

POLICY:	100.05 AMENDMENTS TO SYSTEM POLICIES		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
EFFECTIVE DATE: 2/15/2024			ORIGINAL EFFECTIVE DATE: 9/2022
DEPARTMENT SPECIFIC		EMERGENCY MEDICAL SERVICES	

I. Purpose:

To lay out a plan and process for the EMS System to make amendments and updates to the System Policy and Procedure Manual

II. Policy:

A. Distribution of System Policy & Procedure Manual Amendments

1. Each time the System amends or issues new System policies, the EMS office will e-mail notification to the Agency EMS Coordinators in a timely fashion.
2. The Agency EMS Coordinator shall ensure that only current policies are reflected in any hard copy files or binders. The Agency may choose to utilize the System website instead of printed copies.

B. In-services on EMS System Policy Amendments and Additions

1. Upon the Agency's notification of a policy update, the agency's EMS Coordinator shall in-service their EMS personnel through training sessions, in-services, or written (including electronic) communication
2. Appropriate training records should be filled out and kept documenting that all members of the Agency are aware of the change to current policy or new policy that has been released

C. System Communication of Updates and Information on System/Regional Activities

1. As new developments, updates and activities arise on System and Regional levels, this information will be communicated in a timely manner to the agencies and associate hospitals of the Morris Hospital EMS System through:
 - a. System Memorandums (including emails)
 - b. Group emailing
 - c. System meetings
 - d. System website
 - e. Special and general site visits
 - f. CE
2. Regional or State wide updates that are sent out by the EMS System should be in serviced and documented as above

Approval:

James Kirchner **Date**
Vice President of Professional Services

Kathleen Geiger MSN, RN **Date**
Manager of EMS & Emergency Management