

Authority: Health & Safety Code, Division 2.5; California Code of Regulations, Title 22;
Evidence Code 1157

1. INCIDENT NOTIFICATION:

- 1.1 Any agency or individual may submit an Incident Report Form. Only one form needs to be submitted for a given incident.
- 1.2 Submit the form to the EMS Agency via mail, fax, e-mail, or by hand. Mark the envelope, fax or e-mail as "CONFIDENTIAL".

2. INVESTIGATION AND FOLLOW-UP

- 2.1 In all cases, the EMS Agency is responsible for coordinating the investigation and follow-up. In most cases, Quality Improvement investigations will be assigned to the Base Hospital Coordinator and conducted in cooperation with QI personnel of the involved agencies.
- 2.2 After an initial review, EMS will determine the need for further action to include:
 - 2.2.1 Commendation
 - 2.2.2 Remedial training
 - 2.2.3 Certification Review Process
 - 2.2.4 Policy/Procedure/Protocol revision
 - 2.2.5 Further investigation warranted
 - 2.2.6 No further action needed

3. DOCUMENTATION

An Incident Report Form shall be initiated for all incident reports and completed in accordance with Policy #1210.

4. DISCOVERY

The prohibition relating to discovery or testimony provided in Section 1157 shall be applicable to proceedings and records of any committee established by the EMS Agency (see Evidence Code 1157.7).

APPROVAL



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