| | COUNTY OF SACRAMENTO<br>EMERGENCY MEDICAL SERVICES AGENCY | Document # | 2001.16 |
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| | PROGRAM DOCUMENT:<br>**Document Management System** | Initial Date: | 02/16/94 |
| | | Last Approved Date: | 12/01/16 |
| | | Effective Date: | 07/01/21 |
| | | Next Review Date: | 03/01/23 |

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               EMS Medical Director                          EMS Administrator

**Purpose:**

    A. To describe the document management system utilized by Sacramento County Emergency Medical Services Agency (SCEMSA).

    B. To define the terms utilized in the document management system.

**Authority:**

    A. California Health and Safety Code, Division 2.5

    B. California Code of Regulations, Title 22, Division 9

**Definitions:**

    A. Program document: Policy, procedure, or protocol that is applicable to the SCEMSA system.

    B. Program document number (PD#): Every program document has an assigned number in the format ####.##. The first four digits define an individual document and title. ~~by the document number~~. The fifth and sixth digits define the version number. A current master listing of all document numbers and version numbers is maintained by SCEMSA in the Document Management Database (DMDB).

    C. Program document name (PDN): Every program document is assigned a descriptive and unique name. The PDN will have an assigned unique document number. There may be multiple version numbers assigned to the same PDN. SCEMSA website may be consulted for current PDN.

    D. Draft date: The initial date when PDN and PD # is assigned in the DMDB.

    E. Effective date: The date a program document is introduced and becomes applicable in the SCEMSA system.

    F. Revised date: The date of the most recent revision of a program document. The version number will be changed and entered into the DMDB.

    G. Review date: The scheduled date of review for a program document.

**Policy:**

    A. Every program document ~~shall have~~ has an assigned descriptive and unique PDN and PD#.

    B. At any given time there ~~shall only~~ is be one effective PDN and PD#. For a current program document's PDN and PD# consult your agency's Emergency Liaison Officer (ELO) or Emergency Liaison Nurse (ELN).

    C. Program documents ~~will be~~ are introduced annually on a formal document introduction cycle. Introduction (effective) dates shall be July 1 of every year ~~once a year, (July 1)~~

1. Policies reviewed during scheduled Medical/Operational Advisory Committee meetings ~~will be~~ are available as a draft on the SCEMSA website at www.dhs.saccounty.net/PRI/EMS seventy-five (75) days prior to the introduction date.
2. The current version of each policy ~~shall be~~ is posted to the SCEMSA website.

D. Clarification, minor corrections, and typographical errors of effective program documents ~~shall be~~ are conveyed to stakeholders. Definitive corrections shall be included in the next introductory document packet.

E. Identified program needs or deficiencies that are judged to be important and cannot be deferred to the next document introductory cycle ~~shall be~~ are handled by special memorandum. This special memorandum ~~shall only be~~ is disseminated to the germane agencies. Definitive changes ~~shall be~~ are incorporated into future introductory document packet.

F. Identified concerns or deficiencies regarding current program documents ~~shall be~~ are conveyed to the respective ELO, ELN, Base Hospital Medical Director, or other official representative to be placed on future SCEMSA Medical/Operational Advisory Committee's agenda(s) for review.

G. All program documents ~~shall~~ have biennial review dates.

H. Any new program document development, external to SCEMSA, ~~shall have an~~ a assigned PDN and PD#. On a temporary basis the PD# can be listed as "####.##".

I. Any revision of an existing program document, external to SCEMSA, ~~shall have an~~ a assigned PDN and PD#. On a temporary basis the document number ~~shall be~~ is utilized and "##" ~~shall be~~ used for the version number until one is assigned by SCEMSA (e.g. 2001.##).

J. Program documents ~~may be~~ are introduced on an emergency basis, outside of the document introduction cycle, at the discretion of the Medical Director or SCEMSA staff.

K. Program document will reference other program documents by PDN or document number. The PD# ~~will not be~~ is not utilized in referencing to eliminate the need to revise all referring documents when a version number of an effective program document is changed. A current version number listing can be obtained from SCEMSA, but consult your ELN or ELO first.