



Policy & Guideline Development Process

Board Approval:

A handwritten signature in black ink, appearing to read "R. M. Kelly".

Date: 4/26/16

Purpose

The purpose of this policy is to establish a consistent process for the creation, amendment, and/or elimination of an Administrative Policy or Operating Guideline.

Policy

There are 3 methods by which an Administrative Policy or Operating Guideline can be created, amended, or eliminated:

JCESA Board. Any Board member may propose amendments, additions, or deletions at a regular or special Board meeting for review and consideration. The Board may, but is not required to, refer the proposed policy or guideline to the Director for review and input. Upon approval by the Board, the Chairman shall sign the administrative policy or operating guideline.

Director. The Director may propose amendments, additions, or deletions to the Board at a regular or special Board meeting for review and consideration. Upon approval by the Board, the Chairman shall sign the administrative policy or operating guideline. In situations where the Director deems it necessary s/he may implement a policy or guideline as a provisional policy or guideline prior to obtaining Board approval so long as the policy or guideline is presented to the Board for review and consideration at the next regularly scheduled Board meeting. The Board may accept, modify, or reject provisional policies and/or guidelines.

Agency Medical Director. The Agency Medical Director oversees medical aspects of the EMS agency/system (WV 64CSR48 9.1.d.) It is under his/her authority that all medical care is administered (WV 64CSR48 9.1.d.2.B) and s/he has the responsibility "grant, restrict, or deny privileges for EMS personnel practice within the agency or county" (WV 64CSR 48 9.1.d.2.C.) As such, the Agency Medical Director may promulgate a policy or guideline regarding the medical aspects of the agency to assure quality patient care. The policy or guideline will be effective upon being signed by the Agency Medical Director. Any policy or guideline promulgated and implemented by the Agency Medical Director will be presented to the JCESA Board at the next regularly scheduled meeting for adoption and formal inclusion in the administrative policies and/or operating guidelines. Upon a successful motion to adopt, the chairman shall sign the policy or guideline.