

# SIERRA-SACRAMENTO VALLEY EMS AGENCY PROGRAM POLICY

REFERENCE NO. 474

## **SUBJECT: EMT / PUBLIC SAFETY AED PROGRAM: SERVICE PROVIDER REQUIREMENTS AND RESPONSIBILITIES**

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### **PURPOSE:**

To establish the requirements and responsibilities of an S-SV approved EMT / Public Safety Automatic External Defibrillation (AED) Service Provider

### **AUTHORITY:**

California Health & Safety Code, Division 2.5, Section 1797.80, 1797.90, 1797.170, 1797.177, 1797.182, 1797.220, 1798.2 and 1798.104.

California Code of Regulations, Title 22, Division 9, Chapters 1.5 and 2

### **POLICY:**

Any service provider wishing to utilize the AED as a skill for EMT and/or Public Safety employees shall be approved as an EMT / Public Safety AED Service Provider by the S-SV EMS Agency.

An EMT / Public Safety AED Service Provider shall meet all requirements set forth by State law, regulations and S-SV EMS policy.

### **A. EMT / PUBLIC SAFETY AED PERSONNEL REQUIREMENTS FOR AUTHORIZATION:**

#### 1. Eligibility:

In order to be eligible for initial authorization by an approved EMT / Public Safety AED provider, an individual shall meet / complete all of the following:

- a. Affiliation with an approved EMT / Public Safety AED service provider.
- b. Orientation to the EMT / Public Safety AED service provider's AED.
- c. Current and valid certification, within California, as an EMT, EMR, or proof of completion of First Aid, as required for Public Safety personnel.
- d. Current and valid certification in American Heart Association Healthcare Provider, American Red Cross, or equivalent CPR.

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**Effective Date: 12/01/2011**

**Date last Reviewed / Revised: 06/11**

**Next Review Date: 06/2014**

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**Approved:**

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**SIGNATURE ON FILE**  
S-SV EMS Medical Director

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**SIGNATURE ON FILE**  
S-SV EMS Regional Executive Director

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- e. Public safety personnel not currently certified as an EMT must meet / complete the following additional requirements:
  - Successful completion of an S-SV EMS approved four (4) hour Public Safety AED training program.
  - Successful completion of an S-SV EMS approved AED written and skills examination.

2. Maintaining Authorization:

An authorized individual shall meet / complete all of the following requirements on an ongoing basis:

- a. Maintain EMT / EMR certification; or maintain First Aid as required for Public Safety personnel.
- b. Maintain certification in American Heart Association Healthcare Provider, American Red Cross, or equivalent CPR.
- c. Maintain compliance to service providers AED skill proficiency requirements.
- d. Participate in organized training sessions and/or structured clinical experience (e.g., ER). Acceptable education topics include airway management, patient assessment, review / update of patient treatment protocols, run reviews and/or AED program updates.

**B. EMT / PUBLIC SAFETY AED PROGRAM TRAINING  
REQUIREMENTS:**

**Initial Training Requirements:**

For initial training of all public safety personnel who are not certified as an EMT, the AED Service Provider agency shall utilize a Public Safety AED Program, including final written and skills examinations, approved by the S-SV EMS Agency. This AED training shall meet the following requirements:

1. Provide for a minimum of four (4) hours of initial training in Public Safety AED (excluding testing).
2. Provide all training equipment necessary to ensure a sound Public Safety AED Training Program (i.e., manikins, AED devices, audiovisual aids, etc.).

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3. Utilize only S-SV authorized AED instructors. To be approved as an AED instructor, individuals shall submit an 'AED Instructor Application', (Reference No. 474-A) to the S-SV EMS Agency. Approval for authorization to instruct AED personnel shall be based on either:
  - a. Completion of an American Red Cross or American Heart Association recognized instructor course (or equivalent) including instruction and training in the use of an AED, or
  - b. Be approved by the S-SV EMS Agency Medical Director and meet the following requirements:
    - Be AED accredited or able to show competence in the proper utilization of an AED, and
    - Be able to demonstrate competence in adult teaching methodologies.

**Ongoing Training Requirements:**

The AED Service Provider agency shall provide training and skill maintenance requirements on an ongoing basis for all AED personnel (including EMT, EMR and Public Safety First Aid).

