



CENTRAL DUPAGE HOSPITAL
EMERGENCY MEDICAL SERVICES SYSTEM
POLICY & PROCEDURES

TITLE: SYSTEM ENTRY

SECTION: SYSTEMS PARTICIPATION

POLICY NUMBER: I-6

APPROVED BY: DR. STEVE GRAHAM EMS MEDICAL DIRECTOR

EFFECTIVE DATE: 01 JULY 2018

NUMBER OF PAGES: 5

PURPOSE:

To define the Central DuPage Hospital Emergency Medical Services (CDHEMSS) policy on system entry for providers wishing to operate within the CDHEMSS and ensure competency.

POLICY:

EMS personnel who have not graduated from a CDHEMSS Paramedic, ECRN or PHRN class within the past 90 days, or those who have not operated within the CDHEMSS within the past 90 days shall follow the below listed steps for system entry:

1. The candidate's EMS Coordinator shall schedule and coordinate all aspects of their candidates system entry no less than 72 hours prior to the start time.
2. The candidate's EMS Coordinator shall submit no less 72 hours prior to testing the following items:
 - a. A completed Personnel Information Form
 - b. A completed system entry checklist
 - c. A copy of a current EMS license
 - d. A copy of a current Driver's License / State ID
 - e. A copy of a current AHA CPR for Healthcare Provider card
 - f. Any additional certifications the candidate possesses (i.e. ACLS, PALS, etc.)
3. Additionally, the following will be needed from the candidate's previous primary EMS system:
 - a. Letter of good standing
 - b. Copy of any CE hours (when CDHEMSS will be the candidate's primary EMS System)
 - c. If recently graduated from an EMT-P program and never worked as an EMT-P within an EMS system
 - i. A letter of completion including national standards taught from program / system coordinator.

4. In addition to the above listed items, the system entry process includes:
 - a. EMD
 - i. The agency EMS Coordinator shall have the system entry candidate perform 20 monitored calls with the EMS coordinator or their designee. Upon notification of completed monitored calls, the EMD will be system entered.
 - b. EMT
 - i. Reciprocity (see policy Z-1)
 1. Have completed system / regionally required CE with a passing score per system specific policy
 2. Have had no corrective actions against their license
 - ii. Non-Reciprocity
 1. Written Test
 - a. The candidate must achieve $\geq 80\%$ on the written test
 - i. Failure to achieve an 80% will result in the candidate being scheduled to retest no sooner than 2 weeks
 - ii. Failure of a second written test will result in the candidate not being able to retest for 90 days.
 - iii. Failure of a 3rd retest after 90 days will result in the candidate not being able to retest for 12 months.
 - c. Paramedic
 - i. Reciprocity (see policy Z-1)
 1. Have passed a written system entry per system specific policy
 2. Have completed skills validations with a score of "pass" for each
 3. Have had an interview with the current primary EMS Medical Director
 - a. Providers may still be required to interview with the EMS Medical Director at their desired system, per system specific policies.
 4. Have completed system / regionally required CE with a passing score per system specific policy
 5. Have had no corrective actions against their license
 6. Providers who have a secondary system within Region 8 shall verify their "Good Standing" status to their primary system annually in accordance with system specific policies.
 - ii. Non-Reciprocity
 1. Written Test
 - a. The candidate must achieve $\geq 80\%$ on the written test
 - i. Failure to achieve an 80% will result in the candidate being scheduled to retest no sooner than 2 weeks
 - ii. Failure of a second written test will result in the candidate not being able to retest for 90 days.
 - iii. Failure of a 3rd retest after 90 days will result in the candidate not being able to retest for 12 months.

2. Medical Director Interview
 - a. After passing the Medical Director interview the candidate will be granted privileges to operate within CDHEMSS.
 - i. Failure to pass the Medical Director interview will result in the candidate being scheduled to retest no sooner than 2 weeks
 - ii. Failure of a second Medical Director interview will result in the candidate not being able to retest for 12 months.
 - b. Should the Medical Director feel additional education / training be necessary, the candidate shall complete all required objectives prior to being fully system entered.

d. PHRN / PHAPRN / PHPA

i. Written Test

1. The candidate must achieve $\geq 80\%$ on the written test
 - a. Failure to achieve an 80% will result in the candidate being scheduled to retest no sooner than 2 weeks
 - b. Failure of a second written test will result in the candidate not being able to retest for 90 days.
 - c. Failure of a 3rd retest after 90 days will result in the candidate not being able to retest for 12 months.

ii. Medical Director Interview

1. After passing the Medical Director interview the candidate will be granted privileges to operate within CDHEMSS.
 - a. Failure pass the Medical Director interview will result in the candidate being scheduled to retest no sooner than 2 weeks
 - b. Failure of a second Medical Director interview will result in the candidate not being able to retest for 12 months.
2. Should the Medical Director feel additional education / training be necessary, the candidate shall complete all required objectives prior to being fully system entered.

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- e. ECRN
 - i. Reciprocity (see policy Z-1)
 - 1. Have completed system / regionally required CE with a passing score
 - 2. Have had no corrective actions against their license
 - 3. 10 monitored radio calls
 - 4. Training on E-Bridge
 - a. Ambulance Tracking
 - b. Form Forwarding
 - c. Form Completion
 - d. MVI / MCI Functions
 - e. Diversion / Bypass Functions
 - ii. Non-Reciprocity
 - 1. The candidate must achieve $\geq 80\%$ on the written test
 - a. Failure to achieve an 80% will result in the candidate being scheduled to retest no sooner than 2 weeks
 - b. Failure of a second written test will result in the candidate not being able to retest for 90 days.
 - c. Failure of a 3rd retest after 90 days will result in the candidate not being able to retest for 12 months.
 - 2. 10 monitored radio calls
 - 3. Training on E-Bridge
 - a. Ambulance Tracking
 - b. Form Forwarding
 - c. Form Completion
 - d. MVI / MCI Functions
 - e. Diversion / Bypass Functions
- 5. The EMS Medical Director shall have sole decision-making authority on granting system participation privileges regardless of written exam scores, or interview outcomes.