

Policy Title: MANDATORY REVIEWS**No. M - 2****Board approval: 8/94****Effective: 7/1/05****Supersedes: 4/1/98****Page: 1 of 2****I. POLICY**

The NWC EMS System strives for excellence and consistent quality in providing patient care. With this in mind, the EMS Medical Director (EMS MD) reserves the right to hold mandatory reviews on subjects essential for the safe medical operation of the System, such as introduction of new Standard Operating Procedures (SOPs) and new or revised system policies or procedures. Whenever possible, EMS Administrators shall be notified at least six months in advance of a mandatory offering to allow for appropriate planning.

II. PROCEDURE**A. Attendance requirements: EMTs/Prehospital RNs (PHRN)**

1. Mandatory reviews must be attended during regularly scheduled In-Station visits or as offered by the System. Variances are given for those off for vacation days, medical leave or other excused absences provided that a request has been submitted in writing to the Resource hospital before completion of all regularly scheduled classes. Mandatory requirements must be completed before the person may return to active duty if the policies/protocols were implemented prior to attending the class.
2. In order to ensure that participants receive all information needed to fulfill job and safety requirements, only those personnel who attend **SOP/Policy/Procedure introduction classes** from the beginning and remain until completion will be considered to have met mandatory attendance requirements. All missed material must be made up with a System educator.
3. For **general monthly continuing education with a mandatory component** (like a skill lab): mandatory didactic information shall be presented in writing. System participants will sign an acknowledgement form verifying that they received the information. Educators shall introduce mandatory information at the first point in a class when maximum attendance is achieved.

B. Makeup options for classes partially missed

If an EMT/PHRN misses the mandatory component or skill competency measurement during a general monthly In-station class, the EMS Educator is to note their absence and inform the Chief/CEO and EMS Provider Coordinator.

1. Two options may remain:
 - a. Hire an EMS educator to complete the missing portion of the class at \$40 per hour; or
 - b. Depending on the nature of the missed material; the EMS MD may authorize a Provider agency to assign the Provider EMS Coordinator or a system preceptor to cover the material. Both the EMT/PHRN and the System preceptor shall sign a statement indicating that the mandatory component has been fulfilled to system standards. This acknowledgement shall be forwarded to the assigned system hospital for inclusion in the person's EMS file.
2. All Provider EMS Coordinators and system preceptors who are authorized to complete mandatory remediation shall demonstrate to a system educator that they are qualified to conduct the make-up sessions.

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1. Nurses will review mandatory material during ECRN continuing education classes prior to the implementation of new policies, protocols, or procedures.
2. ECRNs will validate attendance and receipt of the material by signing a roster or completing the same CE forms as field personnel.
3. Viewing a videotaped in-service or completing a written self-assessment will satisfy the mandatory requirement provided that a written post-test is successfully completed in the presence of an approved preceptor. Verification of attendance at a class or viewing a videotape must be forwarded to the EMS System Coordinator by an EMS Coordinator/Educator.

D. Due process for failure to complete SOP/Policy Introduction mandatory requirements

1. EMT-P/PHRN/ECRNs who miss an SOP/Policy mandatory review during the regularly scheduled dates will be sent a notice informing them of the make-up dates/times/locations. In order to provide due process, this notice will include a "warning of intent to suspend" if the deficiency is not corrected during the scheduled make-up sessions. The letter will also outline their due process rights under system policy and IDPH Rules. Copies of this notice will be sent to the Chiefs/EMS CEOs or EMS Coordinators and/or ED Directors.
2. Mandatory review make-up classes will be scheduled at each of the Associate hospitals and at the Resource hospital. They will be conducted on different shift days and at various times during the day to reasonably accommodate assorted schedules. If a system member misses the make-up classes they will be placed on Administrative Suspension.
3. EMT-P/PHRN/ECRNs who do not successfully complete the mandatory review during the make-up dates will be charged a fee of \$40/hour for individually scheduled education appointments at the Resource hospital.
4. This fee must be paid at the time of the appointment and must be submitted in the form of cash, money order, certified check, department check, provider purchase order or personal check.

E. Attendance requirements: EMS Physicians

It shall be the responsibility of the EMS MD and the Associate Hospital EMS Physicians to disseminate mandatory information to their respective E.D. physicians. Content may be presented during a live in-service, via videotape or written packet prior to the implementation date of new policies or procedures. MICPs shall validate attendance and receipt of the material by signing a roster or completing the same CE forms as field personnel. Viewing a videotape or completing a written self-assessment will satisfy the mandatory requirement provided that a written post-test is successfully completed in the presence of an approved preceptor. Validation of successfully completing educational requirements must be forwarded to the EMS Administrative Director. Failure to complete EMS Mandatory Review requirements will result in suspension of EMS privileges within the NWC EMS System.