Individual verification of AED skills proficiency (to include airway management, patient assessment, treatment protocol and/or AED program updates) is required a minimum of every six months to ensure continued competency of AED approved personnel.

**NOTE:** If the organized training session(s) is provided by an AED service provider that is not an approved CE provider: The AED service provider shall be responsible for maintaining the following documentation associated with the training:

1. Session title.
2. Session objectives.
3. Session outline.
4. Attendance roster that includes, topic/title, date, time, and instructor signature.
5. Instructor qualifications: Instructors shall meet AED Instructor requirements.

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**C. RECORDS/DATA COLLECTION:**

1. A Patient Care Report (PCR) Form shall be completed (with a cardiac rhythm printout attached) for each patient on whom the defibrillator device is applied. AED personnel shall be responsible for providing clear, concise, complete and accurate documentation. In addition to data normally recorded on the PCR Form, the report shall include specific information related to the AED program, including:
  - a. Time of patient collapse.
  - b. Was cardiac arrest witnessed?
  - c. Was bystander CPR performed?
  - d. Did AED indicate “Shock Advised”?
  - e. Total number of shocks delivered.
  - f. Did pulse return after defibrillation?
2. The provider agency shall develop procedures for collection, disposition, and retention of all pertinent medical records in accordance with S-SV EMS Policy ‘Prehospital Documentation’ Reference No. 605. Such records shall include the PCR Form and AED device printout recording for each patient on whom the automatic or semiautomatic defibrillator device is applied. Pertinent medical records shall be maintained for a minimum of seven (7) years from the date of the incident.
3. All relevant records for EMT / Public Safety AED Program monitoring and evaluation shall be available for review by the S-SV EMS Agency.
4. On an annual basis, by April 15, the provider agency shall complete and submit to the S-SV EMS Agency the following:
  - a. AED Program Annual Update Form, Reference No. 474-B.
  - b. EMT / Public Safety AED Program Annual Report, Reference No. 474-C.
5. The provider agency shall maintain and update as necessary the following:

A list of all EMT / Public Safety AED Authorized personnel, to include the following:

  - EMT / EMR certification or public safety first aid expiration date.

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- American Heart Association Healthcare Provider, American Red Cross, or equivalent CPR expiration date.
- Proof of compliance to service providers' AED skills proficiency requirements. AED Skills Verification Record (Reference No. 474-D) or equivalent.

Note: This information shall be provided to the S-SV EMS Agency upon request.

**D. EMT / PUBLIC SAFETY AED CONTINUOUS QUALITY IMPROVEMENT (CQI) PROGRAM REQUIREMENTS:**

EMT / Public Safety AED Service Providers shall have sufficient staff to assure:

1. Timely and competent review of all EMT / Public Safety AED managed cardiac arrest cases.
2. Accurate documentation of required data.
3. Compliance to S-SV EMS policies and treatment protocols.
4. Analysis of system performance.
5. Compliance to S-SV EMS CQI requirements, as outlined in S-SV Policy "Continuous Quality Improvement, Reference No. 620.

**E. MAINTENANCE OF EQUIPMENT:**

1. The AED shall be checked after each use, on a weekly basis, and according to equipment manufacturer specifications.
2. The Operator's Checklist for AED shall be completed after each use and on a weekly basis.

**F. OTHER PROGRAM REQUIREMENTS:**

1. The service provider shall maintain a roster of all authorized AED personnel which includes:
  - a. Date of CPR certification expiration.
  - b. Date of the EMT / EMR certification expiration. For Public Safety Personnel, date of renewal of required first aid training.
  - c. Date of demonstration of skills proficiency / organized training sessions / education.

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**An authorized individual who fails to maintain S-SV / Service Provider authorization requirements shall not perform AED until all requirements are met.**

2. The service provider shall notify the S-SV EMS Agency, in writing, of any change in program instructor designation. All new instructors shall meet / complete all program instructor requirements, prior to providing course instruction.

**CROSS REFERENCES:**

Prehospital Care Policy Manual

EMT Public Safety AED Program: Base Hospital Medical Control Requirements, Reference No. 375

EMT / Public Safety AED Program: Application and Approval Process, Reference No. 475

Continuous Quality Improvement Process: Reference No. 620

AED Treatment Guidelines, Reference No. 895