Central DuPage Emergency Medical Services System

EMT-Paramedic Continuing Education

INTRODUCTION AND	EMS MEDICAL DIRECTOR		
APPROVAL: 1/98			
REVIEW & APPROVAL:	EMSS COORDINATOR:		
1/09			
REVISION & APPROVAL: 4/00, 2/03,	9/04, 8/08		

PURPOSE:

To define the components and requirements of the Central DuPage EMS System Continuing Education Program in conjunction with Region VIII's Educational Policy in regards to reciprocity.

POLICY:

Attendance at CDEMSS continuing education presentations is required for all EMT-P's primary in the CDEMSS. EMT-P's secondary in the CDEMSS must attend any mandatory continuing education.

1. 8 monthly Continuing Education (CE) programs are presented at each Fire Department. The three shifts of each department have a live presentation each of the eight months CE is offered. Any EMT-P missing the presentation is encouraged to attend at a different location/time to make up. Each presentation is three (3) hours in length and involves a post-quiz.

A. **REQUIREMENTS**

- 1. Paramedics who are primary in CDH's EMS System will complete monthly quizzes covering the presented CE material.
- 2. Those paramedics missing a CE session may review the CE materials as a self-learning packet and complete the post-test to receive 1 hour of CE. (To meet Region VIII reciprocity requirements, paramedics must complete all quizzes.)
- 3. A score of 75% must be achieved on the quiz, or the paramedic will need to re-educate/retest.

- 4. Quiz questions will be taken from the objectives or materials from the written module. The questions may be multiple choice, matching, fill-in-the-blank, scenarios and/or skills demonstration.
- 5. The quiz will directly follow the month's continuing education module.

B. QUIZ RESULTS

- 1. Quizzes will be graded and returned to the paramedic to view at the end of class.
- 2. Review of the quiz may be done as a group or individually; at the discretion of the instructor.
- Quizzes must be returned to the instructor at the end of class.
 They are not to be retained by the paramedic. Failure to return a post-quiz may result in disciplinary action at the discretion of the EMS Medical Director.

C. POST-QUIZ RETAKES AND MAKEUPS

- 1. Quizzes must be successfully completed with a minimum score of 75%.
- 2. If a score of 75% is not achieved, the paramedic will notify the EMS System Coordinator for a date for re-education and re-testing.
- 3. If 75% is not achieved on the second exam, the paramedic will reeducate in any manner and time frame deemed necessary by the EMS System Coordinator or designee prior to a third exam (second retake).
- 4. If 75% is not achieved on the second re-test (third exam), the paramedic is subject to EMS System Suspension at the discretion of the EMS Medical Director until appropriate re-education measures can be taken to ensure safe patient care.
- 5. If paramedics are called out during CE and miss more than an hour they will need to make up the missing part of the module at a different department and/or time to take the quiz. If unable to complete the module as above, the EMS System Coordinator must be notified to schedule a date to make up module in EMS Office.
- D. CDEMSS will accept eight (8) hours each year of appropriate clinical time

- toward relicensure. Advance approval to do clinicals in a different ED or hospital setting must be given by the EMS System Coordinator.
- E. The CDEMSS office provides other opportunities for CE outside of the monthly programs. The following are courses or educational offerings preapproved for CE hours through the CDEMSS Office. Appropriate documentation must be submitted to receive the hours. This list is not all inclusive. Check with the EMS System Coordinator for other course approvals. The Department requires 120 CE hours over four (4) years for license renewal recommendation. 50% of the continuing education hours that are required toward relicensure must be earned through attendance at CDEMSS taught courses. No more than 25% of the hours can relate to one specific subject area. Items * reflect courses available at Central DuPage Hospital.

Course Title Accu	ımulation <u>Ratio</u>	Didactic <u>Limit</u>	Clinical <u>Limit</u>	Distributed Over			
*ACLS (AHA)	hr/hr	8	8				
*ACLS (Instructing)	hr/hr	4	4	1 year			
*ACLS Instructor Course	hr/hr	4	4				
*ACLS Re-recognition	hr/hr	4		2 years			
APLS	hr/hr	8	8				
ATLS Course	hr/hr	8	8				
*ITLS Course	hr/hr	8	8	4 years			
*ITLS Instructor Course	hr/hr	4	4				
*ITLS (Instructing)	hr/hr	4	4	1 year			
Bulletin Board CE	1 hr	1/mo		1 year			
Case Study/Grand Rounds/							
Telemetry Review	hr/hr	6		1 year			
*CPR Course	hr/hr	3		2 years			
*CPR (Instructing)	hr/hr		2	1 year			
*CPR Instructor Course	hr/hr	4	4				

