

	Order of Malta Ireland Ambulance Corps	Policy no:	RM1
		Version:	V2.0
		Date:	Feb 2015
		Pages:	2
Policy title:		Record management policy	

1.0 Introduction

Order of Malta Ireland recognises the importance of the effective management of patient reports and training records and has as a core objective to maintain, manage and control these records safely and efficiently. The system used ensures safe and confidential storage of records while maintaining access for relevant personnel.

2. Patient care reports

2.1 SOP 1/10 provides current policy on patient care report completion and as such governs current practice in this area.

3. Faculty records

3.1 A database shall be maintained listing current faculty at each training level.

3.2 For CFR, FAR & EFR levels, a record shall be kept of the faculty member's name, unit, region, certificate number and certificate expiry date.

3.3 For EMT level, records shall be maintained of the Assistant tutor, tutor, educator and facilitator certification. This shall be done by storing a copy of the faculty member's certification.

4. Course records

4.1 For CFR courses, course documentation will be maintained by the administering unit/region with the course results and evaluation summary being returned to the Responder training officer for results approval. These results will be maintained on file at headquarters for a period of two years.

4.2 For FAR courses, course documentation will be maintained by the administering unit/region with the course results and evaluation summary being returned to the Responder training officer for results approval. These results will be maintained on file at headquarters for a period of two years.

4.3 For EFR courses, course documentation will be maintained by the administering unit/region with the course results and evaluation summary being returned to the Responder training officer for results approval. These results will be maintained on file at headquarters for a period of two years.

4.4 For EMT courses, course documentation will be held in two ways: hardcopies of sign-in sheets will be filed and stored at headquarters. Course examinations and evaluations are conducted online and will be maintained as a back-up record once the EMT course is completed. This information is stored on the Order of Malta server and also backed up and maintained at headquarters.

5. Awards

5.1 For CFR, FAR & EFR levels, a record shall be kept of all student names, unit, region, certificate number and certificate expiry date.

5.2 For EMT level, all students who go forward for the NQEMT-EMT are recorded. Those who are successful are listed on the Order of Malta Ireland Practitioner database detailing their name, unit, region, date qualified.

5.3 As certificates at CFR, FAR & EFR level are issued from headquarters a photocopy of the individual's certificate is not required.

5.4 EMT registration certificates are issued from an external body. All EMTs are required to submit details of their PHECC Register PIN number and registration is then verified by the CPC officer.