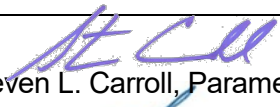



COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES	
Policy Title: Continuing Education Attendance Roster		Policy Number 1132	
APPROVED: Administration:	 Steven L. Carroll, Paramedic	Date: January 3, 2023	
APPROVED: Medical Director:	 Daniel Shepherd, M.D.	Date: January 3, 2023	
Origination Date:	January 1, 1993		
Date Revised:	October 13, 2022	Effective Date: January 3, 2023	
Date Last Reviewed:	October 13, 2022		
Review Date:	October 31, 2025		

- I. PURPOSE: To define the use of a continuing education attendance roster by continuing education provider programs approved by the Ventura County EMS Agency (VCEMS).
- 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. In addition, the approved electronic CE roster issued by VCEMS will be utilized for continuing education that is required for prehospital personnel, including Mobile Intensive Care Nurses (MICNs).
- 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. Mandatory Education

1. 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.2.

The VCEMS approved electronic CE roster shall be utilized for all CE that is required for prehospital personnel to attend, as outlined in VCEMS Policy 334 – Mandatory Education Requirements.