



CENTRAL DUPAGE HOSPITAL
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: EMS EDUCATION (CE) RECORD KEEPING

SECTION: EDUCATION / TRAINING

POLICY NUMBER: H-7

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 (or their designee) 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. Additionally, CE training events must have a sign in sheet for each session for the hours to be accepted by the EMS System. Sign in sheets can be printed from the CE topic within ImageTrend. The sign in sheet must include:

1. Training Topic / Name
2. Training category
3. Subcategory
4. Description
5. Location
6. Site code
7. Total hours

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.

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