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POLICY:	SITE CODE APPLICATION – 100.6		
APPROVAL:	VICE PRESIDENT OF PROFESSIONAL SERVICES; MANAGER OF EMS;		
EFFECTIVE DATE: 9/1/2016	CURRENT REVIEW/REVISION DATE: 8/16	SUPERSEDES: N/A	ORIGINAL EFFECTIVE DATE: 08/16
DEPARTMENT SPECIFIC		EMERGENCY MANAGEMENT SYSTEM	

I. Purpose:

To provide information regarding site code application process.

II. Policy:

All education, training and continuing education courses for Emergency Medical Dispatcher (EMD), Emergency Medical Technician (EMT), Paramedic, Emergency Communications Registered Nurse (ECRN), Pre-Hospital Registered Nurse (PHRN), and Emergency Medical Responder shall be coordinated by an approved EMS Lead Instructor in the Morris Hospital Emergency Medical Services (EMS) System. A program may utilize more than one EMS Lead Instructor, but the instructor must be approved by the Morris Hospital EMS system. One of the EMS Lead Instructors must be on site at all times throughout the course.

III. Procedure:

Site Code Application

A. The site code application will be submitted to the EMS System office at minimum 90 days prior to the start of the course.

1. The application should be complete with:
 - a. The name and address of the agency sponsoring the class.
 - b. The name of the EMS Lead Instructor facilitating the course.
 - c. The course type.
 - d. The number of continuing education hours you are requesting.
 - e. Who will be awarded hours (e.g., EMT, Paramedic, ECRN, etc.).
2. The EMS Lead Instructor is responsible to insure that the site code application is complete.
3. Each site code must have at least 1-3 objectives which include cognitive, affective, and psychomotor skills, depending on the course being taught.

Approval:

Thomas J. Dohm **Date**
 VP of Professional Services

Robin Stortz, RN **Date**
 Manager of EMS