



COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES	
Policy Title: Continuing Education – Case Review		Policy Number 1131	
APPROVED: Administration:	 Steven L. Carroll, Paramedic	Date: July 1, 2025	
APPROVED: Medical Director:	 Daniel Shepherd, M.D.	Date: July 1, 2025	
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- I. PURPOSE: Case Review is an important component of the continuing education of prehospital personnel (i.e. EMTs, Paramedics, MICNs). Case Reviews allow a practical way for prehospital personnel to apply theoretical knowledge to real-world situations, promoting critical thinking, problem-solving, policy application, and deeper understanding by allowing analyzation of complex scenarios with multiple perspectives.
- II. AUTHORITY: California Code of Regulations, Title 22, Division 9, Chapter 3.5, 10009.04.
- III. POLICY: Through a collaborative process with the Ventura County EMS Agency and/or local fire and ambulance provider agencies, Base Hospitals are collectively required to provide at least one (1) hour of Case Review per month.
- IV. PROCEDURE:
 - A. All Case Reviews shall be conducted either by a Prehospital Care Coordinator (PCC) or by a 911 agency in Ventura County that is also an approved prehospital continuing education provider.
 1. Elements that may be included in Case Review presentations:
 - a. Patient Demographics (i.e. age, gender, presenting chief complaint)
 - b. Scene Assessment (i.e. location, initial impression, potential hazards)
 - c. Medical History (i.e. relevant past medical conditions, medications, allergies)
 - d. Physical Examination (i.e. vital signs, airway, breathing, circulation, pertinent physical findings)
 - e. Differential Diagnosis (i.e. potential causes for the patient’s presentation based on assessment)

- f. Interventions provided (i.e. medications administered, procedures, airway management)
 - g. Transport Decisions (i.e. destinations facility, level of care needed)
 - h. Emergency Department: Patient Course of Treatment
 - i. Anatomy/Physiology: explanations of pathophysiology
2. Presentation Format
- a. Introduction: Briefly stating the patient's primary complaint and key presenting factors.
 - b. Case Narrative: Chronologically present the details of the patient's assessment, interventions, and transport decisions.
 - c. Discussion: Analyze the case, highlighting critical aspects, decision-making points, and potential learning opportunities, including VCEMS policy application.
 - d. Conclusion: Summarize the key takeaways from the case.
- B. Case Reviews will meet all applicable requirements for prehospital continuing education outlined in VCEMS Policy 1133 – Prehospital Continuing Education
- C. When conducting a Case Review, the following guidelines should be utilized:
- 1. Case Reviews will have a minimum of three (3) persons in attendance, not including the instructor.
 - 2. Recording should be reviewed to determine educational value before they are presented at a case review session. A recording and/or case which is specifically requested by prehospital personnel should be presented at a case review as soon as possible.
 - 3. All personnel involved in a response to be discussed at a Case Review should be contacted directly and encouraged to attend the review, if possible.
 - 4. A continuing education attendance roster will be made for each case review in accordance with VCEMS Policy 1132.
 - 5. An evaluation form shall be completed by each attendee for each hour of Case Review that is provided. A CE Certificate will be provided for each hour of Case Review provided, to each attendee in accordance with VCEMS Policy 1130 – Prehospital Continuing Education Provider Approval.
 - 6. All required Case Review hours will be attended in Ventura County for Ventura County certified prehospital personnel.