



# INLAND COUNTIES EMERGENCY MEDICAL AGENCY POLICY AND PROTOCOL MANUAL

**Reference No. 2040**  
Effective Date: 07/01/25  
Supersedes: 05/01/24  
Page 1 of 2

## PUBLIC SAFETY OPTIONAL SKILLS COURSE APPROVAL

### I. PURPOSE

To define the requirements for Public Safety Optional Skills Course approval within the ICEMA region, per the California Code of Regulations, Title 22, Division 9, Chapter 1.5, First Aid and CPR Standards and Training for Public Safety Personnel.

### II. PROCEDURE

- Submit an original application indicating the type of optional skills course. The Public Safety Optional Skills Approval Application is available on the ICEMA website at ICEMA.net.
- For those courses requiring approval by ICEMA, the following shall be submitted:
  - Name of the sponsoring institution, organization, or agency.
  - Detailed course outline.
  - Final written examination with pre-established scoring standards.
  - Skills competency testing criteria, with pre-established scoring standards.
  - Name and qualifications of instructor(s).
- The applicant will be notified in writing within 21 working days that the request was received and informed if any information is missing.
- Notice of approval or disapproval of the application will be made in writing to the applicant.
- If the application is approved, the course will be valid for four (4) years.
- ICEMA must be notified of any course changes within 30 calendar days.

### III. TRAINING/RETRAINING

Training in each optional skill shall consist of a minimum of one (1) hour presentation and shall result in the public safety personnel being competent in the performance of the optional skill and administration of the associated medication. The training shall include but not be limited to:

- Common causative agents.
- Associated signs and symptoms.
- Assessment findings.
- Need for appropriate personal protective equipment and scene safety awareness.

- Profile of medication administered to include:

- Drug classification.
- Mechanisms of drug action.
- Indications and contraindications.
- Dosage and route of administration.
- Side/adverse effects.

- Administration of the medication to include:

- Site selection and administration.
- Medical asepsis.
- Disposal of contaminated items and sharps.

At the completion of this training, the student shall complete a competency based written and skills examination for administration of the medication that includes:

- Assessment of when to administer medication.
- Managing a patient before and after administering the medication.
- Using universal precautions and body substance isolation procedures during medication administration.
- Demonstrating aseptic technique during medication administration.
- Demonstrating preparation and administration of parenteral medications by a route other than intravenous.
- Proper disposal of contaminated items and sharps.