Central DuPage Emergency Medical Services System

# EMS Lead Instructor

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| INTRODUCTION AND APPROVAL: 1/98 | EMS MEDICAL DIRECTOR: _____ |
| REVIEW & APPROVAL: 01/08 | EMSS COORDINATOR: _____ |
| REVISION & APPROVAL: 9/04, 1/09 | |

**PURPOSE:**

The process for approval of IDPH Designated EMS Lead Instructor.

**POLICY:**

All education, training and continuing education courses for EMT-B, EMT-I, EMT-P, Pre-Hospital RN, ECRN, First Responder and Emergency Medical Dispatcher shall be coordinated by at least one approved EMS Lead Instructor. A program may use more than one EMS Lead Instructor. A single EMS Lead Instructor may simultaneously coordinate more than one program or course.

A. To apply to take the EMS Lead Instructor's examination, the candidate shall submit:

    1. Documentation of experience and education in accordance with subsection (c) of this policy;
    2. A fee of $50 in the form of a money order or certified check made payable to IDPH (cash or a personal check will not be accepted);
    3. A letter from the EMS Medical Director saying he/she will approve the course conducted by the candidate;
    4. An EMS Lead Instructor application form prescribed by IDPH, which shall include, but not be limited to, name, address, and resume.

B. An EMS Lead Instructor shall meet at least the following minimum experience and education requirements:

    1. A current license as an EMT-B, EMT-I, EMT-P, RN or physician;
    2. A minimum of four years of experience in pre-hospital emergency care;
    3. At least two years of documented teaching experience;
    4. Documented classroom teaching experience, i.e., BTLS, PHTLS, CPR, Pediatric Advanced Life Support (PALS);

5. Documented successful completion of the Illinois EMS Instructor Education Course or equivalent to the National Standard Curriculum for EMS Instructors.

C. Upon the applicant's completion of the EMS Lead Instructor examination with a score of at least 80 percent, the Department will approve the individual as an EMS Lead Instructor. The approval will be valid for four years.

D. EMT-I and EMT-P Lead Instructors shall attend an IDPH approved curriculum review course whenever revisions are made to the National Standard Curricula for Basic, Intermediate, and/or Paramedic.

E. To renew approval for another four-year period, the EMS Lead Instructor shall submit to the EMS Office and IDPH at least 60 days, but not more than 90 days, prior to the approval expiration:

1. A letter of support from an EMS Medical Director indicating that the EMS Lead Instructor has satisfactorily coordinated programs for the EMS System at any time during the four-year period.
2. Documentation of at least 10 hours of continuing education annually. (Programs used to fulfill other professional continuing education requirements, i.e., EMT, nursing, may also be used to meet this requirement.)
3. Documentation of attendance at an IDPH approved curriculum review course, if applicable, in accordance with subsection (e).

F. The CDEMS System and IDPH shall, in accordance with Section 515.160 of the Administrative Code, suspend or revoke the approval of an EMS Lead Instructor, after an opportunity for a hearing, when findings show~~:~~ the EMS Lead Instructor has failed:

1. To conduct a course in accordance with the curriculum prescribed by the Act and/or this Part; or
2. To comply with protocols prescribed by the EMS Act. (Section 3.65(b)(7).