



Central DuPage Hospital  
Emergency Medical Services System  
System Policy and Procedures

Title: Review and revision of policies	
Section: General	Number: A-1
Approved By: Dr. Steve Graham, EMS Medical Director	
Effective Date: 01 July 2018	Number of Pages: 1

**PURPOSE:**

To outline the Central DuPage Hospital Emergency Medical Services System (CDHEMSS) policy regarding reviews and revisions of the CDHEMSS “Policy and Procedure” manual.

**POLICY:**

As regulatory changes occur regarding EMS activities within the CDHEMSS, the need for changes to the Policy and Procedure Manual may occur. When such changes are deemed necessary to be in compliance with local, state or federal law the following process will occur to ensure proper notification of all CDHEMSS providers:

1. The EMS Agency Chief / Administrator, and agency EMS Coordinator will receive electronic communication of the updated policy for distribution.
  - a. The changes will be electronically highlighted to note what has changed for a 90 day period when posted on the CDHEMSS website
2. A printed posting will be placed in the CDHEMSS work room for 90 days.
3. It may be included in the next available Continuing Education (CE) session at each agency.
4. If the EMS Medical Director (EMSMD) deems the policy change to have potential for a life/safety issue he or she may call for mandatory education of the policy change.

If there is no local, state or federal reason necessitating a policy revision, each policy shall be reviewed at an interval of no more than every two (2) years to ensure it meets the current needs of the CDHEMSS.

**REFERENCES:**

**POLICY HISTORY:**

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