



**OMD Clinical Administrative Policy  
Protocol Handling Timeline**  
Draft for Review & Action 7/03/2024,  
Effective 8/1/2024; Review Before 9/2026

**Process of Preparation for MCB, MCB Action & Approval:**

Protocols for MCB consideration are finalized no later than Friday noon preceding the MCB meeting on the following Wednesday (typically the second Wednesday of the month).

Protocols for MCB consideration are emailed to MCB physicians no later than Friday 1700 preceding the MCB meeting on the following Wednesday (typically the second Wednesday of the month).

Protocols are presented, discussed, and acted upon at the MCB meeting.

**Process of Post-MCB Approval/Delivery to OSDH:**

Any revisions subsequent to the MCB action are completed no later than Monday noon of the second Monday following the MCB meeting. (8 business days)

Protocols are saved to the appropriate folders in the K: Drive under MCB\_OMD\_PROTOCOLS

Protocols are saved as a Word and as a PDF document.

After final revisions are made, a hard copy of protocols will be hand delivered to the OSDH for approval. Protocols will be given to personnel at the OSDH EMS Division. A signature from the OSDH EMS Division will be obtained in receipt for protocols submitted for all the agencies under the direction of the MCB Medical Director. This delivery will be accomplished within 3 business days of final revisions being made and all agencies receiving medical oversight by MCB/OMD will be notified the protocols have been received by OSDH for their review/approval.

**Process of Post-OSDH Approval:**

Protocols will be placed on the OMD website after final approval has been received from the Oklahoma State Department of Health and such written notification is filed permanently within OMD.

Once protocols are approved and placed on OMD website an email will be sent to all agencies in the system notifying them of OSDH approval for implementation.

One week following the above email distribution, the OMD Directors of Clinical Affairs will make contact with each agency in their respective Division to check on their implementation plan to make sure the protocol effective date will be met. The protocol effective date will typically be the 1<sup>st</sup> day of the month of the second month following the month of the MCB meeting in which the protocol was approved. (eg. April 1 for January MCB action).