



PROTOCOL REVIEW PROCESS

INTRODUCTION

The protocol review process is an advisory process to the Yolo County Emergency Medical Services Agency (YEMSA) Administrator and the YEMSA Medical Director for the formulation of medical protocols. Suggestions and/or draft protocols are accepted from committees, system participants, individuals, and/or interested parties. All draft protocols are posted on the Yolo YEMSA website for public view and comment.

Protocols will be evaluated on a bi-annual basis with adequate time allowed for training and distribution if changes are required. Specific recommendations for additions, deletions and/or revisions should be forwarded to YEMSA.

POLICY PROCESS

- I. Written Public Comment Draft
 - A. YEMSA will distribute draft protocol(s) to the appropriate system participants and/or interested parties for written comments.
 - B. Protocols under consideration that affect the Emergency Medical Services (EMS) system as a whole will be sent out for review by all systems participants. A protocol under consideration that applies to a limited group will only be sent to those who would be directly affected.
 - C. The time frame allowed for the return of comments will be thirty (30) days. Comments may be sent by email, mail or faxed to the YEMSA office, but must be received no later than 4 p.m. on the deadline date.
 - D. All comments will be reviewed by the YEMSA Medical Director. All suggestions will be taken into consideration.

- II. Public Testimony
 - A. Public comments will be heard at the next most appropriate Emergency Medical Care Committee (EMCC) meeting, usually held bi-monthly.
 - B. A final draft of the protocol(s) will be distributed prior to the meeting.
 - C. Time will be allotted at the meeting for public testimony and discussion. All recommendations will be taken into consideration during the finalization of the policy.



ANNUAL POLICY REVIEW PROCESS TIMELINE

Policy Review Process	Timeline
Deadline for protocol ideas	open
Written public comment draft released	30 days
Written comments due back to EMS	30 days
Public Testimony at EMCC	Bi-monthly
Finalized protocol released	Jan 1 st and July 1 st
Update training	ongoing
Effective date of new protocols	Jan 1 st and July 1 st

Timeline is subject to change