TITLE: **PARAMEDIC ACCREDITATION** EMS Policy No. **2540**

PURPOSE:

The purpose of this policy is to establish procedures for issuing and maintaining Paramedic Accreditation by the San Joaquin County Emergency Medical Services Agency (SJCEMSA).

AUTHORITY:

Health and Safety Code, Division 2.5, Section 1797.220 & 1798 et seq.; CCR, Title 22, Div. 9, Ch. 3.3, §100090.08, §100091.02, and §100094.02.

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

POLICY:

I. Initial Accreditation:

A. To be accredited as a Paramedic in San Joaquin County, the applicant shall:
1. Be currently licensed as a paramedic in California.
2. Submit a completed paramedic accreditation application packet which includes but is not limited to:
   a) Verification of employment with an approved San Joaquin County ALS 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. Valid California paramedic license.
      iii. Current certification in cardiopulmonary resuscitation (CPR) for the Professional Rescuer or Healthcare Provider, from the American Heart Association, American Red Cross, or programs approved by SJCEMSA.
3. 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 LEMSA as a paramedic 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 are non-refundable and non-transferable.

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6. Attend Paramedic Accreditation Orientation (PAO) course conducted by SJCEMSA within the last ~~6 (six)~~ 12 months.
    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%).

B. An applicant who has completed I. A., 1 through 6 may begin a supervised pre-accreditation field evaluation. The applicant shall work under the direct supervision of a SJCEMSA authorized paramedic preceptor or an SJCEMSA authorized paramedic accreditation officer.

C. All initial accrediting paramedics shall complete the ALS provider's field training program within thirty (30) days of completing the SJCEMSA PAO class and complete the SJCEMSA 2540B, Paramedic Accreditation & Skills Verification Task Form with assigned preceptor, accreditation officer, or ALS provider liaison.
    1. The ALS provider liaison shall verify successful completion prior to submission.
    2. The ALS provider shall notify SJCEMSA if the candidate does not complete the ALS provider's field training or 2540B Task Form successfully.
    3. ALS providers are authorized to use the SJCEMSA 2540A Form for the providers field training program.

D. Pre-accreditation applicant status may be maintained for a maximum of thirty (30) days as measured from the first field evaluation shift. If the applicant does not complete the accreditation process within thirty (30) days, the applicant shall re-start the accreditation process as an initial applicant. A paramedic may apply for accreditation three (3) times in a twelve (12) month period. At the discretion of the SJCEMSA this time frame may be extended following a written request from the applicant and an explanation as to why the accreditation process was not completed during the initial 30-day period.

E. To complete the accreditation process, the applicant shall submit the 2540B Task Form to SJCEMSA.

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

G. Paramedic accreditation shall expire on the same date as the State of California paramedic license.

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II Maintenance of Accreditation:

A. To maintain continuous accreditation in San Joaquin County, an accredited paramedic shall:
   1. Submit a complete paramedic accreditation application packet thirty (30) days prior to expiration of their current San Joaquin County SJCEMSA paramedic accreditation including verification of continued employment with an approved San Joaquin County ALS provider.
   2. Submit with the paramedic 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 California paramedic license.
      c. Current certification in cardiopulmonary resuscitation (CPR) for the Professional Rescuer or Healthcare Provider, from the American Heart Association, American Red Cross, or programs approved by the SJCEMSA.
   3. 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 paramedic 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 successfully complete or remediate may be cause for~~to~~ den~~d~~denial~~y~~, suspension~~d~~, or ~~revok~~revocation of~~e~~ accreditation.
   ~~5. Complete a SJCEMSA policy and skills review (PSR) course, within six (6) months of expiration. This requirement is waived for paramedics that have successfully completed an initial SJCEMSA Paramedic Accreditation Orientation (PAO) course within the previous six (6) months or are members of the CQI Committee with an attendance rate of 80% or more within the last 12 months.~~
      ~~a) Pass with a score of 80% or higher an examination based upon the San Joaquin County EMS Policies. (Refer to the Testing section of this policy for information on scores below 80%).~~
   ~~6.~~5. Successfully complete mandatory training sessions as specified by the SJCEMSA. These sessions shall include annual training and testing on new or changing local EMS policies and procedures, and/or other topics pertinent to prehospital care.
   ~~7.~~6. An individual, who is a member of the Armed Forces of the United States,

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whose paramedic license 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 1-5 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.

7. Transfer of Affiliation for Accreditation - Transfer of ALS Affiliation for Accreditation is permissible if the Paramedic:
   a) Submits a letter of employment as a paramedic, from an approved San Joaquin County ALS provider, within ninety (90) calendar days of employment ceased with the previously approved San Joaquin County ALS provider.
   b) Meets eligibility for continuous accreditation.
   c) Accreditation ceases once a Paramedic is no longer working for an ALS provider. If the Paramedic transfers from one (1) approved San Joaquin County ALS provider to another, and the transfer is within ninety (90) days of separation, reaccreditation fees will be waived. Anytime a Paramedic begins work with another ALS provider, the Paramedic, and the provider shall notify SJCEMSA.
   d) ALS provider shall notify SJCEMSA within ten (10) Calander days of a paramedics separation of employment/affiliation.

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 paramedic 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 paramedic 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 referral to the EMS Authority for disciplinary action.

V. CQI Process:

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A. If through the CQI process the employer or SJCEMSA Medical Director determines that a paramedic 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 paramedic. 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 paramedic does not maintain current licensure or meet local accreditation requirements and the following requirements are met:
   1. The paramedic 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.
   ~~3.~~
   ~~4.~~2.

VI. Testing:

A. An applicant is allowed to take the PAO~~/PSR~~ course examination a maximum of three (3) times per year:
   1. First Attempt: During initial PAO course ~~or PSR 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

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($10,000) and the costs of litigation.

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