



AUTOMATED EXTERNAL DEFIBRILLATOR (AED) SERVICE PROVIDER PROGRAM REQUIREMENTS & RESPONSIBILITIES

PURPOSE

To establish the requirements and responsibilities of a Yolo County Emergency Medical Services Agency (YEMSA) First Responder/Public Safety AED Service Provider.

AUTHORITY

Health & Safety Code, Division 2.5, Chapter 2, §§ 1797.80, 1797.90

Health & Safety Code, Division 2.5, Chapter 3, Article 5, §§ 1797.170, 1797.177, 1797.182

Health & Safety Code, Division 2.5, Chapter 4, Article 1, § 1797.220

Health & Safety Code, Division 2.5, Chapter 5, § 1798.2

Health & Safety Code, Division 2.5, Chapter 6, Article 1, § 1798.104

California Code of Regulations, Title 22, Division 9, Chapters 1.5, 2

POLICY

- I. Any Service Provider wishing to utilize the AED as a skill for a First Responder and/or Public Safety employees shall be approved as a First Responder/Public Safety AED Service Provider by YEMSA.
- II. A First Responder/Public Safety AED Service Provider shall meet all requirements set forth by State law, regulations and YEMSA.

FIRST RESPONDER/PUBLIC SAFETY AED PERSONNEL REQUIREMENTS FOR AUTHORIZATION

- I. Eligibility
 - A. In order to be eligible for initial authorization by an approved First Responder/Public Safety AED provider, an individual shall meet/complete all of the following:
 1. Affiliation with an approved First Responder/Public Safety AED Service Provider.
 2. Orientation to the First Responder/Public Safety AED Service Provider's AED.
 3. Current and valid certification, within California, as an Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), or proof of completion of First Aid, as required for Public Safety personnel.
 4. Current and valid certification in accordance with the 2015 American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers Cardiopulmonary Resuscitation (CPR)/AED Program, or equivalent level.
 5. Public Safety personnel not currently certified as an EMR or EMT must meet/complete the following additional requirements:
 - a. Successful completion of a YEMSA approved four (4) hour Public Safety AED training program.



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- b. Successful completion of a YEMSA approved AED written and skills examination.
- II. Maintaining Authorization
- A. An authorized individual shall meet/complete all of the following requirements on an ongoing basis:
 - 1. Maintain First Responder certification; or maintain First Aid as required for Public Safety personnel.
 - 2. Maintain certification in accordance with the 2015 AHA BLS for Healthcare Providers CPR/AED Program, or equivalent level.
 - 3. Maintain compliance to Service Providers AED skill proficiency requirements.
 - 4. Participate in organized training sessions and/or structured clinical experience (e.g., Emergency Department [ED]). Acceptable education topics include airway management, patient assessment, review/update of patient treatment protocols, run reviews and/or AED program updates.

FIRST RESPONDER/PUBLIC SAFETY AED PROGRAM TRAINING REQUIREMENTS

- I. Initial Training Requirements:
 - A. For initial training of all Public Safety personnel who are not certified as an EMR or EMT, the AED Service Provider Agency shall utilize a Public Safety AED Program, including final written and skills examinations, approved by YEMSA. This AED training shall meet the following requirements:
 - 1. Provide for a minimum of four (4) hours of initial training in Public Safety AED (excluding testing).
 - 2. Provide all training equipment necessary to ensure a sound Public Safety AED Training Program (i.e., manikins, AED devices, audiovisual aids, etc.).
 - 3. Utilize only YEMSA authorized AED Instructors. To be approved as an AED Instructor, individuals shall submit an "AED Instructor Application", to YEMSA. Approval for authorization to instruct AED personnel shall be based on either:
 - a. Completion of an AHA or American Red Cross (ARC) recognized Instructor Course (or equivalent) including instruction and training in the use of an AED, or
 - b. Be approved by the YEMSA Medical Director and meet the following requirements:
 - i. Be AED accredited or able to show competence in the proper utilization of an AED, and
 - ii. Be able to demonstrate competence in adult teaching methodologies.
- II. Ongoing Training Requirements:
 - A. The AED Service Provider Agency shall provide training and skill maintenance requirements on an ongoing basis for all AED personnel (including EMR, EMT and Public Safety First Aid).
 - B. Individual verification of AED skills proficiency (to include airway management, patient assessment, treatment protocol and/or AED program updates) is required



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a minimum of every six (6) months to ensure continued competency of AED approved personnel.

