



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-045</b>	Page: <b>1</b>	of: <b>3</b>
Title: <b>Student and Course Records for Certification Courses</b>		
Regulatory Authority: <b>12VAC5-31-1470</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>July 1, 2012</b>	

- A. This policy addresses the stewardship of student records for initial basic programs which lead to certification in Virginia.
1. Virginia and CoAEMSP Accredited Training Sites
    - a. Stewardship of student files, course records, files, data and personnel files.
      - i. Stewardship is defined as: the careful and responsible management of course materials, records, and data pertaining to courses and initial basic programs.
    - b. The accredited site's designated Program Director must maintain records of class dates, topics instructed, and attendance and performance records for all students attending a certification course and/or continuing education (CE) courses. Stewardship of these records is the responsibility of the accredited site—regardless of who announced or coordinated the program—shall maintain all original records as required below.
    - c. Student records must be maintained according to the Virginia Public Records Act Va. Code §42.1-76, to include:
      - i. Signed student acknowledgment form collected upon completion of review of the appropriate BLS or ALS enrollment requirements.
      - ii. Course attendance rosters (A photocopy is acceptable if the original is submitted to the Office for purposes of the EMS Training Funds Program)
      - iii. Scores on all course quizzes, exams and other didactic knowledge and/or practical skill evaluations.
      - iv. Skill proficiency as recorded on the applicable "Basic Life Support Individual Age, Clinical and Skill Performance Verification Record" form (EMS-TR-33 Revised 07/2002).
      - v. All Hospital and/or Field Internship activities including dates and locations, activities performed, student evaluations and preceptor name and certification level; as applicable.

- vi. All corrective or disciplinary actions taken during the training program to include dates, findings supporting the need for corrective or disciplinary action and all applicable details of steps taken to determine the degree and nature of the actions taken.
  - vii. Copy of the Course Student Disposition Report (CSDR) form.
  - viii. All other records requested to be maintained by the Physician Course Director for the program.
2. Individual EMS Instructors and ALS-Coordinators
- a. Stewardship of student files, course records, files, data and personnel files
    - i. Stewardship is defined as: the careful and responsible management of course materials, records, and data pertaining to courses and initial basic programs.
  - b. The Course Coordinator must maintain records of class dates, topics instructed, and attendance and performance records for all students attending a certification course and/or continuing education (CE) courses. Stewardship of these records is the responsibility of the EMT Instructor or ALS Coordinator who announced said programs. The Course Coordinator shall maintain all original records as required below.
  - c. Student records must be maintained according to the Virginia Public Records Act Va. Code §42.1-76, to include:
    - i. Signed student acknowledgment forms collected upon completion of review of the appropriate BLS or ALS enrollment requirements.
    - ii. Course attendance rosters (A photocopy is acceptable if the original is submitted to the Office for purposes of the EMS Training Funds Program)
    - iii. Scores on all course quizzes, exams and other didactic knowledge and/or practical skill evaluations.
    - iv. Skill proficiency as recorded on the applicable “Basic Life Support Individual Age, Clinical and Skill Performance Verification Record” form (EMS-TR-33 Revised 07/2002).
    - v. All Hospital and/or Field Internship activities including dates and locations, activities performed, student evaluations and preceptor name and certification level; as applicable.
    - vi. All corrective or disciplinary actions taken during the training program to include dates, findings supporting the need for corrective or disciplinary action and all

applicable details of steps taken to determine the degree and nature of the actions taken.

vii. Copy of the Course Student Disposition Report (CSDR) form.

viii. All other records requested to be maintained by the Physician Course Director for the program.

B. When the Virginia Public Records Act Va. Code §42.1-76, specifies that records may be destroyed, the Office of EMS requires that the following records, at a minimum, be maintained indefinitely. At a minimum, the following documentation must be maintained indefinitely:

1. Required summary completion records for BLS programs include:

- a. Full course name/type of course
- b. Course begin and end dates
- c. Student's name and certification number
- d. Student Age Verification, if applicable
- e. CPR verification
- f. Number of hours of training completed in each of the major topic areas of the program
- g. Verification of skill completion
- h. Student disposition (pass, failed, withdrawal or incomplete)
- i. Copy of the Course approval with verified printed names and signatures of EMT Instructor and the program's PCD

2. Required summary completion records for ALS programs include:

- a. Full course name/type of course
- b. Course begin and end dates
- c. Student's name and certification number
- d. Student Age Verification
- e. Verification of high school graduation/GED or college transcript
- f. Number of hours of training completed in each of the major topic areas of the program
- g. Verification by number of skills/competencies successfully completed
- h. Student disposition (pass, failed, withdrawal or incomplete)
- i. Copy of the Course approval with verified printed names and signatures of the ALS Coordinator and the program's PCD