

Detroit East Medical Control Authority
System Protocols
PROTOCOL CHANGE PROCEDURE

March 2013

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Purpose

To provide a mechanism for orderly adoption or change of protocols as established by the Southeast Michigan Protocol Committee and adapted by Detroit/East Medical Control Authority as required by PA 368 of 1978, revised Part 209.

Introduction of Protocol or Change In Protocol

1. A protocol may be presented by any member of the Medical Control Board.
2. A protocol may be presented to the Medical Control Board by the Advisory Board.

Preliminary Approval

1. A draft of a proposed protocol or change to an existing protocol shall be distributed with the monthly meeting notice to all members of the control board for consideration at the next regular meeting.
2. The Control Board shall consider the protocol at the next regular meeting. The Control Board may approve, disapprove, or table the proposed protocol or proposed change in protocol.
3. If the protocol is given preliminary approval, "...the Medical Control Authority shall circulate a written draft or the proposed protocol to all significantly affected persons within the Medical Control Authority and submit the written draft to the department for approval." (Sec 20919 (2)(a)). The draft shall be sent to the department by registered mail, return receipt requested.
4. All affected persons may make written comment to the Medical Control Authority and/or the Department of Public Health for consideration in final approval.

Final Approval

1. "Not later than sixty (60) days after receiving a written draft of a proposed protocol from a Medical Control Authority, the department shall provide a written recommendation to the Medical Control Authority with any comments or suggested changes on the proposed protocol. If the department does not respond within sixty (60) days after receiving the written draft, the proposed protocol shall be considered approved by the department." (Sec 20919 (2)(c)).
2. At the first regularly scheduled meeting sixty (60) days after receipt of the proposed protocol by the department, the protocol will be brought up before the Medical Control Board for final approval, either as written, or as modified by the department. Any and all comments made by interested parties concerning the protocol shall be presented at this time for final consideration.
3. The Control Board may approve, disapprove, or table the protocol for further consideration.
4. The Control Board shall maintain a record of all written comments received from interested parties regarding the protocol change, as well as any medical or economic impact information on the services within the system that was considered by the Control Board.

Distribution of Changes

1. After a new protocol or a change to an existing protocol has received final approval from the Medical Control Board, an entry shall be made on the master copy of the DEMCA Protocol Revision Record Sheet and the Medical Director shall sign the form in the appropriate space.
2. The Medical Control Board shall prepare replacement pages to be inserted in the current Protocol, Policy, and Procedures Manual. Each new page shall contain the date of the revision in the lower left hand corner.
3. A copy of the DEMCA Protocol Revision Record Sheet and a copy of the new page(s) shall be distributed.