- C. **NOTE:** If the organized training session(s) is provided by an AED Service Provider that is not an approved Continuing Education (CE) Provider: The AED Service Provider shall be responsible for maintaining the following documentation associated with the training:
1. Session title.
 2. Session objectives.
 3. Session outline.
 4. Attendance roster that includes, topic/title, date, time, and instructor signature.
 5. Instructor qualifications: Instructors shall meet AED Instructor requirements.

RECORDS/DATA COLLECTION

- I. A Patient Care Report (PCR) shall be completed (with a cardiac rhythm printout attached) for each patient on whom the defibrillator device is applied. AED personnel shall be responsible for providing clear, concise, complete and accurate documentation. In addition to data normally recorded on the PCR, the report shall include specific information related to the AED program, including:
 - A. Time of patient collapse.
 - B. Was cardiac arrest witnessed?
 - C. Was bystander CPR performed?
 - D. Did AED indicate "Shock Advised"?
 - E. Total number of shocks delivered.
 - F. Did pulse return after defibrillation?
- II. The Provider Agency shall develop procedures for collection, disposition, and retention of all pertinent medical records in accordance with YEMSA Policy "Prehospital Documentation". Such records shall include the PCR Form and AED device printout recording for each patient on whom the automatic or semiautomatic defibrillator device is applied. Pertinent medical records shall be maintained for a minimum of seven (7) years from the date of the incident.
- III. All relevant records for First Responder/Public Safety AED Program monitoring and evaluation shall be available for review by YEMSA.
- IV. On an annual basis, by April 15th, the Provider Agency shall complete and submit to YEMSA the following:
 - A. AED Program Annual Update Form.
 - B. First Responder/Public Safety AED Program Annual Report.
- V. The Provider Agency shall maintain and update as necessary the following:
 - A. A list of all First Responder/Public Safety AED Authorized personnel, to include the following:
 1. First Responder/EMT certification or Public Safety First Aid expiration date.
 2. Certification in accordance with the 2015 AHA BLS for Healthcare Providers CPR/AED Program, or equivalent level.
 3. Proof of compliance to the Service Providers' AED skills proficiency requirements. AED Skills Verification Record or equivalent.



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- B. Note: This information shall be provided to YEMSA upon request.

FIRST RESPONDER/PUBLIC SAFETY AED CONTINUOUS QUALITY IMPROVEMENT PROGRAM (CQIP) REQUIREMENTS

- I. First Responder/Public Safety AED Service Providers shall have sufficient staff to assure:
 - A. Timely and competent review of all First Responder/Public Safety AED managed cardiac arrest cases.
 - B. Accurate documentation of required data.
 - C. Compliance to YEMSA Policies and Treatment Protocols.
 - D. Analysis of system performance.
 - E. Compliance to YEMSA CQI requirements, as outlined in YEMSA Policy Continuous Quality Improvement.

MAINTENANCE OF EQUIPMENT

- I. The AED shall be checked after each use, on a weekly basis, and according to equipment manufacturer specifications.
- II. The Operator's Checklist for AED shall be completed after each use and on a weekly basis.

OTHER PROGRAM REQUIREMENTS

- I. The Service Provider shall maintain a roster of all authorized AED personnel which includes:
 - A. Date of CPR certification expiration, which is in accordance with the 2015 AHA BLS for Healthcare Providers CPR/AED Program, or equivalent level.
 - B. Date of the First Responder certification expiration. For Public Safety personnel, date of renewal of required First Aid Training.
 - C. Date of demonstration of skills proficiency/organized training sessions/education.
 - D. An authorized individual who fails to maintain YEMSA Service Provider authorization requirements shall not utilize an AED until all requirements are met.
- II. The Service Provider shall notify the YEMSA, in writing, of any change in Program Instructor designation. All new Instructors shall meet/complete all Program Instructor requirements, prior to providing course instruction.