





Administrative Policy		8301
Effective April 1, 2018		Expires March 31, 2019
Policy: Annual Policy Review Process	Approval: Medical Director Reza Vaezazizi, MD	Signed 
Applies To: EMS System	Approval: REMSA Director Bruce Barton	Signed 

PURPOSE

To describe the annual policy review process.

AUTHORITY

[California Health and Safety Code - Division 2.5: Emergency Medical Services \[1797. - 1799.207.\]](#)
[California Code of Regulations, Title 22. Social Security, Division 9. Prehospital Emergency Medical Services](#)
[2013 Strategic Continuous Quality Improvement Plan \(SCQIP\)](#)

Annual Policy Review Process

The County of Riverside EMS Agency’s (REMSA’s) annual policy review process is facilitated through the Continuous Quality Improvement Leadership Team (CQILT).

The REMSA assigns a representative to lead the CQILT. The CQILT may recommend policy revisions/additions following review of the SCQIP indicators and identification of trends. These recommendations are then reviewed by REMSA and any required changes are included in the next year’s policy manual.

Annual Policy Review Schedule

Each year’s policy manual becomes effective on April 1 and remains in effect through March 31 of the following year. This allows for completion of the annual training curriculum and procurement of any newly required equipment during the first quarter of each year. This requires that each year’s policy manual is finalized by December 31 of the previous year.

1. Throughout each year:
 - a. The CQILT may recommend policy revisions/additions
 - b. The REMSA will review these recommendations
 - c. The REMSA will communicate any anticipated changes to the Prehospital Medical Advisory Committee (PMAC)
2. In September:
 - a. The REMSA accepts written comments on any proposed changes for 30 days
3. In November:
 - a. The REMSA may accept written comments on any further proposed changes for 10 days
4. In December:
 - a. The REMSA finalizes the annual training curriculum
 - b. The next year’s policy manual is finalized and its availability publicized by December 31
5. During the first quarter:
 - a. Procurement of any newly required equipment is completed
 - b. The annual training curriculum is completed by all providers
6. On April 1 each year:
 - a. The policy manual becomes effective on April 1 and remains in effect through March 31 of the following year

When necessary to its mission, REMSA has the responsibility to revise and/or initiate its policies without following this process. Such changes will be publicized throughout the EMS system.