

System Administration
Base Hospital Designation**Date: 07/01/2026****Policy #1300**

- I. Purpose:** To establish the requirements and responsibilities of a designated Base Hospital in the Imperial County.
- II. Authority:** Health and Safety Code, Division 2.5, Sections 1797.204, 1797.220, 1798.100, 1798.102, 1798.104, and 1798.2
- III. Policy:** The designation of a hospital as a Base Hospital for purposes of the Emergency Medical Services System of the County of Imperial confers upon the facility the recognition that it has the commitment, personnel, and resources necessary to provide optimum medical care for the emergency patient. The designated Base Hospital shall meet or exceed the criteria set forth herein and demonstrate a continuous ability and commitment to comply with policies, procedures, and protocols developed by the Emergency Medical Services Agency. A designated Base Hospital shall meet the requirements of Title 22, Division 9 of the California Code of Regulations. In addition:

Base Hospital Requirements:

- A. To be designated as an EMT-B, AEMT, EMT-P Base Hospital in Imperial County, the requesting institution must:
 - 1. Comply with California Code of Regulations, Title 22, Division 9, Chapter 4, Section 100174, Chapter 3, Section 100127 and Chapter 2, Section 100064.
 - 2. Comply with Imperial County Base Hospital Standards.
 - 3. Enter into an Agreement with the Imperial County Public Health Department, Emergency Medical Services Agency to perform as a Base Hospital.
- B. The Imperial County Public Health Department, Emergency Medical Services Agency shall review its Agreement with each Base Hospital every two (2) years. The Agreement may be changed, renewed, canceled, or otherwise modified when necessary, according to provisions for such in the Agreement.
- C. The Imperial County Public Health Department, Emergency Medical Services Agency may deny, suspend, or revoke the approval of a Base Hospital for failure to comply with applicable policies, procedures, protocols, or regulations in accordance with provisions for such in the Agreement.

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- D. Appoint a Base Hospital Medical Director and a Base Hospital Nurse Coordinator with adequate secretarial support. Time commitments for fulfilling these roles must be assured by the institution.
- E. Provide continuing education seminars for EMS prehospital personnel and MICNs in sufficient amount to meet recertification requirements.
 - 1. Minimum six (6) in twelve (12) months
 - 2. Can allow for remote or in-person meeting
- F. Agree to regard all prehospital tapes as part of the patient's medical record and maintain them in accordance with California Code of Regs. Title. 22, § 72543 Patients' Health Records.
- G. Agree to maintain and make available to Imperial County EMS all relevant prehospital records and evaluation of the advanced life support system.
- H. Conduct audits of ALS and BLS transports such that Physicians, MICNs, and prehospital providers have the opportunity to assess their strengths and weakness regarding patient care and transports.
 - 1. Specific records to be reviewed on a monthly basis include:
 - a. Cardiac arrests
 - b. Non-transported patients (including but not limited to patient refusals, leaving against medical advice, elopements, or otherwise)
 - c. Specialty care activations
 - i. Trauma
 - ii. Stroke
 - iii. STEMI
 - iv. Burn
 - d. Helicopter requests
 - i. Appropriateness of activation
 - e. Bypass/diversion requests
 - i. Appropriateness of activation
 - f. Port of Entry Incidents
 - i. Rendezvous requests with ALS/HEMS
 - ii. Online medical control for medications/treatments
 - g. ALS to BLS downgrades

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- i. Appropriateness of requests
 - h. Medication deviation from protocol
- 2. Review with Imperial County EMS Agency on a regular basis
 - a. Highlight any system issues or aberrancies
 - b. More acute issues to be forwarded as soon as possible after identification
 - c. Permit periodic announced and unannounced site surveys of its facilities by the EMS Agency, or its designated representatives, for the purpose of monitoring contract compliance, including but not limited to reviewing logs and medical records of patients who received BLS/ALS prehospital care.

Base Hospital Medical Director:

- A. A physician, licensed in the State of California, who regularly works in the Emergency Department.
- B. Have experience in emergency medical care, and preferable prehospital experience.
- C. Have experience in and knowledge of base hospital radio operations and Imperial County EMS policies and procedures.
- D. Shall be responsible for:
 - 1. Medical control and online supervision of the EMT-B, EMT-A, and EMT-P programs within the base hospital's service area.
 - a. Review Emergency Medical Services personnel (Base Hospital Physicians, MICNs, EMT-Bs, EMT-As, and EMT-Ps) compliance to policies, procedures, and protocols in the prehospital setting as well as their demonstration of skills retention in performing those activities.
 - b. Evaluate care given by personnel in the prehospital setting.
 - 2. Implementing and maintaining a Quality Assurance Program which includes audit process, issue identification and analysis, corrective action plan and implementation, evaluation, and follow-up.
 - 3. Reporting deficiencies in patient care management to the EMS Agency in accordance with local policies and procedures approved by the EMS Medical Director.

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4. Maintaining regular communications and serving as liaison between the receiving hospitals and the base hospital in order to review treatment given to patients utilizing the Emergency Medical Services System in the Base Hospital's service area.
5. Orientation of new Base Hospital Emergency Department Physicians with respect to prehospital emergency care and EMS policies and procedures.

Base Hospital Emergency Department Physicians:

- A. Must be familiar with the approved treatment, triage and transfer policies, procedures, protocols, the standards of care established for the area, the level of training and scope of practice of prehospital personnel, and BLS and ALS units' armamentarium, including communications equipment, rescue equipment, drugs, solutions and other supplies.
- B. Must be qualified by knowledge and experience to provide medical directions and management of prehospital personnel in compliance with policies, procedures, and protocols approved by the EMS Agency.
 1. All base station physicians should complete a knowledge test of local protocols and policies and have a > 80% score.
- C. Must have working knowledge of the operational aspects of the Base Hospital's communications equipment.

Base Hospital Nurse Coordinator:

- A. Shall be currently certified MICN in Imperial County.
- B. Shall serve as the liaison between the subject Base Hospital and the EMT-Bs, AEMTs, EMT-Ps, fire departments, BLS provider agencies, and receiving hospitals operating within the service area. Such liaison functions shall also extend to EMT training agencies, and all components and subcomponents of the Imperial County Emergency Medical Services System.
- C. Shall have thorough understanding of Emergency Medical Services policies, procedures, protocols, and pre-hospital care system.
- D. Shall provide sufficient continuing education opportunities for prehospital providers and MICNs to assist in their fulfilling the Continuing Education requirements of the State and Local Emergency Medical Services Authority.

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- E. Shall assist the Base Hospital Medical Director in the medical control and supervision of prehospital providers and MICNs.

APPROVAL

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