

	<p style="text-align: center;">SOUTHERN FOX VALLEY EMERGENCY MEDICAL SERVICES SYSTEM POLICY &amp; PROCEDURES</p>				
<p>TITLE: FACILITATORS</p>					
<p>SECTION: EDUCATION AND LICENSURE</p>			<p>POLICY NUMBER: C-25.0</p>		
<p>APPROVED BY: DR. ARTHUR PROUST EMS MEDICAL DIRECTOR</p>					
<p>EFFECTIVE DATE: 1/1/2003</p>			<p>PAGE NUMBER: 1 OF 1</p>		

**PURPOSE:**

To explain the qualifications, requirements and responsibilities of system CE facilitators.

**POLICY:**

Qualifications:

1. Licensed Paramedic, RN, PHRN or MD status for a minimum of two years.
2. A System Paramedic, RN, PHRN or MD in good standing for a minimum of one year.
3. Letter of recommendation from the providers EMS Coordinator.
4. Demonstrated teaching experience and leadership qualities approved by the EMS System Coordinator.
5. Being knowledgeable of system policies, procedures and Standard Operation Procedures.
6. Ability to attend a facilitator update workshop. .
7. Current with systems CE requirements.

Responsibilities

1. New facilitators must attend one CE session monthly (minimally) as an assistant to the system instructor or another facilitator and a discussion of the program should follow its completion.
2. To attend a facilitator update workshop.
3. Complete any facilitator quiz or update.
4. To deliver the CE program as intended/written and have the completed sign-in rosters turned into the EMS office by the 15<sup>th</sup> of the following month. (as specified by the EMS office).
5. To forward questions, comments and/or suggestions regarding CE to the system office.
6. A facilitator must attend the scheduled system CE as a student, after which the facilitator will obtain any needed material from the system CE instructor needed to continue teaching the CE for that month.

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