



**REGION 11  
CHICAGO EMS SYSTEM  
POLICY**

Title: System Entry
Section: EMS Personnel
Approved: EMS Medical Directors Consortium
Effective: August 1, 2018

## **SYSTEM ENTRY**

### **I. ENTRY INTO THE SYSTEM**

A. In order for a First Responder or Emergency Medical Dispatcher (EMD) to function within the Region 11 EMS System, the following criteria must be fulfilled BEFORE system function:

1. Current CPR recognition
2. Verification of First Responder or EMD course completion

B. In order for an EMT-B/Paramedic to receive a permit to function within the Region 11 EMS System, the following criteria must be fulfilled BEFORE system function:

*Applicants who are graduates from the Region 11 EMT-B/Paramedic training program may be exempt from certain requirements within six (6) months of successful completion of system entry requirements.*

1. **DOCUMENTATION:** ALL applicants must submit:

- a. Current State of Illinois EMT-B/Paramedic license
- b. Current CPR recognition
- c. Letter verifying employment (or intent) with a system ambulance service provider
- d. Current valid Driver's License
- e. CME commensurate to time in relicensure period
- f. Letter of good standing from the last EMS system within which the applicant clinically practiced
- g. Documentation that the applicant has not been convicted of an Illinois Class X, Class 1 or Class 2 felony or an out-of-state equivalent offense

2. **CLINICAL EXPERIENCE**

- a. EMS personnel with less than 500 hours clinical experience at the level the applicant is seeking entry into the system must complete a minimum of sixteen (16) hours of supervised ambulance field time prior to being granted a permit to function.
- b. Experienced EMS personnel must submit verification of 500 hours or more at the level the applicant is seeking entry into system.
- c. CFD employees who are hired as FF/Paramedics must have a minimum of sixteen (16) hours of ride time completed on an ALS ambulance with a system approved preceptor prior to being granted a permit to function.

3. **MEETING WITH RESOURCE HOSPITAL COORDINATOR/EMSMD**

- a. The EMT-B/Paramedic or the system entry site will schedule this meeting.



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- b. During this meeting, the Resource Hospital EMS Coordinator/EMSMD or designee will explain the system's expectations.
- c. Copies of the following will be distributed:
  - i. Region 11 Chicago EMS System Protocols
  - ii. Region 11 Chicago EMS System Policies
  - iii. System Entry Exam reference list
- d. Prior to leaving the system entry site during the initial meeting, a time will be scheduled within two (2) weeks to complete the system entry exam.

**4. SYSTEM ENTRY EXAM**

- a. All system entry testing must be completed within 21 calendar days, unless prior arrangements have been made.
  - b. All incoming EMT-B's/Paramedics must achieve a 75% proficiency level in all sections prior to being issued a permit to function within the Region 11 EMS System. If a score of less than 75% is achieved in any section of the system entry exam, the incoming EMT-B/Paramedics may re-take a separate version of the exam within seven (7) to fourteen (14) days of the failure.
  - c. Re-education is the sole responsibility of the EMT-B/Paramedic. Individuals who fail to achieve a 75% in all sections of the system entry exam will not be permitted to function in the Region 11 EMS System.
- C. Prior to completion of the above criteria, the EMT-B/Paramedic is considered an "applicant" to the system. If an applicant fails to meet the above criteria, the individual will not be permitted to function within the Region 11 EMS System. As an applicant, the individual is not entitled to system due process. Reapplication for system entry may be requested after showing proof of re-education after three (3) months from the date of denial of permit to function.
- D. Individuals that have been non-participatory in the Region 11 EMS System for a period of six months or greater due to a change in system, employer or contract status, will be required to complete the system entry process again before being granted a full permit to function.

**II. PERMIT TO FUNCTION (EMT-B/Paramedic)**

Once successful completion of the system entry process has been achieved, a letter will be sent by the Resource Hospital to the EMT-B/Paramedic and/or his/her employer or potential employer. This letter will state that the EMT-B/Paramedic has met system entry requirements and is permitted to function within the Region 11 EMS System as an EMT-B/Paramedic.

- III. **After the EMS provider has been approved to function within the Region 11 EMS System, a profile must be created on the Region 11 online educational platform to maintain Continuing Education requirements and licensure tracking.**