

## **POLICY #102: BLS TO ALS - APPLICATION STANDARDS, CRITERIA AND REVIEW MECHANISMS**

### I. PURPOSE

- A. To define the criteria for the approval, requirements and responsibilities of any County of San Luis Obispo (SLO) Emergency Medical Services (EMS) basic life support (BLS) provider seeking authorization to provide non-transporting advanced life support (ALS) services in the County of SLO.

### II. SCOPE

- A. This policy applies to all non-transporting EMS providers in County of SLO.

### III. POLICY

- A. No organization shall provide or advertise ALS services unless authorized by the County of SLO EMS Agency (EMS Agency) in accordance with this policy.

### IV. PROCEDURE

- A. An EMS provider seeking authorization to provide non-transporting ALS services shall submit a written proposal to the EMS Agency which includes the following elements
  - 1. Background and Need:
    - a. Describe the system currently in place. Include information regarding the current level of service (e.g., BLS units, stations staffing, call volume), dispatch services, medical control, etc.
    - b. Describe the need the application will address:
      - (1) Documentation including data that EMS Agency standards of prehospital care are not being met; or
      - (2) Operational considerations, which illustrate a given problem or concern.
    - c. Provide evidence of community support with:
      - (1) Description of methods (e.g., meetings, hearings, surveys) used to gauge community support; or
      - (2) Submission of a resolution of support from the EMS provider's governing body.
    - d. Explain, using numeric terms where possible, the anticipated solution achieved by adding ALS service (e.g., reduce average ALS response time by XX minutes, increase cardiac survival rate by xx %)
  - 2. Description of Proposed ALS Service:

- a. Staffing
    - (1) Provide a description and chart of organization structure.
    - (2) Estimated number of paramedics to be added
    - (3) Explain how ALS personnel will maintain currency and proficiency, including assignments with low call volumes.
    - (4) Job title and classification of "liaison" to be assigned to work with the EMS Agency on administrative matters and to serve on committees as requested by the EMS Agency Administrator or EMS Agency Medical Director.
  - b. Geographical area covered, including a map
  - c. Communications capability for:
    - (1) Local fire
    - (2) Local transport providers, including air and ground
    - (3) Base Hospital
  - d. Interagency EMS Coordination
    - (1) Describe Automatic/Mutual Aid and ALS coverage agreements
3. Financial Sustainability:
- a. Describe the availability of adequate initial funding for equipment and personnel necessary to attain the proposed ALS level of service.
  - b. Describe continued means of financing to assure long-term funding adequacy for ALS service.
4. Application must include separate plans as addendums, demonstrating methods of compliance with the following policies:
- a. EMS Agency Policy# 100: Quality Improvement Program
  - b. EMS Agency Policy# 211: Management of Controlled Substances
- B. Application Timeline
1. Applicant may request a "Pre-Application Conference".
  2. Applicant shall notify the EMS Agency Administrator at least 30 days prior to a public meeting, scheduled by the EMS provider's governing body, to consider an ALS service upgrade.
  3. Applicant submits written proposal to the EMS Agency Administrator, preferably via certified or registered mail or by hand delivery.
  4. The EMS Agency makes a determination as to whether the application is complete and notifies the applicant within 10 business days if additional information is required. A new date for submission of all additional materials is mutually established by then EMS Agency Administrator and EMS provider
  5. A meeting may be scheduled with EMS provider and/or governing body representative(s) at the request of the EMS Agency Administrator to provide

verbal clarification of any proposal elements, as necessary for the EMS Agency Administrator to make a fully informed decision on the proposal.

6. Within 90 calendar days after deeming the application complete (10 days after initial submission, or date set for meeting additional information needs, or following a meeting between EMS Agency Administrator and EMS provider), the EMS Agency Administrator will render a decision and notify the EMS provider in writing.
- C. The EMS Agency shall review all applications on the following basis:
1. Absence of any potential system impacts.
  2. EMS provider ability to furnish high quality pre-hospital care, including the following:
    - a. Training and EMS Quality Improvement
    - b. Staffing
    - c. Equipment
  3. Compliance with all federal, state and local laws, policies, procedures and regulations.
  4. Management competency and organizational skills sufficient to meet community needs and capable of implementing and operating within EMS system standards.
  5. Integration and conformity with the existing EMS system.
- D. Appeal Process
1. If the application is not approved, the applicant may appeal the decision to the County of SLO Health Officer within 30 days.
  2. The Health Officer, after receipt of written appeal and/or meeting with EMS provider, will render a decision within 60 days.
- E. Execution of ALS Provider Agreement with the EMS Agency:
1. Upon authorization by the EMS Agency to provide non-transporting ALS service, the EMS provider will enter into a written agreement with EMS Agency, which will include, but not be limited to, the following stipulations:
    - a. Provide dedicated ALS service 24 hours a day, 7 days a week.
    - b. Provide service with a minimum of one (1) accredited paramedic and one (1) certified emergency medical technician (EMT) per ALS unit. Paramedics and EMTs must adhere to EMS Agency policies and procedures.
    - c. Maintain certifications for each paramedic or EMT as required by the EMS Agency.
    - d. Limit paramedic service signage to the geographic area that will be served. No EMS provider shall represent itself as an ALS provider in any geographic area unless designated by the EMS Agency to provide such service.

- e. Addition or relocation of ALS units to a geographic area(s) other than the agency's existing approved jurisdiction requires the prior written approval of the EMS Agency.
- f. Provide visible identification of paramedic personnel.
- g. Comply with the EMS Agency's requirements for uniform record keeping and data collection.
- h. Agree to periodic visits by the EMS Agency's designated staff to ensure compliance with local, state, and federal laws, rules and regulations.
- i. Provide representation on all committees as required by the EMS Agency.
- j. Notify the EMS Agency's designated staff of all paramedic operational problems or changes in a timely manner including:
  - (1) Major Base Hospital complaints
  - (2) Major agency personnel changes (i.e., Paramedic Coordinator, EMS Captain, EMS Agency liaison)
  - (3) Employee terminations for cause, or when an employee leaves the agency voluntarily
  - (4) Changes in status of accredited personnel
  - (5) Permanent unit location (requires prior written EMS Agency approval)
  - (6) Radio frequency interference, communications failure
- k. Maintain drugs and accountability for drugs as outlined in the EMS Agency Policy# 211: Management of Controlled Substance.
- l. Work in conjunction with the EMS Agency when evaluating paramedic or EMS equipment that can be used in the field for definitive medical care or intervention.
- m. Initiate a prehospital field report for each call.
- n. Participate in the EMS Agency's quality improvement program and demonstrate an internal quality assurance process as approved by the EMS Agency Medical Director.
- o. Recognize that the EMS Agency may deny, suspend, or revoke the approval of an ALS provider for failure to comply with applicable policies, procedures, and regulations.

#### V. AUTHORIZATION

- California Health and Safety Code, Division 2.5, Sections 1797.107, 1797.172, 1797.178, 1797.204, 1797.206, 1797.210, 1797.218, 1797.220, 1797.252, 1798 (a) (b).
- California Code of Regulations, Title 22, Division 9, Chapter 4, Sections 100148 & 100168.