

CONFIRE EMS

Policy and Procedures Table of Contents - DRAFT

Confire EMS: Policy & Procedures								
Section	Sub-Section	Policy	Contract	ICEMA	CAAS	Required	Best Practice	Drafted
100: Management & Administration	100.00- General Rules & Administration							
		Accident/Injury Reporting and Procedures			1	1		1
		Cell Phone Usage Policy					1	1
		Computers, Technology, Network and Internet Use			1		1	1
		Continuous Quality Improvement Plan		1	1	1		1
		Customer Complaint Handling	1		1	1		1
		Ethics & Business Conduct					1	1
		Expense Reimbursement					1	1
		Gratuities & Solicitations of Funds Policy			1	1		1
		ICEMA Significant Event or Unusual Occurrence Reporting	1		1	1		1
		ICEMA Inland Counties Policy			1		1	1
		Records Management		1	1	1		1
		Recycling Program					1	1
	101.00- Human Resources							
		Attendance Policy					1	1
		Compensation Policy			1		1	1
		Employee Code of Conduct			1		1	1
		Harassment Policy			1		1	1
		Job Description: Paramedic		1	1	1		1
		Leave of Absence Program Policy					1	1
		Employee Licensure Requirements		1	1	1		1
		Photography & Electronic Imaging					1	1
		Pre-employment Mental & Physical Health Evaluation Policy	1		1	1		
		Social Media			1		1	1
		Texting & Cell Phone Use Guidelines			1		1	1
		Tobacco Use Policy					1	1
	102.00- Training							
		Continuous Training Policy		1	1	1		1
		Driver Training			1		1	1

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		Hazmat Training			1		1	1
		Mandatory New Hire Onboard Training Policy		1	1	1		1
		Preceptor Program		1		1		1
		Re-Certification Requirements and Procedures		1	1	1		1
		Static Education & Curriculum (CPR, PALS, ACLS etc)		1	1	1		1
	103.00- Organization Planning & Procedure							
		System Performance Indicators		1	1	1		1
	104.00- Vehicles, Apparatus & Equipment							
		Ambulance General Transport Operations			1		1	1
		Ambulance Street Geography Policy					1	1
		EMS Equipment Retrieval		1		1		
		Fleet Anti-theft Policy or Kill Switch Policy					1	1
		Fleet Fuel Card Security & Control Procedures					1	1
		Fleet Idle Mitigation Device Procedures					1	1
		Fleet Key Security & Control Procedures					1	1
		Fleet Maintenance Tracking Procedures			1		1	1
		Fleet Preventative Maintenance Schedule Procedures			1		1	1
		Fleet Speed Governor Program Procedures					1	1
		General Vehicle Considerations			1		1	1
		Inclement Weather Policy					1	1
		Seat Belts & Passenger Restraints			1		1	1
		Shift Check Out and Service Request Procedures			1		1	1
		Vehicle Accident Procedures			1		1	1
		Vehicle and Equipment Checks		1	1	1		1

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		Vehicle Backing Procedure			1		1	1
		Vehicle Break Down Procedure			1		1	1
		Vehicle Fueling Procedures					1	1
		Vehicle Idle Procedure					1	1
		Vehicle Maintenance and Report			1		1	1
		Vehicle Maintenance Service Requests			1		1	1
		Vehicle Operations Animals on Roadway Guidelines					1	1
		Vehicle Operations Overhead Garage Door					1	1
		Vehicle Operations Policy			1		1	1
		Vehicle Operations Red Lights & Sirens			1		1	1
		Vehicle Operations Tunnels, Bridges, Drive Through's & Awnings					1	1
		Vehicle Out Of Service			1		1	1
		Vehicle Security Procedures			1		1	1
		Vehicle Speed Guidelines					1	1
		Vehicles Operations Railroad Crossing					1	1
	105.00- Legal							
		Contracting W/ Business Associates Policy					1	1
	106.00- Compliance							
		Cal/ OSHA Reporting Requirements		1		1		1
		Cal/ OSHA Requirements		1		1		1
		Controlled Substance Licensing			1		1	1
		Controlled Substances Disposal Procedures		1	1	1		1
		Controlled Substances Hospital Exchange Procedures		1	1	1		1
		Controlled Substances Monitoring Officer			1		1	1
		Controlled Substances Purchasing Procedures					1	1
		Controlled Substances Receiving Procedures					1	1
		Controlled Substances Security		1	1	1		1
		Controlled Substances Shift Exchange Procedures		1	1	1		1

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		Controlled Substances Vehicle Restocking Procedures		1	1	1		1
		Cyber Security - Identify Theft Prevention, Detection & Mitigation			1		1	1
		Hazardous Waste Transport & Disposals		1	1	1		1
		Health Insurance Portability & Accountability Act (HIPPA)	1	1		1		1
		Medical Gas Storage & Transportation					1	1
		Minimum Necessary Requirements & Role Based Access to PHI Policy			1		1	1
		Patient Access, Amendment, and Restriction on use of Protected Health Information			1		1	1
		Patient Requests for Access to PHI Policy			1		1	1
		Patient Requests for Accounting of Disclosures of PHI Policy			1		1	1
		Patient Requests for Amendment of PHI			1		1	1
		Patient Requests for Confidential Communications Policy			1		1	1
		Patient Requests for Restriction of PHI Policy			1		1	1
		Procedure for Request for Amendment to Protected Health Information Policy			1		1	1
		Release of PHI to Law Enforcement with Legal Process Policy			1		1	1
		Release of PHI to Law Enforcement Without Legal Process Policy			1		1	1
		Releasing PHI to Family Members & Other Policy			1		1	1
		Reporting Requirements Policy		1	1	1	0	1
		Staff Member Medical Records Retention Policy			1		1	1
		Workforce Sanctions for Violations of HIPAA Policies and Procedures			1		1	1

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	105.00- Information Technology & Communications							
		Electronic Patient Security			1		1	1
200 - Preventional & Special Programs	200.00- Public Information & Education							
		Department Social Media Policy			1		1	
300- Employee Health & Safety	300.00- Health & Wellness Promotion							
		Critical Incident Stress Management (CISM)					1	1
		Employee Fatigue Policy	1	1		1		1
	301.00- Infection Control & Scene Safety							
		Chemical Nerve Agent Exposure Protocol		1		1		1
		Decontamination of Vehicle and Equipment		1	1	1		1
		Emergency Action Plan	1		1	1		1
		Exposure Policy and Procedure - Includes Infection Control Plan & Communicable Disease Policy	1	1	1	1		1
		Heat Illness Prevention		1		1		1
		Helmets			1		1	1
		Personal Protective Equipment (PPE)			1		1	1
400- Emergency Operations	400.00 – General Emergency Operations							
		Ambulance Crew Coordination					1	1
		Detained Patient Transports	1		1	1		
		Emergency Hold Over Policy					1	1
		Emergency Radio Procedures		1	1	1		1

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		Multi-casualty incident management		1	1	1		1
		MCI Roles & Responsibilities			1		1	1
		Medical Error Reporting		1	1	1		1
		News Media Interaction Policy			1		1	1
		Patient Care Documentation		1	1	1		1
		Patient Transportation Policy		1		1		
		Response Time Standards/Goals		1	1	1		
		Safe Surrender/Newborn Abandonment Policy		1		1		1
		Safe Transport of Pediatric Patients Policy					1	1
		Stages & Holds	1			1		
		Stretcher Operation			1		1	1
		Transportation of Non-Crew Members					1	1
TOTALS			9	34	120	42	78	113

KEY	Drafted Required	Drafted Best Practice
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