

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM

100 SERIES

POLICY AND PROCEDURES

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM

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100 SERIES

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SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM

TITLE: SUBMISSION OF REQUIRED PAPERWORK FOR ALL EMS COURSES

POLICY: IDPH CODE 515.500 / 515.520 / 515.530 / 515.540

An EMS education program will only be conducted by an EMS System or an academic institution under the direction of the EMS System. *EMS Courses* in this policy will include EMD, EMR, EMT, A-EMT/EMT-I, Paramedic, and PHRN. All education will be conducted according to the most current curriculum and education standards.

I. All EMS education will be coordinated by at least one approved EMS Lead Instructor. The EMS MD, EMS System Coordinator, and educational institution LI will be responsible for oversight, QA, and outcome measurement for education programs. **The LI will be responsible for ensuring the course has received written approval from IDPH, which will be in the form of a numeric site code** and for ensuring that all aspects of the course are taught in accordance with the application (curriculum, materials, methods, instructors, etc). Quizzes and tests given during the education will be prepared by the LI and available for review upon request. The LI will maintain class and student records for seven years, and will make them available to the System and IDPH upon request.

II. APPLICATIONS FOR PRE-APPROVAL OF EMS EDUCATION PROGRAMS

Complete an IDPH EDUCATION TRAINING PROGRAM APPLICATION form and email it to the System 90 days prior to the start of any EMD, EMR, EMT, A-EMT/EMT-I, Paramedic, or PHRN course. The application will include all of the following:

- A. The completed **IDPH Application Form** (filled out completely and legibly). This form will include the instructors and materials/textbooks utilized. Content and time will be consistent with the national EMS education standards and stated as such. Successful completion of all SCEMSS courses is 80% and will be stated as such.
- B. Attach the **Course Schedule/Objectives** in a condensed format of 10pt font, single spacing, and no graphics.
- 1-line header of name and course type (exp: 2021 SCEMSS Paramedic Course)
 - 2nd line to state location and times of course.
 - Date, hours, class title/topic
 - List only 3 objectives per class title/topic
 - Description of any clinical and field requirements
- C. EMS Course applications will meet the following course hour requirements:
- EMD course hours will include, at a minimum, 24 hours of didactic education.
 - EMR course hours will include, at a minimum, 52 hours of didactic education.
 - EMT course hours will include, at a minimum, 125 hours of didactic education and 25 hours of clinical experience including field internship.
 - Paramedic course hours will include, at a minimum, 500 hours of didactic education and 500 hours of clinical experience including field internship.
 - PHRN course hours will include, at a minimum, 40 hours of classroom and practicals plus a minimum of 10 ALS runs with a System preceptor.
 - SCEMSS is not conducting A-EMT or EMT-I courses.

TITLE: SUBMISSION OF REQUIRED PAPERWORK FOR ALL EMS COURSES**III. COURSE COMPLETION ROSTER: (ALL COURSES)**

Once an EMD, EMR, EMT, A-EMT/EMT-I, Paramedic, or PHRN class has ended and all course requirements per the current education standards met, the LI is responsible for submitting a course completion roster within 10 days after the last class. The System may deny future education applications if previous course completion rosters are not submitted to the System office on time after each class.

- This course completion roster **MUST INCLUDE/INDICATE WHICH STUDENTS WILL BE APPLYING FOR IDPH LICENSURE.**
- EMD & EMR graduates do **NOT** need to complete NR testing in order to be licensed with the State of Illinois. They will need a certificate of completion upon graduating.
- EMT, A-EMT/EMT-I, and Paramedic graduates do need to complete National Registry testing to receive their NR certificate, which is required to obtain a State IDPH license. A NR certificate alone is not enough to work in Illinois as an IDPH license is required. Illinois no longer offers a state exam as of April 2020.

IV. NATIONAL REGISTRY TESTING ROSTER: (EMT & PARAMEDIC ONLY)

Once the lead instructor verifies each student met all education standards and is qualified to take the licensing exam, and has indicated as much on the “COURSE COMPLETION ROSTER” submitted to the System within 10 days after class ends, they will assist each of their students through the NR certification process.

- A. All EMT and Paramedic candidates will hold a high school diploma or equivalency certificate and be 18 years of age or older to be licensed. Candidates may test after attaining 17 years of age and may apply for licensure upon attaining 18 years of age.
- B. The National Registry exam application and instructions may be found at **www.nremt.org**. Students must follow **ALL** instructions carefully and without exception. The NR application, authorization, and certification process is all electronic.
- C. Once students register for the NR Exam online, the System needs to authorize the exam(s). Because NR does not notify the System that an exam authorization is pending it is crucial that the instructor send the course completion roster to the System so that the System knows to authorize the exam(s). It is also crucial that the Lead Instructor assist the students throughout the process of testing and licensing to ensure all steps are followed. The System shall approve students electronically on NREMT.ORG provided all requirements are met.
- D. Students shall follow NR instructions for testing and if necessary retesting. Once the student successfully completes the NR exam and receives their NR certification via email, there is still additional requirements in order to become licensed in Illinois. Please follow the instructions on the System website **www.silvercrosssems.com** website LICENSURE page for the exact requirements necessary for licensure.
- E. The student must register for their initial certification exam within 30 days after course completion or the System will not approve testing.

