

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM

TITLE: SYSTEM ENTRY REQUIREMENTS - PARAMEDIC, A-EMT/EMT-I, AND PHRN

POLICY:

The System requires that all Paramedics, A-EMTs/EMT-Is, and PHRNs of member agencies successfully complete the System entry process and receive a System number in order to function within the System. ALL PARAMEDIC, A-EMT/EMT-I, AND PHRN ENTRY APPLICANTS MUST BE HIRED BY A SCEMSS AGENCY BEFORE SCHEDULING SYSTEM ENTRY TESTING. An agency may state that employment is determinant on passing the SCEMSS entry process, but entry testing will not be initiated until an offer of employment is decided. System entry will be completed as follows:

- I. **The Agency Coordinator will assist the applicant in completing and submitting the attached System Entry Checklist.** The checklist must be completely filled out and signed by both the applicant and Coordinator and include the following attachments, which will be clear and easily readable. **(Copy all cards and licenses on 1 page)**
 1. Copy of current (Paramedic, A-EMT/EMT-I, or PHRN) IDPH license.
 2. Copy of current CPR/BLS Provider Card-both sides: AHA or AHA equivalent
 3. Copy of Driver's license. **The copy must be completely legible for photo and DL #.**
 4. Letter of **Good Standing** from entry applicant's current EMS System; including verification that he/she has received education and been tested on the current DOT Curriculum. The letter must also state there are no patient care incidents on file. If newly licensed, then this letter will come from the System from which you just graduated.
 5. Copies of all continuing education hours acquired in entry applicant's current re-licensure period. (This is only necessary when joining Silver Cross as your Primary System.) Any CE submitted from an outside source must comply with Silver Cross Policy 200-8.
 6. Verification of successful completion of Region 7 SMO exam for current level of licensure. This exam is based only on the Standing Medical Orders. The exam level (ALS/ILS/BLS), exam date, and exam score will be included in the verification. ALL entry applicants must complete this exam or show verification of completion prior to functioning in this System.
 7. Interview with the System EMS Medical Director or Manager and successful completion of system entrance written and practical exams consisting of a 10-question medical math exam, a 10-question EKG rhythm strip identification exam, and a practical exam including needle cric, advanced airway and ACLS Mega Code. Interview/Testing dates must be pre-scheduled with the System Office Operations Coordinator at 815-300-2900 and are held on the first and third Tuesday each month. Applicants are required to review preparatory materials on the "System Entry" page of the System's website www.silvercrosssems.com.
 8. Failure of any exam may necessitate completion of and ER EMS MD rotation or preclude the applicant from entry completely.
 9. System EMS Personnel may only keep Silver Cross as a system if they maintain an active agency affiliation within the System.

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM**TITLE: SYSTEM ENTRY REQUIREMENTS - PARAMEDIC, A-EMT/EMT-I, AND PHRN****POLICY: CONTINUED****NOTE: SILVER CROSS EMS SYSTEM ID NUMBERS ARE ISSUED AFTER ALL ENTRY REQUIREMENTS HAVE BEEN COMPLETED & LICENSE RECEIVED.**

II. **New Paramedics already functioning in the Silver Cross EMS System as EMTs will have ONLY 2 WEEKS to initiate System Entry once their new Paramedic license is in hand.** The reason for this is because once the Paramedic license is issued the EMT license is no longer active, therefore leaving the newly licensed Paramedic not able to function in the System. The System allows a 2-week transition time while the entry process is started.

- A. New Graduates of the Silver Cross EMS Paramedic Education Program** are not automatically entered into the System. The Silver Cross Agency EMS Coordinator must send a completed System Entry Checklist with attachments 1-3 (Paramedic license, current CPR card and driver's license) AND verification of the current ALS SMO exam to the System to enter the new Paramedic.
- B. New Graduates of any other Paramedic Program** must complete the entire System Entry Checklist with their department's EMS Coordinator and schedule their entry test date within 2 weeks.. The entire checklist is required even if the new Paramedic is already an EMT in the Silver Cross EMS System because a Paramedic undergoes additional entry testing. Item #4, the good standing letter, would come from the System where they just completed the Paramedic Education Program.

Graduates of any program must be actively employed with an in-System agency to join SCEMSS.

ATTACHMENTS: 1 – PAGE (Entry Checklist)**EFFECTIVE DATE:** 09-01-94**REVISED DATE:** 10-26-18

SILVER CROSS EMS SYSTEM

PARAMEDIC, EMT-I/AEMT & PHRN SYSTEM ENTRANCE CHECK LIST & PERSONAL PROFILE

All items must be completed. Print only. All copies must be clear and easily readable.

ENTRY DATE: ___/___/___ SYSTEM # _____ (Assigned by System) SS# _____ - _____ - _____

NAME: _____ D.O.B. ___/___/___

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ CELL#: _____ - _____ - _____

EMAIL:(**print clearly**) _____

SILVER CROSS EMS AGENCY/DEPARTMENT: _____

WHAT SYSTEM WILL BE YOUR PRIMARY SYSTEM: _____

WHERE WERE YOU TRAINED (SYSTEM NAME) _____ AND YEAR _____

DONE - ✓ DESCRIPTION OF ENTRY REQUIREMENTS

In special circumstances an entry applicant may be allowed to begin functioning prior to completion of the entire checklist > EMS Coordinator must call for permission & email this checklist with copies of the * items. Interview must also be scheduled.

- 1. * Copy of current IDPH EMT-I/AEMT, PHRN or Paramedic license. { License #: _____
- 2. * Copy of current CPR card > Expiration: _____ { Expiration: _____
- 3. * Copy of Driver's License. Must be legible with clear photo
- 4. * Letter of "Good Standing" from Primary EMS System including current CE hours
- 5. Interview with the System's EMS Medical Director or Manager
- 6. Rhythm Strip Identification Written Exam
- 7. Medical Math Written Exam
- 8. Practical Exam including Mega Code, Needle Cric, and Advanced Airway
- 9. * Verification of successful completion of EMS Region 7 SMO exam. Date: _____ Score: _____

System Entry is the 1st & 3rd Tuesday every month at 1:30pm. Call 815-300-2900 to reserve your exam slot.

By signing below I agree to review/abide by the SCEMSS policies & procedures including Policy 300-50 on DNR/POLST and 200-20 on System CE, and further agree to review all System entry prep materials on the System website silvercrossems.com System Entry page and SMO page.

Signature of Entry Applicant _____ Date _____

Signature of EMS Coordinator _____ Date _____