

Chapter: COUNTY OF SAN DIEGO EMERGENCY MEDICAL SERVICES
Key Words: Policy/Procedure/Protocol

SUBJECT: Program Recordkeeping:
Training and Certification

POLICY NO: S-003
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DATE: 07/01/2019

AUTHORITY: Health and Safety Code, Division 2.5, Sections 1797.204 and 1797.208.

I. PURPOSE

To identify specific records to be maintained by the County of San Diego, Emergency Medical Services (CoSD EMS) regarding Emergency Medical Technician (EMT) certification, Paramedic accreditation, Mobile Intensive Care Nurse (MICN) authorization, and EMS approved Continuing Education (CE) providers and training programs.

II. POLICY

A. CoSD EMS shall maintain on its premises for a minimum of five years, the following records:

1. Approved CoSD EMS training program documentation including:
 - a. Application form and accompanying materials
 - b. Copy of written approval from CoSD EMS
2. A list of current CoSD EMS Training Program medical directors, course directors, clinical coordinators, and principal instructors
3. A list of all prehospital personnel currently certified/accredited/authorized by the CoSD EMS Medical Director
4. A list of all EMTs whose certificates have been denied, suspended, or revoked
5. A list of approved CE providers, including approval dates

B. CoSD EMS shall submit annually in January to the California Emergency Medical Services Authority (EMSA), the following:

1. The names, addresses, and course directors of each approved CoSD EMS Training Program
2. The number of currently certified EMTs, accredited Paramedics, and authorized MICNs in San Diego County

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- C. EMSA shall be notified in writing of any changes in the list of approved training programs as they occur.

- D. EMSA and the applicable EMT certifying authority shall be notified in writing of all reportable actions taken regarding a certificate holder's certificate, or a Paramedic's accreditation, according to regulation.