



CENTRAL DUPAGE HOSPITAL  
EMERGENCY MEDICAL SERVICES SYSTEM  
POLICY & PROCEDURES

TITLE: EMT TRAINING COURSE

SECTION: EDUCATION / TRAINING

POLICY NUMBER: F-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 regarding EMT-B program oversight and to establish program standards.

**POLICY:**

1. All instructors of EMT programs under the oversight of CDHEMSS must meet the criteria as set in the EMT-B Instructor Policy
2. All EMT programs must be in compliance with the Illinois EMS Act, specifically sections 515.500, 515.530 and 515.700.
3. Prior to the authorization of an EMT course, the application will be reviewed by the EMS 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 by CDHEMSS 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 EMS 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. Academic Requirements
  - a. Students must maintain a minimum grade average of 75%, as specified in the course manual. Subsequent failure to achieve and maintain a minimum test, quiz and cumulative grade of a minimum of 75% will result in removal from the program.

- 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.
- 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 515.500, 515.530 of the Illinois EMS Act.

7. 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.
- 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.

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