# Central DuPage Emergency Medical Services System

# Initiation, Revisions and Distribution of Policies and Procedures

INTRODUCTION AND	EMS MEDICAL DIRECTOR:
APPROVAL: <u>3/90</u>	
REVIEW & APPROVAL:	EMSS COORDINATOR:
REVISION & APPROVAL: 1/98, 8/08	

#### **PURPOSE:**

To establish criteria and standardize all policies and procedures written for the Central DuPage Emergency Medical Services System.

## **POLICY:**

It shall be the responsibility of any member of the EMS Council or Chiefs/Administrators Committee to submit a proposed policy or procedure in the approved format for consideration by the Central DuPage EMS System Medical Director. The CDEMSS Policy Manual will be reviewed and approved, or revised and approved, every four years by the EMS Medical Director.

## PROCEDURE:

- 1. All Policies and Procedures shall be written on the approved form.
- 2. All pertinent information shall be included in the heading.
- 3. The body portion of the policy or procedure or combination of both shall include only the following sections:
  - a. PURPOSE (Goal of the written form)
  - b. POLICY (To whom the direct responsibility falls upon)
  - c. PROCEDURE (The procedure for complying)
  - d. POINT(S) OF EMPHASIS
- 4. The proposed policy or procedure shall be presented at the appropriate meeting for discussion.

- 5. The EMS Council or Chiefs/Administrators Committee will:
  - a. Review existing policies and procedures to be sure there are no policy conflicts,
  - b. Assign each new policy or procedure to a specific section of the Policy and Procedure Book.
- 6. All policies submitted will be reviewed by the EMSMD, EMS Administrative Director, and EMSS Coordinator. Policies will be approved, denied, or returned with suggested changes.
- 7. All approved policies and procedures will be distributed to all Central DuPage Emergency Medical Services participants along with any special instructions such as whether it is an addition to the manual or whether it is a revision and another policy must be deleted.
- 8. All Policies and Procedures will be reviewed, updated and approved every 4 years or sooner as needed.