

	SOUTHERN FOX VALLEY EMERGENCY MEDICAL SERVICES SYSTEM POLICY & PROCEDURES	
TITLE: MANDATORY PARAMEDIC CONTINUING EDUCATION		
SECTION: EDUCATION AND LICENSURE	POLICY NUMBER: C-16.0	
APPROVED BY: DR. ARTHUR PROUST EMS MEDICAL DIRECTOR		
EFFECTIVE DATE: 3/1/1990	PAGE NUMBER: 1 OF 2	

PURPOSE:

To ensure that all Southern Fox Valley EMS System Paramedics are fully aware of their responsibility regarding Continuing Education.

POLICY:

The Paramedic is responsible for attendance at and documentation of Continuing Medical Education in compliance with rules relating to the "Emergency Medical Services (EMS) Systems Act".

2. The initial Department Licensure of a Paramedic shall continue in effect for four (4) years.
3. Within this four (4) year period the Paramedic shall apply to the EMS Medical Director for re-licensure.
4. A Paramedic is also required to maintain a current American Heart Association BLS CPR card. (Healthcare Provider or Instructor)
5. Failure to maintain a valid AHA Healthcare Provider CPR card or an AHA instructor card may result in a system suspension until a valid card is on file at the EMS office.
6. To ensure that all Paramedics are fully aware of their responsibility regarding Continuing Education, the following shall set up the guidelines for obtaining the hours needed to re-license.
 - a) The re-licensure period on an individual shall be four years as mandated by the Illinois Department of Public Health. Within this four year period, 100 hours of Continuing Education hours must be obtained. All providers must obtain the required hours within each of the categories per that levels matrix. 50 % of all Continuing Education must be received from within the Southern Fox Valley EMS System.
 - b) **The Paramedic must be present for 51% of the classroom lecture and take, submit and pass the CE quiz in order to be eligible to receive CE credit. No CE hours will be awarded unless this requirement is met.**
 - c) Documentation of all EMS System-Provided Continuing Medical Education shall be submitted to the Southern Fox Valley EMS office in the proper format by the end of the month following the CE session.
 - d) The Paramedic must pass all written and practical examinations given through the Resource Hospital.
 - e) At the end of the Paramedic's license period, the EMS Medical Director or his designee will submit a transaction card to IDPH for renewal; if the provider has met the IDPH re-license requirements and any system requirements.
 - f) A Paramedic who has not been recommended for re-licensure by the EMS Medical Director must independently submit to IDPH an application for renewal IDPH form # IL 482-0636 which will be provided by the EMS office.
 - g) Any paramedic who is not in good standing with the System will be suspended per the

policy manual E.1 Section B.2.n

- h) If a waiver is required in regards to the systems educational requirements due to a hardship, a letter must be submitted to the EMS System Coordinator explaining why a leave of absence is requested and the approximate time off required. Only then will an extension be considered.

7. Illinois Licensed Paramedics requesting entrance into Southern Fox Valley Emergency Medical Services System:

- a. The Paramedic must be associated with a system department.
- b. For a Paramedic to test (prescreening) into the Southern Fox Valley EMS System he/she will need to complete a pre-screen exam (including written and practical testing) with the EMS Medical Director or his/her designee.
- c. Upon successful completion the Paramedic will be awarded four (4) hours of CME.
- d. If remediation is necessary, the proctor and/or the EMS System Coordinator may mandate ED time with the EMS Medical Director based on the evaluations or other additional training. Upon successful completion, the Paramedic will be awarded the appropriate hours of CME.

8. Clinical Experience may be obtained at the Resource Hospital or any Associate Hospital. Hours should be documented and signed by a RN or MD on the appropriate form. (See appendix A1) One evaluation sheet is to be completed by a RN or MD and left in the Emergency Department.

- a. The monthly record of CME and Clinical experience may be completed (See appendix C1) and submitted to the Southern Fox Valley EMS Coordinator as above in B-4.f.

9. Additional Continuing Education

- a. Hour for hour credit will be given for all IDPH approved Paramedic programs.
- b. The EMS Coordinator or his/her designee from each department will function as the primary instructor for the pre-approved continuing education. Other instructors may be used; outlines used by a guest speaker must be submitted to the Southern Fox Valley Emergency Medical Services System office 90 days prior to the date of the lecture for approval for continuing education credit.
- c. Departments may use a facilitator to supplement the Southern Fox Valley Emergency Medical Services System monthly continuing education.
- d. Hours may be obtained through the system approved continuing education. (See appendix B2)

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