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| TITLE O P E R A T I O N S M A N U A L | STANDARD I N S T R U C T I O N 09 | | DEPARTMENT F I R E - R E S C U E |
| SUBJECT: EMERGENCY MEDICAL SERVICES PROGRAM ELIGIBILITY AND PARTICIPATION | SECTION 18 | PAGE 1 of 2 | EFFECTIVE DATE 27 November 2021 |

I. PURPOSE

Provide direction to all personnel on licenses and accreditation for personnel to maintain eligibility as a paramedic or EMT in the City of San Diego.

II. SCOPE

This policy will apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel (excluding Lifeguards), and all Falck San Diego personnel.

III. AUTHORITY

The fire chief authorizes the information within this policy.

IV. POLICY

A. Refer to [County of San Diego EMS Policy P-305](#).

B. Paramedic State License and County Accreditation

Personnel are responsible for submitting all necessary information and payment to the State Emergency Medical Services Authority and County of San Diego EMS in a timely manner to renew their license and accreditation.

1. Paramedic Requirements

- a. State of California Paramedic Licensure
- b. San Diego County Paramedic Accreditation
- c. Advanced Cardiac Life Support (ACLS) or equivalent
- d. Pediatric Advanced Life Support (PALS) or equivalent
- e. Cardiopulmonary Resuscitation (CPR)
- f. Medical Director's Authorization to Practice
- g. Attend all mandatory continuing education

C. EMT County Certification

Personnel are responsible to submit all necessary information and payment to County of San Diego EMS in a timely manner to renew their certification.

1. EMT Requirements

- a. County of San Diego EMT Certification
- b. Cardiopulmonary Resuscitation (CPR)
- c. Attend all mandatory EMS education
 - 1) SDFD: In-service training and battalion medical officer training
 - 2) Falck: Continuing Education

D. Employees are required to keep original driver license and copies of all other required certifications/licenses on their person whenever on-duty.

E. Personnel Without a Valid License, Accreditation or Certification

1. SDFD Personnel

- a. Will be placed on unscheduled leave (UL) and will not be scheduled to work until proof of valid license, accreditation or certification has been validated by the EMS Division.

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- b. Personnel on-duty the date of their expiring license, accreditation or certification will be removed from duty at 2000 hours and placed on UL.
- c. Personnel who report for duty with an invalid license, accreditation or certification will be subject to discipline.

2. Falck San Diego

- a. Personnel will not be permitted to work in any capacity.
- b. Personnel who report for duty with an invalid license, accreditation or certification will be subject to discipline up to an including termination.

F. Request for Non-Participation in the Paramedic Program for Fire Personnel

- 1. Personnel may voluntarily withdraw from the paramedic program at any time and are subject to the following conditions:
 - a. Non-participating paramedic personnel will forfeit paramedic pay and abide by the restrictions of all non-participating paramedics.
 - b. Non-participating paramedics will be responsible for maintaining their license and accreditation on their own time without compensation, reimbursement of licensing fees and forfeit the certification bonus.

- 1. Non-participating paramedic personnel must contact the Training Division and advise of change to EMT certification.
- 2. Non-participating paramedic personnel will not use ALS level skills. Failure to follow this directive may subject the employee to discipline.
- 3. Paramedic personnel who request to withdraw from the paramedic program to avoid quality assurance/quality improvement issue(s) or a pending reportable discipline issue will be reported to the Emergency Medical Services Authority (EMSA) registry as required by the State of California.

G. Request for non-participation for Falck San Diego personnel is on a case by case basis with approval from the managing director.

H. Re-Entry into Paramedic Program

- 1. Refer to the EMS Field Training Policy
- 2. Personnel who have withdrawn from the paramedic program and wish re-entry will be allowed back into the program and must complete needs assessment course and field training.