# **\*Sample\* EMS Program Files**

June 2024

Programs are responsible for maintaining various files for students, cohorts, and general program operations. It is the program's responsibility to determine the format of those documents, the document storage formats, the storage locations, and the length of retention. Retention may be impacted by state or other local stipulations. Student files must always be secured. Electronic files require a backup to prevent loss of records.

The tables below identify potential files for consideration, options for paper or electronic format, and the program's length of retention. Individual student transcripts must be permanently maintained. For non-academic programs, a Record of Academic Achievement form is available in the CoAEMSP Resource Library. The following are only suggestions, and the program should determine internal record policies and processes.

**Student Files –** consider maintaining the following information on file for each student.

| **Student File Contents/Electronic Records** | **Electronic** | **Paper** | **Permanent** |
| --- | --- | --- | --- |
| Application to the program, enrollment documents, and functional job description |  |  |  |
| Prerequisite documentation required [high school diploma, copy of EMS certification (EMT, AEMT) BCLS, immunizations, etc.] |  |  |  |
| Portfolio of skill competencies (i.e., completed SMC) |  |  |  |
| Copies of counseling that occurred during the program* Academic advising and/or documentation of progression
* Counseling for cause or PIP (if applicable)
 |  |  |  |
| Clinical and field internship evaluations completed by the preceptors |  |  |  |
| Copies of incident reports related to the student  |  |  |  |
| Signed receipt of any of the following:* Student Handbook
* Clinical Manual
* Field Internship Manual
* Authorization for Release of Information
 |  |  |  |
| Copies of completed student Terminal Competency Form |  |  |  |
| Copy of Transcript or Record of Academic Achievement  |  |  | √ |
| Change of Status form (if applicable) |  |  | √ |
| Copy of any complaint received from the student, grievance filed and the resolution, and any appeal filed and the resolution |  |  |  |

**Cohort Files –** consider maintaining the following information on file for each cohort.

| **Course/Cohort Files Contents** | **Electronic** | **Paper** | **Permanent** |
| --- | --- | --- | --- |
| Record of student attendance |  |  |  |
| Summary record of student assessment results (cognitive, psychomotor, affective) |  |  |  |
| Copy of all written examinations including the final exam, with answer keys * Include item analysis.
* Completed High Stakes Exam Analysis form for each unit exam and the final exam.
 |  |  |  |
| Copy of the Program Policy Manual or Student Handbook or Manual that was in effect during the course |  |  |  |
| Copies of the following documents in effect for the cohort as applicable:* Course syllabi
* Clinical Manual
* Field Internship Manual
* Course schedule with assigned faculty
* Course Catalog if applicable
 |  |  |  |
| Instructor or presentation evaluations grouped by instructor, date, and cohort. Storage location may vary based on organizational policies |  |  |  |
| Medical Director Review form completed three times during the program. Signed by the medical director and program director  |  |  |  |
| Final Program Evaluation completed at end of program grouped by cohort and date |  |  |  |
| Program Summary form completed at end of program by cohort and date |  |  |  |

**Faculty Files –** consider maintaining the following information on file for each faculty member.

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculty Files Contents** | **Electronic** | **Paper** | **Permanent** |
| Annual summary of professional development activities |  |  |  |
| Current resume or teaching portfolio |  |  |  |
| Copies of certificates of completion for educational offerings |  |  |  |
| Copies of annual performance appraisals |  |  |  |

**General Files**

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Electronic** | **Paper** | **Permanent** |
| Completed CoAEMSP Resource Assessment Matrix (RAM) annually |  |  |  |
| CoAEMSP Annual Report |  |  |  |
| Graduate and Employer Surveys summary |  |  |  |

**Record Storage**

Student files shall be maintained electronically for at least x years from course completion.

Student files/records should be maintained for no less than the period required by the program sponsor's institutional accreditor, state authorizing agency, or other designated regulatory agency, whichever is greater.

Hard copy files are kept under double lock. Electronic files require password protection.