



Central DuPage Hospital  
Emergency Medical Services System  
System Policy and Procedures

Title: EMS Education Record Keeping	
Section: Education / Training	Number: F-3
Approved By: Dr. Steve Graham, EMS Medical Director	
Effective Date: 01 July 2018	Number of Pages: 1

**PURPOSE:**

To define the Central DuPage Hospital Emergency Medical Services (CDHEMSS) policy regarding the tracking of Continuing Education Hours for EMS providers within the CDHEMSS.

**POLICY:**

Each EMS Agency Coordinator within the CDHEMSS is responsible for tracking their EMS providers Continuing Education Hours within ImageTrend. These hours will be used by the EMS System for Letters of Good Standing and Licensure renewals. All hours must have a valid site code covering the topics for the CDHEMSS to use them for licensure renewals and letter of good standing.

Once a provider leaves the CDHEMSS, he or she will be provided a copy of any hours that the system has on file. The additional hours tracked by the agency shall be made available to the provider upon request.

**POLICY HISTORY:**

Effective Date	01 July 2018					
Review Date(s)						
Revision Date(s)						



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