

Subject: Certification
Certification/Accreditation/Authorization Process

- I. Authority and Reference (incorporated herein by references)
 - A. Division 2.5 of Health and Safety Code
 - B. California Code of Regulations, Title 22
 - C. North Coast EMS Policies and Procedures
- II. Purpose

To provide a standardized process and establish the regional guidelines for review of all levels of certification, accreditation and/or authorization applications that ensures fairness and due process, and protects the health and well-being of the public.
- III. Policy
 - A. All applicants must submit a completed North Coast EMS application, associated fees, and required maintenance documents, depending on level of certification, accreditation and/or authorization prior to being (re)certified, (re)accredited or (re)authorized by North Coast EMS.
 - 1. The application must include a signature certifying that applicant is not precluded from certification for any reasons listed in Section 1798.200 of the California Health and Safety Code and answers to questions regarding prior certification denial, prior disciplinary action and convictions other than minor traffic violations, and
 - 2. If the applicant has been convicted of a crime other than a minor traffic violation, or any of the violations listed in Section IV. below, (s)he must include copies of court documents and a personal letter which details the violation, dates, fines, probation, diversion, etc., including a self evaluation of the incident and outcome.
 - B. All certified, accredited and/or authorized providers must inform North Coast EMS of any convictions of a crime other than a minor traffic violation during his/her certification, accreditation and/or authorization period.
 - C. North Coast EMS reserves the right to deny, suspend or revoke an applicant's (re)certification, (re)accreditation and/or (re)authorization, or the applicant may be required to complete remediation and/or be placed on probation for failure to meet the California state guidelines or failure to comply with the requirements, or for any consideration enumerated in this policy.
 - D. North Coast EMS reserves the right to require fingerprinting of any applicant, for any reason, particularly those involving severity, frequency of any crimes and/or for inconsistencies in the application process.

- E. If applicant is required by North Coast EMS to submit fingerprints and/or a Department of Motor Vehicles report, the applicant will pay all costs incurred.
- F. The decision of the North Coast EMS Medical Director and/or Executive Director will be final unless an appeal is presented to North Coast EMS in writing. Refer to Policy #4009 for information regarding the appeals process.
- G. If applicant's (re)certification, (re)accreditation and/or (re)authorization is denied, placed on probation, suspended or revoked, North Coast EMS will notify the California EMS Authority, who notifies all California EMS Agencies, of the action taken.

IV. Consideration Factors When Reviewing Applications

- A. When determining violations reported, the following factors may be considered:
 - 1. Nature and severity of the act(s), offenses(s) or crime(s) under consideration.
 - 2. Actual or potential harm to members of the public.
 - 3. Actual or potential harm to any patient.
 - 4. Actual or potential harm to any fellow employee.
 - 5. Prior disciplinary record.
 - 6. Prior warning record.
 - 7. Prior remediation.
 - 8. Number and/or variety of current violations.
 - 9. Mitigating evidence.
 - 10. Rehabilitation evidence.
 - 11. In case of a criminal conviction, compliance with terms of sentence and/or court ordered probation.
 - 12. Overall criminal record.
 - 13. Time elapsed since the act(s) or offense(s) occurred.
 - 14. Evidence of expungement proceedings pursuant to Penal Code.

V. Possible Violations

If it is determined that applicant has potentially violated statutes, regulations or laws governing prehospital care, the application will be reviewed by the North Coast EMS Medical Director and/or Executive Director.

- A. The violations that will be reviewed include, but are not limited to, the following:
 - 1. Fraud in the procurement of any certificate or license under this policy.
 - 2. Falsification of application in any manner.
 - 3. The commission of any fraudulent, dishonest, or corrupt act which is substantially related to the qualifications, functions, and duties of prehospital personnel.
 - 4. Gross negligence.
 - 5. Negligent or repeated negligent acts.
 - 6. Incompetence.

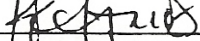
7. Violating or attempting to violate directly or indirectly, or assisting in or abetting the violation of, or conspiring to violate, any provision of the regulations adopted by the authority or North Coast EMS policies pertaining to prehospital personnel.
8. Violating or attempting to violate any federal or state statute or regulation which regulates narcotics, dangerous drugs, or controlled substances.
9. Addiction to the excessive use of, or the misuse of, alcoholic beverages, narcotics, dangerous drugs, or controlled substances.
10. Functioning outside the supervision of medical control in the field care system operating at the local level except as authorized by any other license of certification.
11. Demonstration of irrational behavior or occurrence of a physical disability to the extent that a reasonable and prudent person would have reasonable cause to believe that the ability to perform the duties normally expected may be impaired.
12. Previous denial of prehospital care certification, or prior disciplinary proceedings and/or action taken against his/her certification, accreditation, and/or authorization.
13. Indication of a previous conviction of any crime other than a minor traffic violation, without including supporting court documentation and/or letter explaining the conviction, circumstances and outcome. All convictions and/or violations will be evaluated for potential negative impact on public health and safety.
14. Indication of previous conviction of any crime which is substantially related to the qualifications, functions and duties of prehospital personnel. Crimes including, but not limited to those listed above, will be considered as “substantially related” to the qualifications function and duties of prehospital care personnel.
15. Impersonates an EMT-I. No individual shall hold himself or herself out to be an EMT-I within the North Coast EMS region unless that individual is currently certified as such by an approved local EMS Agency within California.
16. Impersonates an Early Defibrillation provider, EMT-II or MICN. No individual shall hold himself or herself out to be an Early Defibrillation provider, EMT-II or MICN within the North Coast EMS region unless that individual is currently certified, accredited and/or authorized by North Coast EMS to work within the region.
17. Impersonates a paramedic. No individual shall hold himself or herself out to be an EMT-P within the North Coast EMS region unless that individual is currently licensed by the State of California and accredited by North Coast EMS to work within the region.
18. Violation of EMS rules, regulations, policies and/or ordinances.
19. Subversion of licensing, certifying, accreditation and/or authorization written or skills examination(s).

20. Applicants who have successfully completed the North Coast EMS background review process, but who are on a court issued probation, will receive a probationary certification, accreditation and/or authorization until the court probation has been satisfactorily completed and documented to North Coast EMS.

VI. Possible Probation Conditions

A. When issuing a probationary certificate, the following probationary conditions will be considered:

1. Standard
 - a. To obey all California state laws and regulations and North Coast EMS policies and procedures.
 - b. To fulfill quarterly report requirements.
 - c. To personally meet with North Coast EMS representatives.
 - d. To distribute pre-employment notification.
 - e. To distribute written notification of termination.
 - f. Postponement for out-of-region and/or state practice or residence. (If applicable, the period of probation shall not run during the time the respondent is residing or practicing outside the jurisdiction of North Coast EMS and/or California, but continues upon return to jurisdiction.)
 - g. To fulfill probation compliance.
 - h. To complete community services.
 - i. To complete ethics course work.
 - j. To complete probation.
2. Optional
 - a. To abstain from drug possession and usage.
 - b. To allow medication exception for personal illness.
 - c. To abstain from usage of alcoholic beverages.
 - d. To allow and successfully complete biological fluid testing.
 - e. To attend and successfully complete detoxification/diversion program.
 - f. To complete continuing education course work.
 - g. To have performance evaluated by a Field Training Officer.
 - h. To attend a clinical training program.
 - i. To perform an oral skills examination.
 - j. To have a psychiatric evaluation.
 - k. To have all run reports reviewed.
 - l. Other, as determined by the North Coast EMS Regional Medical Director.

Approved: 

Approved as to Form: 