Course Title Accu	umulation <u>Ratio</u>	Didactic <u>Limit</u>	Clinical <u>Limit</u>	Distributed Over			
EMT-B (Instructing)	hr/hr		4	1 year			
IDPH Lead Instructor				•			
Course	hr/hr	8	8				
Medical School	hr/hr	8	8	year			
Nursing School	hr/hr	8	8	year			
*PALS/PEPP Course	hr/hr	8	8				
*PALS (Instructing)	hr/hr	4	4	1 year			
*PALS Instructor Course	hr/hr	4	4	·			
PHTLS Course	hr/hr	8	8				
PHTLS (Instructing) PHTLS	hr/hr	4	4	1 year			
Instructor Course	hr/hr	4	4				
Physician Assistant							
School	hr/hr	8	8	year			
TNS Course	hr/hr	8	8				
Trauma/EMS	hr/hr	8	8	year			
Related Symposium				•			
*Paramedic Class Attendance	hr/hr	8		1 year			
(must have pre-approval for class)							
Out of System CE	hr/hr ´	15		1 year			
*Paramedic Class				·			
Proctor (if not paid)	hr/hr		8	1 year			
Paramedic Precepting	See Policy			·			
*Medical Videotape	·						
with pre-approval	hr/hr	4		1 year			
EMS Conference (JEMS, EMS Today)	hr/hr	8		1 year			
*Lamaze Class	hr/hr	8		1 time only			
*MCI Drill				·			
Participation	hr/hr		2	1 year			
*Pediatric BTLS				·			
Course	hr/hr	4	4	4 years			
*CLINICALS:	hr/hr		4	1 year			
ED				•			
L & D, etc							
IV Therapy							

2. Thirty (30) CE hours per year are required by CDEMSS for EMT-Ps. One half of those hours may be obtained from an EMS System other than CDEMSS. The EMT-P must have the CE form completed and signed by the instructor of the class with the IDPH site code for the EMS System and objectives, handout or

- syllabus from the class. If the material is similar to CDEMSS past or upcoming CE programs, it will not be accepted. The EMS System Coordinator will make the final decision about accepting the program.
- 3. No more than 25% of the 120 hours may be in the same area (cardiac, trauma).
- 4. Out-of-system education, if not a PRE-APPROVED course must have ADVANCED APPROVAL. If this advance notice cannot be met, the paramedic must contact the EMS System Coordinator and present a description of the course attended (i.e., conference flyer, course handout or notes, etc.) and verification of attendance (i.e., certificate of CE, etc.). CE hours from another EMS System must be verified with an IDPH site code on the signed CE form. The form is to be signed by the instructor giving the class.
- 5. CE hours must be of paramedic level or higher to be accepted. EMT-B hours will not be accepted for EMT-Ps.
- 6. Fire rescue, personal safety or driving courses will not be accepted for EMT-P CE hours. (Trench rescue, ice safety, etc.).
- 7. Individual CE hours can be viewed by all EMS personnel in Healthware Solutions electronic run report system on their lap tops. Individuals may request the EMS Office to send a list of accumulated EMT-P CE hours by mail or when visiting the EMS Office.
- 8. The CDEMSS requires paramedics to have accumulated 60 hours of CE at the midpoint (2 years) of the license. Failure to accumulate 60 hours at the midpoint may result in suspension of CDEMSS participation by the EMSMD until the hours are completed.
- 9. Each paramedic is responsible for maintaining his/her own hours. The pink copy of the CE record is turned into the CDEMSS Office to be entered into the computer. If there is a discrepancy in hours, it is the responsibility of the paramedic to verify. The white original is for the EMT-P and the yellow can go to the employer if desired.
- 10. CDEMSS requires paramedics to demonstrate clinical competency. ALS and BLS skills will be added to each month's CE topics to demonstrate competency. Skills competency must be made up through department coordinators or through the EMS office if a paramedic misses a monthly CE module. A paramedic will not receive a letter of good standing if the list of yearly skills, deemed mandatory by the regional medical directors, are not completed.
- 11. To address CDEMSS or individual needs, specific clinical or didactic education

may be mandated by the EMSMD. CE hours will be awarded.

- 12. At the completion of a mandatory continuing education program (annual skills update/SOP update), there will be a scheduled makeup date. If the paramedic fails to attend the makeup session, he/she must contact the EMS System Coordinator to set another makeup session. This will be done at a cost of \$100.00 to the paramedic. Failure to attend a mandatory session or makeup session will result in CDEMSS participation suspension.
- 13. Copies of the yearly CE schedule will be posted in the paramedic room, emailed to department coordinators to disseminate, and are available upon request from the EMS office.