Central DuPage Emergency Medical Services System

System Entry for Licensed Paramedics and Field Interns

INTRODUCTION AND	EMS MEDICAL DIRECTOR:
APPROVAL: <u>3/90</u>	
REVIEW & APPROVAL:	EMSS COORDINATOR:
REVISION & APPROVAL: 7/95, 12/97, 6/99, 7/99, 9/04, 8/08	

PURPOSE:

Define the process for entry into the CDEMSS for paramedics.

POLICY:

All paramedics must follow the guidelines to enter the CDEMSS.

GUIDELINES:

- A. All applicants with IDPH license must have on file in the CDEMSS office prior to testing:
 - 1. Copy of Illinois EMT-P license.
 - 2. Current CPR card (healthcare provider)
 - 3. Letter of good standing from previous EMS System or system where initial training occurred.
 - 4. Copy of current continuing education hours from previous EMS system.
- B. All applicants must:
 - 1. Accurately complete the CDEMSS Data Base form.
 - 2. Complete and sign the CDH Information Security and Privacy Policy Acknowledgement form for the electronic patient care report system.
- C. Central DuPage EMS System Entry Exam
 - 1. System entry exam must be successfully completed with 80% before the paramedic is allowed to function in the Central DuPage EMS System. If a score of less than 80% is achieved, the paramedic must return within 2 weeks to re-take an exam. This must be passed with 80%. If the re-take is not successful, the applicant must wait 6 months before re-applying.

- 2. Re-education is the sole responsibility of the paramedic. The EMS office staff is available to answer questions but the paramedic is responsible for their own re-education.
- 3. The written test consists of multiple choice questions which cover the Region 8 SOP's, DOT curriculum objectives, and the CDEMSS Policy and Procedures. There is also an ECG exam which must be correctly identified with 80%. After successful completion of the written test and ECG exam, a skills validation practical will be completed; reviewing the skills of the Central DuPage EMS System and any equipment that is unique to this system. The CDEMSS has set aside two days/month for System entry testing. Call the EMS System Coordinator at (630)933-6805 to find out testing dates and to schedule testing.
- 4. The CDEMSS Coordinator will notify the designated department/service Paramedic Coordinator when all of the above is successfully completed and the paramedic applicant may participate in the EMS System.
- 5. Upon entry into the system, the paramedic's demographic and licensure Information will be documented in the electronic run report system. The paramedic's login will be his or her last name and password will be the last four digits of the SSN. This password should be changed by the paramedic for security reasons.

D. Paramedic Students/Field Internship

- 1. Paramedic students in the CDEMSS Paramedic Education Program must successfully pass the didactic and clinical sections of the class prior to starting their field internship within the CDEMSS System.
- 2. Paramedic students in the CDEMSS Paramedic Education Program must successfully complete section three (3) of this policy prior to starting their field internship within the CDEMSS System. Failure to successfully complete section three (3) will result in the paramedic student being dismissed from the Paramedic Education Program. See the Paramedic Education Program Policy & Procedure Manual.
- Paramedic students from outside of the CDEMSS are not allowed to complete their field internship or perform any Advance Life Support (ALS) skills without the written approval of the Central DuPage EMS Medical Director.
 - a. Paramedic students are licensed EMT-Basics and must be enrolled in an IDPH approved paramedic program to perform ALS skills.

- b. Paramedic students must have the approval of the EMS Medical Director that the student is completing their field internship in. The EMS Medical Director from another EMS System/Program cannot authorize ALS skills outside of their own System.
- c. EMT-Basics performing ALS skills without approval of the CDEMSS Medical Director will be operating outside their scope of practice/licensure level and disciplinary action will be implemented against the EMT-Basic.