director determines that an EMT needs additional training, observation or testing, the employer, or the SJCEMSA Medical Director may create a specific and targeted program of remediation based upon the identified need of the EMT. If there is disagreement between the employer and the SJCEMSA Medical Director, the decision of the SJCEMSA Medical Director shall prevail.
B. The SJCEMSA Medical Director may suspend or revoke accreditation if the EMT does not maintain current EMT Certification or meet local accreditation requirements and the following requirements are met:
    1. The EMT has been granted due process in accordance with local policies and procedures.
    2. The local policies and procedures provide a process for appeal or reconsideration.

VI. Testing:

A. An applicant is allowed to take the EMT Optional Skills course examination a maximum of three (3) times per year:
   1. First Attempt: During the initial EMT Optional Skills course.
   2. Second Attempt: May be scheduled after a one (1) week waiting period from the initial examination.
   3. Third Attempt: May be scheduled following completion of four (4) hours of remedial training pertaining to the SJCEMSA Policies.
   4. If the applicant's accreditation lapses because of repeated attempts to pass the exam, the requirement listed in Section III shall apply. Additionally, after three (3) failed attempts the SJCEMSA Medical Director may suspend or revoke the applicant's accreditation until such time that the applicant passes the examination.

B. It is a misdemeanor for any person to knowingly and willfully engage in conduct that subverts or attempts to subvert any certification or licensing examination or the administration of an examination, conducted pursuant to the Health and Safety Code, Division 2.5, including any accreditation or authorization examination process.

C. The penalties provided for in Health and Safety Code Section 1798.207 are not exclusive remedies and shall not preclude remedies provided pursuant to any other provision of law.

D. In addition to any other penalties, a person found guilty of violating Health and Safety Code Section 1798.207 shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars ($10,000) and the costs of litigation.

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