TITLE: SUBMISSION OF REQUIRED PAPERWORK FOR ALL EMS COURSES

F. EMT/Paramedic students have 90 days to finish field ride time after taking the class final. To go beyond this timeline, the student must apply in writing to the EMS MD with the reason for delay in completing field ride time. This will be evaluated on a case by case basis for allowing the student to pass the 90 day mark of completion. Delaying of the student taking the state test is at times not beneficial to passing the IDPH exam.

V. **EMR AND EMD LICENSURE**

In addition to the COURSE COMPLETION ROSTER above, the course Lead Instructor is required to assist students with and submit to the System all required licensure paperwork once an EMR or EMD student successfully completes all requirements for licensure. Please see the instructions on the System's website www.silvercrosssems.com EMD and/or LICENSURE pages.

VII. **EMS EDUCATION AGREEMENT:** The Lead Instructor of any SCEMSS course will in accordance with the IDPH EMS Rules and Regulations and this System Policy, submit all paperwork as outlined in the EMS Act and this policy.

EFFECTIVE DATE: 01-03-01

REVISED DATE: 05-01-20

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM**TITLE: NON-STAFF INSTRUCTOR UTILIZATION****POLICY:**

Adjunctive faculty may be used as instructors and/or coordinators in the various educational programs conducted by the Silver Cross EMS System. Non-staff personnel may be utilized for course coordination, presenting lectures, teaching skills, or evaluating/proctoring written and practical examinations. The EMS Lead Instructor will have direct responsibility for providing appropriate direction to non-staff personnel and monitoring the quality and effectiveness of the program. The EMS MD and Education Coordinator must approve all instructors and course coordinators for any EMS System educational program

Qualifications**1. Lead Instructor/Coordinator**

For any non-staff personnel to be considered for approval as a Lead Instructor/Coordinator of a Silver Cross EMS educational program, some or all of the following qualifications must be met, depending on the type of program:

- a. Current licensure as an EMT, A-EMT, EMT-I, Paramedic, RN, PHRN, or Physician.
- b. Minimum of two (2) years experience as an instructor and/or previous experience as a coordinator/lead instructor of a basic or advanced curriculum initial education program, forty (40) hours in length or greater.
- c. Recognition/Certification as an Instructor/Coordinator in ACLS, PHTLS or PALS as required by the governing agency of each special program.
- d. Minimum two (2) years emergency patient care or field experience.
- e. Successful completion of the IDPH EMS Instructor program with appropriate current certification.
- f. Demonstrated competency in the performance of advanced skills.
- g. Current with continuing education requirements.
- h. A licensed member of the Silver Cross EMS System.
- i. Submission of a resume or CV for record in the EMS Department.

2. Instructor/Evaluator

For any non-staff personnel to be considered for approval as an instructor/evaluator for a Silver Cross EMS educational program, some or all of the following qualifications must be met, depending on the type of program:

- a. Current licensure as an EMT, A-EMT, EMT-I, Paramedic, RN, PHRN, or Physician.
- b. Minimum of two (2) years experience as an instructor with basic or advanced curriculum.
- c. Recognition/Certification as an Instructor in ACLS, PHTLS or PALS as required by the governing agency of each special program.
- d. Minimum two (2) years emergency patient care or field experience.
- e. Demonstrated competency in the performance of advanced skills.

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM

TITLE: NON-STAFF INSTRUCTOR UTILIZATION

II. Responsibilities

1. Lead Instructor/Coordinator

Non-staff personnel approved to function as a Lead Instructor or coordinator of a Silver Cross EMS educational program may be given the following responsibilities, depending on the type of program:

- a. Maintain accurate student records as required.
- b. Periodically submit a progress report and instructor and course evaluations to the EMS Education Coordinator on the course and students.
- c. Prepare course materials using EMS Office resources.
- d. Stay **within (do not exceed) the allotted** expense budget for the program.
- e. Complete the appropriate pre and post course paperwork as required.
- f. Refer all disciplinary and academic issues to the EMS Education Coordinator.
- g. Provide remedial assistance to students as necessary.
- h. Schedule and adequately prepare other course instructors and ensure that all classroom instruction meets the objectives as specified by the System.
- i. When providing classroom instruction, assume responsibilities outlined.
- j. Adhere to System policies/procedures and the facility the class is held.
- k. The Lead Instructor must be a member of the System, licensed at a level equal to or above the level of licensure of the participants in the class they are coordinating.
- l. Successful completion of all required Silver Cross Hospital in-services.

