



CENTRAL DUPAGE HOSPITAL  
EMERGENCY MEDICAL SERVICES SYSTEM  
POLICY & PROCEDURES

TITLE: PHRN INSTRUCTOR

SECTION: EDUCATION / TRAINING

POLICY NUMBER: F-19

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) requirements for Pre-Hospital Registered Nurse (PHRN) instructors for classes offered by CDHEMSS.

**POLICY:**

1. All instructors of PHRN programs under the oversight of the CDHEMSS must meet the following criteria, in addition to the requirements of the program's employer:
  - a. Have and maintain an Illinois Lead Instructor License (program coordinator only)
  - b. Adjunct instructors shall be in good standing within the CDHEMSS as an EMT-P or PHRN.
  - c. Have at least 5 years experience in ED/EMS
  
2. Instructor's class pass rates will be monitored by the CDHEMSS Medical Director. Should an instructor(s) have a class with a failure rate of:
  - a. 25-49%, said instructor(s) will meet with the CDHEMSS Medical Director and or the EMS Coordinator to address the pass rates.
  - b. 50% or greater. The instructor(s) will not be permitted to instruct another class under the CDHEMSS pending a reevaluation by EMS Medical Director and EMS System Coordinator. The stay on education shall have no bearing on other aspects of the Instructors profession outside the instruction department.
  - c. 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.
  - d. 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.
  - e. Opportunity for retesting of the final exam will be outlined in the specific sponsoring institutions course manual.
  - f. All aspects of the Academic Requirements for the program meet section 515.520, 515.530 of the Illinois EMS Act.

- g. Any and all additional requirements in the Paramedic Program Policy and Procedure manual.

3. 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.

4. 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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