

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 ENTRY APPLICANTS MUST BE HIRED BY A SCEMSS AGENCY BEFORE APPLYING FOR SYSTEM ENTRY. 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 filled out and signed by both the applicant and Coordinator and include legible attachments, preferably on one page. The checklist and items 1-3 below must be emailed to the System office (cc the applicant) to begin the applicant's System entry process. **The checklist must state the applicant's desired date of entry testing.** Testing may be waived if the applicant recently graduated from the SCEMSS Paramedic Program or if the applicant was recently removed from the System, but the System makes that determination.
 1. Include a legible copy of the current (Paramedic, EMT-I/AEMT, or PHRN) IDPH license.
 2. Include a legible copy of the current BLS Healthcare Provider certification (must be AHA, ARC or AHA equivalent)
 3. Include a legible copy of a current Driver's license.
 4. Ensure the applicant requests a Letter of **Good Standing** from their current primary EMS System be emailed to the SCEMSS Operations Coordinator. The letter must state that the provider is in good standing and/or that there are no patient care incidents on file. If newly licensed, then this letter will come from the System from which the applicant just graduated. CE hours are required to be included when an applicant is joining SCEMSS and designating SCEMSS as their Primary System. CE submitted from an outside source must comply with Silver Cross Policy 200-8 in order to be accepted (no exceptions).
 5. SYSTEM ENTRY TESTING: is held the first and third Tuesday each month at 1:30pm in the EMS Classroom. Applicants are required to review and held accountable for the preparatory materials on the "System Entry" page of the System's website www.silvercrossems.com. A \$100 retest fee is required for all retests. System Entry Testing includes an:
 - interview with the EMS Medical Director or designee; and
 - 10-question medical math exam, and
 - 10-question EKG rhythm strip identification exam, and
 - practical exam including needle cric, advanced airway and ACLS Mega Code, and the
 - ALS Region 7 SMO exam (if not already completed and included in the letter of good standing).
- II. Failure of any exam may necessitate completion of and ER EMS MD rotation or preclude the applicant from entry completely.
- III. System EMS Personnel may only keep Silver Cross as a system as long as they remain actively employed by a Silver Cross agency.
- IV. Silver Cross EMS official System Numbers are issued after all entry requirements have been successfully completed and will be emailed to the applicant and cc'd to the agency.

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IV. **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. **Completion of the ALS SMO exam with Silver Cross or any other Paramedic Program does not automatically enter you into any System or Region. It is merely one portion of the System Entry process.**
- 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:** 03-30-20

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.

SYSTEM USE ONLY: App Received: / / **Confirmation Emailed:** / / **System #:**

FULL LEGAL NAME: _____ **SS#** _____ / _____ / _____

STREET ADDRESS: _____ **D.O.B.** _____ / _____ / _____

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

EMAIL:(print neatly) _____

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. Test date 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. **System Entry Date:** (choose either the first or third Tuesday of the month)

Rhythm Strip Written Exam: 1st Attempt: _____, 2nd Attempt: _____

Medical Math Written Exam: 1st Attempt: _____, 2nd Attempt: _____

Mega Code Practical Exam: 1st Attempt: _____, 2nd Attempt: _____

* Region 7 ALS SMO Exam: 1st Attempt: _____, 2nd Attempt: _____

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** _____