



CENTRAL DUPAGE HOSPITAL  
EMERGENCY MEDICAL SERVICES SYSTEM  
POLICY & PROCEDURES

TITLE: EMT-P INSTRUCTOR

SECTION: EDUCATION / TRAINING

POLICY NUMBER: H-11

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 JULY 2018

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**PURPOSE:**

To define the Central DuPage Hospital Emergency Medical Services (CDHEMSS) policy on who may provide instruction to the CDHEMSS Paramedic Training Course.

**POLICY:**

1. All instructors of Paramedic programs under the oversight of CDHEMSS must meet the following criteria, in addition to the requirements of the programs employer:
  - a. Have and maintain an Illinois Lead Instructor License
  - b. Be in good standing in their EMS Systems
  - c. Have at least 5 year experience in EMS
2. In addition to the above requirements, the Paramedic Program Lead Instructor (IDPH) and Director (CoAEMSP) shall have and maintain:
  - a. A minimum of a Bachelor's degree from a regionally accredited institution of higher education
  - b. Field experience of at least 5 years and knowledge of out-of-hospital emergency care
  - c. Academic training and preparation related to EMS at least equivalent to that of the program graduates
  - d. Knowledge of national curricula, accreditation, registration and the requirements for state licensure
3. All instructors shall maintain a current resume on file with the EMS system, which shall be re-submitted and / or verified prior to the start of each new Paramedic class
4. Instructor's class pass rates will be monitored in accordance with the Illinois EMS Act sections 515.520, 515.530 and 515.540. Should an instructor(s) have a class with a failure rate of the IDPH or National Licensing Exam:

- a. 25-49%, said instructor(s) will meet with the CDHEMSS EMS Medical Director and or the EMS System Coordinator to address the pass rates. IDPH will also be made aware of the rate and corrective action plan PRIOR to the start of the next applicable class.
  - b. 50% or greater. The instructor(s) will not be permitted to instruct another class under the CDHEMSS Medical Director pending a reevaluation by the employer liaison, EMS MD and EMS Coordinator. The stay on education shall have no bearing on other aspects of the Instructors profession outside the instruction department.
5. The instructors will follow CDHEMSS the EMT-P Training policy regarding the Paramedic training course as well as all applicable EMS Act rules and regulations.

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