2. Instructor

Non-staff personnel approved to function as an instructor for a System educational program may be given the following responsibilities, depending on the type of program:

- a. Obtain teaching materials from the EMS Office one (1) week prior to the date of the class.
- b. Prepare additional lecture notes as necessary following the approved learning objectives, and provide a copy to the EMS Education Coordinator or Lead Instructor.
- c. Arrive at least thirty (30) minutes prior to the start of class. If staffing a practical teaching/testing station, an earlier arrival may be required for equipment set-up and/or skill standards review with faculty.
- d. Begin class session on time and mark student attendance. Conduct class professionally and according to the standard accepted format. Class should last for entire time allotted. Shortened classes must be approved by the EMS Education Coordinator or Lead Instructor.
- e. Ensure the functional condition of the classroom and put away education materials after class.
- f. Complete post-class paperwork, attend post-course meetings, and/or provide a brief report to the EMS Education Coordinator or Lead Instructor.
- g. Adhere to System policies/procedures and the facility, which the class is held.
- h. Successful completion of all required Silver Cross Hospital in-services.

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM**TITLE: NON-STAFF INSTRUCTOR UTILIZATION****III. Competency and Performance Assessment****1. Lead Instructor/Coordinator**

In addition to the assessment mechanisms outlined for Instructor, performance of the Lead Instructor/Coordinator will be assessed as follows:

- a. Overall success rate of students on applicable licensure, certification or recognition exams.
- b. Budgetary performance related to direct expenses and efficient use of time and resources.
- c. Overall course coordination based on the assessment of the EMS Education Coordinator.
- d. Maintenance of EMS Lead Instructor license.

2. Instructor

Instructor competency and performance may be assessed as follows:

- a. Student evaluations.
- b. Student performance on quizzes or exams.
- c. Direct observation of the Lead Instructor or EMS Education Coordinator.
- d. Demonstration of skills and/or knowledge base, assessed by the Lead Instructor or EMS Education Coordinator.

3. Faculty/Instructor Evaluation

Students will complete faculty/instructor evaluations for each individual who lectures or participates in a practical lab or evaluation station. These evaluations will be collected by the Education Coordinator and routed to the EMS Instructor, EMS MD, and Director for review and comment. A summary of the mid-term and final course evaluation from the paramedic program will also be routed to the Education Coordinator. The Education Coordinator will contact any instructor/faculty who receives scores or comments that indicate a sub-standard performance. A report form will be completed and routed for review. Three sub-standard evaluations will require a meeting with the Director of EMS for review and action. Faculty may review their evaluations by contacting the Education Coordinator, Director or EMS MD.

4. Sub-standard Performance

Non-staff personnel determined to be performing at a sub-standard level may be released from their responsibilities prior to the end of a course or class session. Unfavorable student evaluations of 15% or greater will require remediation with the EMS Education Coordinator, EMS Director or EMS MD. Future participation with any Silver Cross EMSS Programs will be at the discretion of the EMS Education Coordinator as approved by the EMS MD.

5. Attachment A - Contract Instructor Report Form

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM**TITLE: NON-STAFF INSTRUCTOR UTILIZATION****IV. Standard of Conduct**

- I. The System incorporates the philosophy, goals and objectives of Silver Cross Hospital. It is our intent to foster competency, self-development and continued learning in a safe environment. Each instructor has an obligation to mentor our participants in educational programs with honesty, integrity and in an ethical manner. To that end, we uphold the following Standards of Conduct:
1. Promote quality health care and ethical behavior by:
 - Working together as a team in the educational process.
 - Promptly bringing to the attention of the lead instructor participant deficiencies, errors, or concerns.
 2. Ensure compliance with the law by:
 - Non-acceptance of gifts or financial arrangements that give the appearance of a bribe or improper form of consideration.
 - Ensure that all instructors are licensed and qualified to teach at the level of education they are participating in.
 3. Demonstrate respect, fairness and courtesy in the workplace.

Ensure that appropriate evaluation of participants exists regardless of race, sex, age, religion, or disability. Violence in the workplace will not be tolerated. Complaints of harassment or violence will be investigated thoroughly and promptly. Appropriate action will be taken based on the outcome of investigation. Each participant will be treated with personal worth and dignity. The Equal Employment Opportunity Commission (EOC) has declared "harassment on the basis of sex" to be a violation of Civil Rights Act of 1964. According to the EOC: "Unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when ... (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive environment."

