



Central DuPage Hospital
Emergency Medical Services System
System Policy and Procedures

Title: Region 8 EMS Standard Operating Procedures Revisions / Review	
Section: Communications	Number: A-2
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' (CDHEMSS) policy regarding reviews and revisions of the Region 8 Emergency Medical Services (EMS) Standard Operating Procedure (SOP) revisions and review.

POLICY:

The EMS Medical Directors (EMSMD) representing the 4 resource hospitals within Region 8 review and update the Region 8 EMS SOP's **no less than** every 2 years. As changes in medicine occur regarding EMS activities within Region 8, the need for changes to the SOP's may occur. When the SOPs are updated the following process will occur to ensure proper notification/training of all CDHEMSS providers:

1. The EMS Agency Chief / Administrator, and agency EMS Coordinator will receive an electronic communication of the SOP's for distribution.
2. Printed copies of the SOP's will be provided to all EMS providers (excluding EMD's unless requested) within the CDHEMS System.
 - a. Revisions made before the 2 year cycle will be delivered electronically to providers
3. Mandatory Continuing Education (CE) will be provided by the CDHEMS System to be completed at each EMS Agency.
4. Failure to complete the mandatory CE prior to the effective date of the updated SOPs may result in system participation suspension for individual providers until the mandatory education is completed.

If there are no changes in medicine necessitating a SOP revision, each SOP shall be reviewed at an interval of every two (2) years to ensure it meets the current needs of Region 8 EMS and the CDHEMSS.

POLICY HISTORY:

Effective Date	01 July 2018					
Review Date(s)						
Revision Date(s)	01 Mar 2019					