

	<b>COUNTY OF SACRAMENTO</b> EMERGENCY MEDICAL SERVICES AGENCY	Document #	4525.01
	<u>PROGRAM DOCUMENT:</u> <b>Public Safety First Aid Optional Skills Approval and Training</b>	Initial Date:	03/24/25
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Signature on File

EMS Medical Director

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Signature on File

EMS Administrator

**Purpose:**

- A. To establish the application and approval process for utilization of optional skills by Public Safety First Aid (PSFA) agency personnel in Sacramento County, and establish the ongoing requirements and responsibilities of the Sacramento County EMS Agency (SCEMSA) approved PSFA optional skills providers.
  - 1. 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 with all applicable policies and procedures.
  - 2. This program shall be implemented and maintained under the SCEMSA Medical Director.

**Authority:**

- A. California Health and Safety Code, Section 1797.220 and 1798
- B. California Code of Regulations, Title 22, Section 100027.03

**Policy:**

- A. The Sacramento County EMS Agency (SCEMSA) Medical Director has the primary responsibility for approving all Public Safety First Aid (PSFA) programs utilizing optional skills located within Sacramento County.
- B. An entity intending to operate as a PSFA optional skills agency or provide optional skills in Sacramento County shall obtain SCEMSA Medical Director approval.
- C. SCEMSA shall be notified, in writing, within thirty (30) calendar days of any change in the program instructional staff.
- D. Training and administration of optional skills shall result in PSFA provider to be competent in the administration and management of optional skills.
- E. PSFA optional skills providers must be employed by a government public safety agency functioning within Sacramento County, as a part of the EMS System and may only provide optional skills while on duty.
- F. The following optional skills are authorized for use by a PSFA agency when approved by the SCEMSA Medical Director:
  - 1. Administration of auto-injectors containing epinephrine for suspected anaphylaxis.
  - 2. Supplemental oxygen therapy using non-rebreather face mask or nasal cannula, and bag-valve mask ventilation.
  - 3. Administration of auto-injectors containing epinephrine, atropine or 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).

**Procedure:**

- A. To be eligible for PSFA optional skills approval, providers shall submit an application to SCEMSA which shall include the following:
  1. List of optional skills requested and level of personnel (BLS, EMR and/or EMT) that will be utilizing optional skills.
  2. Provide a letter of intent for the optional skills being applied for, signed by a chief officer of the agency, agreeing to adhere to all applicable SCEMSA policies and procedures.
  3. Description of 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).
  4. Description of plans for initial training and ongoing PSFA optional skill(s) competency verification for authorized personnel.
    - a. All proposed instructors must be identified within the training plan and approved by Sacramento County EMS Agency.
    - b. During the training, a minimum of (1) instructor shall be a physician, paramedic, registered nurse, physician assistant, or an Advanced EMT licensed in California.
  5. Description of agencies plan to order, store and maintain all applicable medications, including details for disposal of used and expired medications and the need for use of PSFA, including the estimated number of patients that may have benefited from the use of PSFA optional skill(s) for the previous year.
  6. Procedures for collection and retention of required medical records.
  7. Submit a procedure for an EMS quality improvement program (EMSQIP)
  8. Identification of the individual at the agency responsible for program oversight and coordination of quality improvement.

**Program Notification**

- A. SCEMSA shall notify the eligible PSFA agency within seven (7) working days of receiving a request that the request has been received and shall specify what information, if any, is missing.
- B. PSFA optional skills approval or denial shall be made within thirty (30) calendar days of receipt of all required application materials.
- C. PSFA optional skill(s) providers shall notify SCEMSA of any instructor change. Any new instructor shall be approved by SCEMSA prior to providing course instruction.

**Training Requirements**

- A. PSFA optional skill(s) provider Requirements and Responsibilities

1. Provide initial PSFA optional skills training curriculum and testing to be approved by SCEMSA.
2. Provide all necessary training equipment (manikins, audiovisual aids, training auto-injectors, etc.).
3. Ensure that each authorized PSFA individual demonstrates competency in the utilization of all approved optional skills, a minimum of once every twelve (12) months.
  - a. Personnel authorized to verify skills competency shall be a physician, registered nurse, physician assistant, paramedic, Advanced EMT licensed in California, or appropriately trained EMT licensed/certified in California.
4. 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 SCEMSA upon request.

#### **Record Data Collection Requirements:**

- A. Data collected for optional skills types shall meet all current NEMSIS standards, shall be shared with 9-1-1 providers also responding to any optional skills administered on patient(s), and shall be made available to LEMSAS after each administration as LEMSA documentation policies define. Prehospital providers will record the administration of the optional skill provided as "prior to arrival" and note the applicable public safety agency performing the skill(s).

#### **Continuous Quality Improvement (CQI) Requirements:**

- A. Continuous Quality Improvement (CQI) Requirements:
  1. PSFA optional skills provider shall maintain staff to ensure the following:
    - a. Accurate and timely review of all incidents a PSFA optional skills have been utilized.
    - b. Adequate documentation of all incidents a PSFA optional skills have been utilized.
    - c. Each utilization is in compliance with SCEMSA policies and protocols.

#### **Denial, Revocation or Suspension of Program Approval**

- A. Noncompliance with any criteria required for PSFA optional skills approval and training, use of any unqualified teaching personnel, or noncompliance with any other applicable provision of this policy may result in denial, probation, suspension, or revocation of PSFA optional skills training program by SCEMSA.
- B. Notification of noncompliance and action to place on probation, suspend, or revoke shall be carried out as follows:
  1. SCEMSA shall notify the approved PSFA optional skills training program principal instructor in writing, by certified mail or in person, of the provision of this policy with which the PSFA optional skills training program provider is not in compliance.
  2. Within fifteen (15) working days of receipt of the notification of noncompliance, the approved PSFA optional skills training program shall submit in writing, by certified mail or in person, to SCEMSA one of the following:
    - Evidence of compliance with the provisions of this policy, or

- A plan for meeting compliance with the provisions of this policy within sixty (60) calendar days from the day of receipt of the notification of noncompliance.
3. Within fifteen (15) working days of receipt of the response from the approved PSFA optional skills training program, or within thirty (30) calendar days from the mailing date of the noncompliance notification if no response is received from the approved PSFA optional skills training program, SCEMSA shall notify the approved PSFA optional skills training program in writing, by certified mail, of the decision to accept the evidence of compliance, accept the plan for meeting compliance, place on probation, suspend or revoke the PSFA optional skills training program.
  4. If SCEMSA decides to suspend or revoke the PSFA optional skills training program, the notification specified in this section shall include the beginning and ending dates of the probation or suspension and the terms and conditions for lifting the probation or suspension or the effective date of the revocation, which may not be less than sixty (60) calendar days from the date of the SCEMSA letter of decision to the PSFA optional skills training program.

**Cross References:** PD# 2523 – Administration of Naloxone by First Responders  
PD# 7600 – Quality Improvement Program