



<b>NUMBER</b>	EMS 101
<b>TITLE</b>	<b>Guideline Creation &amp; Maintenance</b>
<b>CATEGORY</b>	ADMINISTRATION
<b>APPROVED BY</b>	Board of Supervisors
<b>EFFECTIVE DATE</b>	2026-03-17
<b>ORIGINATION &amp; REVISION DATES</b>	2026-03-17

## **PURPOSE**

To establish an approval structure for existing and new standard operating guidelines.

## **GUIDELINE**

To manage the county's emergency medical services operations, several standard operating guidelines (SOGs) will need to be developed and maintained, some of which are specifically required by state regulation. These SOGs should be written in a consistent format that includes a header with a number, title, category, approval authority designation, and effective and revision dates.

As a subordinate department of the Cedar County Board of Supervisors, all general Cedar County policies, including the *Cedar County Employee Handbook* and *Cedar County HIPAA Policies and Procedures*, apply to EMS operations and personnel, except as otherwise modified in approved EMS department SOGs. Any SOG that effectively modifies or conflicts with an existing Cedar County countywide policy shall require review and approval by the Board of Supervisors.

The guidelines containing the Pharmacy Policy and the Continuous Quality Improvement Policy are both required by Iowa Administrative Code to be established and approved by the medical director.

For all other SOGs, the EMS director will work with the member(s) of the Board of Supervisors assigned primary oversight responsibility of EMS to determine whether the guideline should go to the full board for approval or remain the purview of the EMS director. In general, any SOG that relates to human resources, has legal implications, or will affect the county budget, outside of already approved budgetary items, should be referred to the full board for review and approval.

Due to the nature of EMS operations and the time constraints of public meeting regulations, it may be necessary for the EMS director or designee to institute emergency operating guidelines outside of this normal process. These guidelines should be considered temporary and limited to the circumstances requiring them until a formal SOG can be established according to the procedures in this guideline, which should occur as soon as practicable.

All SOGs will be reviewed on an as-needed basis or as otherwise required by regulation. Any SOG that is tied to a countywide policy will be reviewed any time a change is made to that countywide policy.