Harassment of any nature will not be tolerated.
 4. Understand, avoid and disclose conflicts of interest

Disclosure of conflict or inappropriate solicitation of gifts or kickbacks that could be interpreted as a bribe will not be tolerated.
 5. Maintain confidentiality of Information

Each instructor will sign a confidentiality statement prior to being utilized in Silver Cross EMSS educational programs.
 6. Ensure safety and security

A safe environment designed to eliminate and minimize exposure to blood-borne pathogens will be maintained. Each instructor will be knowledgeable in fire safety and disaster management. Instructors will handle and store equipment in their designated compartments and dispose of bio-medical waste in the appropriate containers. Unsafe conditions must be reported to the lead instructor. The use or sale of any unauthorized drugs, narcotics or alcohol is prohibited at the location of any Silver Cross EMS educational programs. Those involved with this type of activity will be subject to immediate discharge.

ATTACHMENT: Contract Instructor Report Form**EFFECTIVE DATE:** 08-12-96**REVISED DATE:** 10-26-18

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM

Silver Cross Hospital
Silver Cross EMS System

Contract Instructor Report Form

Please document any concerns regarding an instructor who assists with educational programs, such as: paramedic class, specialty classes of off-site contracted courses.

Instructor Name: _____

Date of Occurrence/Concern: _____

Location of Occurrence: _____

SCH/EMS Staff Personnel: _____

Description of Concern:

Action Plan: _____

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM

TITLE: **EMT/PARAMEDIC EDUCATION PROGRAM POST-GRADUATION
STUDENT TERMINATION**

POLICY: A student's participation in a SCEMSS EMT or Paramedic Education Program may be terminated after the official designated class graduation date for due cause.

I. Termination of a Student After the Official Designated Graduation Date:

A student may find they are unable to complete the course requirements, as stated in their class specific *student Policy and Procedure Manual*, prior to the scheduled graduation date.

Silver Cross Education Program students may continue to complete course required Field Internship (Capstone) ALS team leads after the official designated class graduation date as long as they have remained in good standing as a student.

Students will have **60 days** from the date of their class specific graduation date to complete these requirements.

If a student completes the requirements, prior to this deadline, the student will be eligible to sit for the state licensing or national certification examination process.

If a student fails to complete the requirements, prior to this deadline, the student will be ineligible to sit for the state licensing or national certification examination process. This will result in the student's termination from the program.

Student's that are terminated will need to re-apply at the next appropriate application date for a subsequent EMT and/or Paramedic Education Program. These applicants will need to successfully complete the application process to attend future programs. Applicants will need to attend the entire program and meet the current program requirements. No previous course work will be valid for submission.

EFFECTIVE DATE: 08-01-93

REVISED DATE: 10-26-18

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM

TITLE: **REQUEST FOR TRANSCRIPTS (PARAMEDIC CLASS GRADUATES)**

POLICY:

Due to the confidentiality of student transcripts, the Silver Cross EMS System will require the following procedure for obtaining transcripts:

- I. Students requesting transcripts from SCEMSS Paramedic courses taught in conjunction with Joliet Junior College with graduation dates between 2002 and 2015 will contact JJC direct for transcript/records and follow JJC's transcript request policy.

- II. SCEMSS Education records are kept for a period of not less than 7 years per SCEMSS Record Retention Policy 300-31. Students requesting transcripts from SCEMSS Paramedic or EMT courses with graduation dates within the last 7 years that were NOT listed in letter "I" of this policy will follow the process below:
 1. The individual making the request for his/her personal transcripts must complete the attached transcript request form: REQUEST FOR OFFICIAL TRANSCRIPT
 2. No requests for transcripts will be taken over the telephone or from anyone seeking this information about EMS Personnel.
 3. Transcripts are not "official" unless the approved System Seal has been affixed and are delivered in the original sealed envelope
 4. Official Transcript Requests are \$25 each.

ATTACHMENT: REQUEST FOR OFFICIAL TRANSCRIPT FORM

EFFECTIVE DATE: 04-02-82

REVISED DATE: 07-20-16

SCEMSS REQUEST FOR OFFICIAL TRANSCRIPT

All requests must be printed and legible. Fax completed form to SCEMSS at 815-300-7917

Student's Full Legal Name: _____

Student's Name at time of class (if different): _____

Current Address: _____

City: _____ State: _____ Zip: _____

Cell Phone #: _____ Email: _____

Social Security #: _____ Date of Birth: _____

I attended a Silver Cross EMSS (**circle one**) Paramedic or EMT course within the last 10 years.

I graduated _____ (year)

I authorize you to release my OFFICIAL transcript to:

Name: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Payment Information:

\$25 Money Order or Check # _____ made payable to Silver Cross Hospital - EMS

I authorize you to charge my credit card below \$25.00:

Visa Mastercard AmEx Discover

Name as it appears on card: _____

Card Number: _____

Card Expiration: ____ / ____ (MM/YY)

Signature: _____ Date: _____