



COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES	
Policy Title: Public Safety First Aid Optional Skills Approval and Training		Policy Number 1602	
APPROVED: Administration:	 Steve L. Carroll, Paramedic	Date: December 1, 2024	
APPROVED: Medical Director:	 Daniel Shepherd, M.D.	Date: December 1, 2024	
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- I. PURPOSE: To establish the application and approval process for the utilization of optional skills by Public Safety First Aid (PSFA) agency personnel in Ventura County, and to establish the requirements and responsibilities of the Ventura County EMS Agency (VCEMS) approved PSFA optional skill providers
  - A. The PSFA program shall be operated by approved providers in accordance with Title 22, Division 9, Chapter 2.3 of the California Code of Regulations and with all applicable VCEMS policies and procedures.
  - B. This program shall be implemented and maintained under the authority of the Ventura County EMS Medical Director.
- II. AUTHORITY: California Health and Safety Code Sections 1797.220 and 1798; California Code of Regulations, Title 22, Section 100027.03
- III. POLICY:
  - A. Any PSFA agency utilizing optional skills shall be approved by the VCEMS Medical Director, and continually meet all requirements outlined in the California Code of Regulations and VCEMS policies and procedures.
  - B. No entity may operate as a PSFA optional skills agency or provide optional skills unless authorized by the VCEMS Medical Director.
  - C. PSFA optional skills providers must be employed by a government public safety agency functioning within Ventura County as a part of the EMS system and may only provide optional skills while on duty.
  - D. Providers must meet the requirements and perform each optional skill as described in this policy.
  - E. The following optional skills are authorized for use by a PSFA agency:
    1. Administration of epinephrine by auto-injector for suspected anaphylaxis

2. Supplemental oxygen therapy using a non-rebreather face mask or nasal cannula, and bag-valve-mask ventilation
3. Administration of auto-injectors containing atropine and pralidoxime chloride for nerve agent exposure for self or peer care.
4. Administration of intranasal (IN) naloxone for suspected narcotic overdoses with respiratory depression.
5. Use of oropharyngeal airways (OPAs) and nasopharyngeal airways (NPAs)

IV. PROCEDURE:

A. PSFA Optional Skills Application and Approval Process

1. Providers requesting to utilize PSFA optional skills shall submit an application to VCEMS for approval. A complete application shall include the following:
  - a. Identification of optional skill(s) being requested for authorization
  - b. A letter of intent to provide the PSFA optional skill(s) being applied for, signed by a chief officer of the agency, agreeing to adhere to all applicable VCEMS policies and procedures.
  - c. A description of the geographic area within which the PSFA Optional Skill(s) will be utilized (size, population, population distribution and any other unique characteristics associated with the area that may impact the program, such as; tourist impact, recreational activities, etc.).
  - d. A description of the need for use of the PSFA Optional Skill(s), including the number of patients that may have benefited from the use of PSFA optional skill(s) for the previous year.
  - e. A description of the plans for initial training and ongoing PSFA Optional Skills competency verification for authorized PSFA personnel.
  - f. Procedures for collection and retention of required medical records.
  - g. Written procedure for ongoing Quality Improvement activities specific to each skill utilized with a staff member assigned to complete this responsibility on a regular and on-going basis.
  - h. Identification of the individual at the agency responsible for program oversight and coordination of quality improvement.

B. Program Notification

1. VCEMS shall notify the PSFA agency within seven (7) working days of receipt of the request for PSFA optional skills approval and shall specify what information, if any, is missing.

2. PSFA optional skills approval or denial shall be made within thirty (30) calendar days of receipt of all required application materials.
  3. PSFA Optional Skill(s) providers shall notify VCEMS of any instructor change. Any new instructor shall be approved by VCEMS prior to providing course instruction.
- C. PSFA Optional Skill(s) Provider Requirements and Responsibilities
1. Training Requirements  
PSFA optional skills provider agencies shall:
    - a. Provide initial PSFA Optional Skills training and testing utilizing curriculum approved and provided by VCEMS
    - b. Provide all necessary training equipment (manikins, audiovisual aids, training auto-injectors, etc.).
    - c. Ensure that each authorized PSFA individual demonstrates competency in the utilization of all approved optional skills, a minimum of once every twelve (12) months.
    - d. Maintain on file a course completion record for all personnel successfully completing the approved training, for a minimum of four (4) years. This record shall be made available to VCEMS upon request
  2. Records and Data Collection Requirements:
    - a. A PSFA Optional Skills Utilization Patient Care Report (Appendix A) shall be completed for each patient on whom any of the PSFA Optional Skill(s) are utilized and submitted within 24 hours to the EMS Agency via secure email or fax as specified on the form.
    - b. The provider shall develop procedures for collection, disposition, and retention of all pertinent medical records
    - c. The PSFA provider agency shall submit an annual report, no later than January 31<sup>st</sup> of each year that summarizes program activities and performance for the previous calendar year. At a minimum, this report shall include:
      - i. Competency records for all PSFA optional skill providers working within the agency
      - ii. An update of any and all program changes or updates that occurred within the PSFA optional skills provider agency over the previous twelve months, as it relates to the utilization of PSFA optional skills.

- D. Continuous Quality Improvement (CQI) Requirements
1. PSFA optional skills provider agencies shall maintain adequate program staff to ensure:
    - a. There is a timely and adequate review of each incident in which an optional skills has been utilized
    - b. There is adequate documentation of each incident in which an optional skill has been utilized
    - c. Each utilization of an optional skills has been in accordance with VCEMS policies and procedures.
  2. A monthly report outlining all utilizations of any PSFA optional skills over the previous calendar month shall be completed by the PSFA provider agency and submitted to VCEMS by the fifteenth (15<sup>th</sup>) day of each month.
- E. Denial, Revocation, or Suspension of Program Approval
1. Non-compliance with any criteria required for PSFA training program approval, use of any unqualified teaching personnel, or noncompliance with any other applicable provisions of the California Code of Regulations, may result in suspension, or revocation of PSFA program approval by VCEMS.
  2. VCEMS will notify PSFA program in writing of any deficiency and shall correct any identified problem within thirty (30) days.
  3. Failure to correct deficiencies and/or otherwise respond to directions will be cause for VCEMS to place the program on a probationary status with conditions for improvement, or deny, revoke, or suspend the program approval.