



<b>REGION 11 CHICAGO EMS SYSTEM POLICY</b>	Title: EMS System Entry
	Section: EMS Personnel
	Approved: EMS Medical Directors Consortium
	Effective: December 6, 2023

## **EMS SYSTEM ENTRY**

### **I. PREREQUISITES**

- A. EMS System Entry is the process of education, written testing, and skill verification of an applicant to the Region 11 EMS Protocols, Policies and Procedures in order to be credentialed to provide prehospital patient care under the EMS Medical Director.
- B. A licensed EMS provider, prior to entering Region 11, is considered an "applicant" to the EMS system.
- C. Applicants are required to have a current CPR certification and an IDPH EMS license as below:
  - 1. Emergency Medical Dispatcher (EMD)
  - 2. Emergency Medical Responder (EMR)
  - 3. Emergency Medical Technician (EMT)
  - 4. Paramedic
  - 5. Emergency Communications Registered Nurse (ECRN)
- D. Applicants are required to work for an EMS agency within Region 11.
- E. Additional requirements:
  - 1. Current and valid government issued identification.
  - 2. Letter of good standing from the last EMS system in which the applicant worked.

### **II. EMS SYSTEM ENTRY PROCESS**

- A. EMS System Entry Orientation
  - 1. The EMS agency will schedule a date for EMS System Entry with the Resource Hospital EMS Coordinator.
  - 2. The initial EMS System Entry orientation session with the Resource Hospital EMS Coordinator, EMS Medical Director or designee will include:
    - a. Overview of Region 11 EMS Protocols, Policies, and Procedures
    - b. Review materials for studying
    - c. Details of the EMS System Entry exam



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- d. Instructions for creating a Vector Solutions – EMS Medical Directors Consortium account (for EMTs and Paramedics)
- e. Expectations on EMS continuing education tracking and IDPH relicensure
- f. Process for scheduling the EMS System Entry exam within two weeks of the initial orientation

**B. EMS System Entry Exam**

- 1. EMS System Entry testing will consist of a written examination and skills validation.
- 2. All EMS System Entry testing must be completed within 21 calendar days, unless prior arrangements have been made.
- 3. The minimum passing score is 75% on both the written examination and skill validation. A score of less than 75% on either section requires a retest within two weeks.
- 4. It is the responsibility of the EMS provider to review the failed exam or skill and perform focused self-education prior to retesting.
- 5. There will be two retesting opportunities to complete EMS System Entry. Applicants that fail retesting may repeat the EMS System Entry process after 3 months with proof of re-education during that time.

**III. EMS PROVIDER STATUS**

- A. Individuals that are able to maintain continuing education requirements are considered to remain “participating” in the EMS System.
- B. Individuals that are not able to maintain continuing education requirements for a period of less than twelve months due to a medical leave, change in EMS system, or change in employer are considered to be “not participating” in the EMS System and will be required to successfully complete any mandatory EMS Continuing Education assignments prior to returning to EMS System Participation.
- C. Individuals that are not able to maintain continuing education requirements for a period of twelve months or greater due to a medical leave, change in EMS system, or change in employer are considered to be “not participating” in the EMS System will be required to complete the full EMS System Entry process including any mandatory EMS Continuing Education assignments prior to returning to EMS System Participation.
- D. It is the responsibility of the EMS provider and their employer to notify the Resource Hospital EMS System Coordinator in these situations.



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#### **IV. CREDENTIALING**

- A. After successful completion of EMS system entry requirements, the licensed EMS provider will be credentialed to provide medical care within Region 11.
- B. In order to maintain credentials, EMS providers must complete all mandatory EMS education and skills requirements as defined by the EMS System Medical Director.
- C. EMTs and Paramedics must maintain a Vector Solutions – EMS Medical Directors Consortium account in order to remain credentialed in Region 11.