

EMS Orientation and Registration

I. PURPOSE

This policy is to establish the requirements and standardized criteria for the registration and orientation of EMS providers (e.g., EMTs, paramedics, flight paramedics, flight nurses, and MICNs) functioning in the Contra Costa County EMS system.

II. EMS ORIENTATION

- A. EMS providers shall apply to the LEMSA to attend a Contra Costa County EMS System Orientation within thirty (30) days of employment in Contra Costa County.
- B. EMS providers who apply and attend a Contra Costa County EMS System Orientation shall pass a policy and protocol examination with a score of no less than 80%. EMS providers that do not pass the examination will be required to attend another Contra Costa County EMS System Orientation before being permitted to take the examination again.
- C. EMS providers who have not met the requirements of this policy but have applied to the LEMSA to attend a Contra Costa County EMS System Orientation may work with an accredited or certified provider who has met the requirements of this policy for no more than 30 days.
- D. If an EMS provider is not employed at the time, they attend an EMS system orientation, a certificate of completion for the EMS system orientation is valid for 6 months from the time it is issued.
- E. EMS providers who have no more than a six-month lapse in employment in Contra Costa County EMS and attended an EMS system orientation while they were previously employed need not attend an additional EMS system orientation.

III. REGISTRATION REQUIREMENTS

- A. EMS providers must be registered by their employer with the LEMSA prior to working. Registration must include the following information:
 - 1. First and last name
 - 2. Date of hire
 - 3. Certification/license number
 - 4. Certification/license expiration date
- B. Employers shall, as soon as practical, notify the LEMSA of any change of employment status with an EMS provider, but in no event shall the notification be made more than thirty (30) days from the day of the change of the EMTs employment status.



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IV. ENFORCEMENT

- A. EMS providers not in compliance with this policy will be immediately removed from service in Contra Costa County and their EMT certificate may be subject to discipline.
- B. Employer ambulance providers not in compliance with this policy may be subject to revocation of their ambulance permit.

