
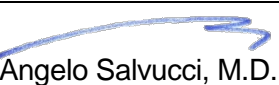


COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES	
Policy Title: Continuing Education Attendance Roster		Policy Number 1132	
APPROVED: Administration:	 Steven L. Carroll, EMT-P	Date: December 1, 2008	
APPROVED: Medical Director:	 Angelo Salvucci, M.D.	Date: December 1, 2008	
Origination Date:	January 1, 1993	Effective Date:	December 1, 2008
Date Revised:	March 9, 2006		
Date Last Reviewed:	September 11, 2014		
Review Date:	September, 2017		

- I. PURPOSE: To define the use of a continuing education attendance roster.
- II. AUTHORITY: Health and Safety Code 1797.208, and California Code of Regulations, Division 9, Chapter 11.
- II. POLICY: A continuing education attendance roster shall be completed for all approved lectures or field care audits.
- III. PROCEDURE:

The form will be completed by an approved continuing education provider. The attendance roster will be retained by the approved continuing education provider for a minimum of four years.

 - A. The following information will be completed by the sponsoring agency or designated liaison:
 1. Sponsoring agency name (Base Hospital, CE Provider, etc.)
 2. Lecture Title - . Name of program/lectures, or field care audit
 3. Lecturer(s):
 - a. Name of person(s) presenting lecture, including title(s), or
 - b. Name of person presenting field care audit
 4. Date
 5. Hours approved for CE presentation
 6. Instructor or non instructor based
 7. Continuing education provider number

- B. The MICN, Paramedic or EMT name, employer, and certification number will be entered on the attendance roster by each MICN/ Paramedic or EMT. Each MICN, Paramedic or EMT shall sign his/her name.
- C. The roster for continuing education, which is mandatory (i.e., EMS update, paramedic skills refresher, airway lab refresher) shall be faxed to the EMS Agency within 24 hours of completion by the sponsoring agency.