



CENTRAL DUPAGE HOSPITAL
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: EMT-P TRAINING COURSE

SECTION: EDUCATION / TRAINING

POLICY NUMBER: H-12

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 regarding EMT-P (Paramedic) program oversight and to establish program standards.

POLICY:

1. All instructors of Paramedic programs under the oversight of CDHEMSS must meet the criteria as set in the Paramedic Instructor Policy.
2. All Paramedic programs must be in compliance with the Illinois EMS Act, specifically sections 515.520, 515.530, 515.540 and 515.700.
3. Prior to the authorization of a Paramedic Course, the application will be reviewed by the CDHEMSS Medical Director and the EMS System Coordinator. Upon approval, it will be forwarded to the regional EMS Coordinator for IDPH.
 - a. Course applications that are not approved will be returned to the programs LI, with explanations for denial. The LI may attempt to correct the reasons for denial and resubmit his or her application.
 - b. Classes may not begin until at a minimum of 60 days after the approval of the program in accordance with the Illinois EMS Act.
4. For students wishing to take the National Registry, the program LI will inform the Paramedic Program Coordinator who will authorize the candidate to test after verification the student met the minimum requirements of the program.
5. The program LI shall submit a copy of their student roster to the EMS office and at all clinical training facilities.
6. Program Entry Requirements
 - a. During application, all applicants must submit the following:
 - i. Completed Paramedic Training Course Application
 - ii. Current Illinois EMT or Advanced EMT License
 - iii. Current Healthcare provider CPR Card

- iv. Current government issued identification
- v. Proof of high school graduation / GED completion
- vi. Proof of passing grade in anatomy and physiology 1500 or equivalent at a college level with a C or better.
- vii. Proof of passing grade in biomedical terminology at a college level with a C or better
- viii. Immunization records as required by Northwestern Medicine
- b. If accepted into the Paramedic Program the student must obtain, and / or maintain the following:
 - i. Current Illinois EMT or Advanced EMT License
 - ii. Current Healthcare provider CPR Card
 - iii. Current government issued identification
 - iv. Health insurance
 - v. Liability insurance if not an employee of the sponsoring department
 - vi. Northwestern Medicine required immunizations
 - vii. Any additional requirements of student clinical sites
- c. Individuals who have met the minimum requirements shall be interviewed by the EMS team
 - i. They will make the recommendation for entry into the program
 - 1. Acceptance / denial letters will be sent directly via US Mail to the applicants with the program decision

7. College of DuPage Application Process

- a. College of DuPage (COD) applications will be due at the admissions department on or before the program deadline
- b. Tuition payments as specified by COD
- c. Upon admittance to the Paramedic program, a drug test and criminal background check will be performed by designated facilities through COD. Applications will be notified by COD as to dates and sites.

8. Academic Requirements

- a. Students must maintain a minimum grade average of 80%, as specified in the course manual.
- b. Students shall demonstrate proficiency in the practical skill areas designated by the National Standard Curriculum and LI. The evaluation method utilized for these skills shall be outlined in both the course manual and program application. Should a student fail a practical test, a retest shall be offered under the review of an instructor other than the original proctor per Paramedic Program Policy and Procedure manual.
- c. Modular examination and a comprehensive final examination shall be administered throughout the course. A student may be placed on academic probation as specified in the course manual.
- d. Opportunity for retesting of the final exam will be outlined in the specific sponsoring institutions course manual.

- e. All aspects of the Academic Requirements for the program meet section 515.520, 515.530 of the Illinois EMS Act.
- f. Any and all additional requirements in the Paramedic Program Policy and Procedure manual.

9. Clinical Requirements

- a. Prior to clinical rotations at any hospital, the Program LI shall verify and maintain students required immunizations records as set forth by the clinical sites.
- b. The EMS office will provide the respective Emergency Department Managers with this information prior to the commencement of clinical rotations upon request.
- c. Students shall maintain a professional appearance, attitude and demeanor while at any and all clinical sites. The students shall maintain both the clinical institutions and the program manuals requirements regarding appearance, attitude and demeanor as outlined in the student resource manual.

10. Eligibility for re-entry to the course after previous withdrawal, section failure, or de-licensure is based on:

- a. Reapplication to the program in compliance with College of DuPage processes.
- b. Previous academic record
- c. Clinical evaluation
- d. Approval of Medical Director and Paramedic Program Coordinator
- e. Re-Entry to the course being on the first day of the paramedic course, for any returning student.

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