

SILVER CROSS EMERGENCY MEDICAL SERVICES SYSTEM

TITLE: EMS LEAD INSTRUCTOR

POLICY: IDPH Section 515.700

- A. All SCEMSS education, training and CE courses for EMD, EMR, EMT, A-EMT/EMT-I, Paramedic, PHRN, and ECRN will be coordinated by at least one System approved IDPH licensed EMS Lead Instructor. A program may use more than one EMS Lead Instructor. A single EMS Lead Instructor may simultaneously coordinate more than one program or course.
- B. To become an IDPH licensed EMS Lead Instructor an individual must first:
1. Be a current IDPH licensed EMT, A-EMT/EMT-I, Paramedic, PHRN, RN, or Physician with a minimum of four years of experience in EMS emergency care;
 2. Have at least two years of documented EMS classroom teaching experience within our EMS System or with one of our SCEMSS education programs. The EMS MD or designee (System Manager or Education Coordinator is recommending they pursue a LI licensure; and
 3. Successfully complete the NAEMSE Lead Instructor Level I Education Course.
- C. For **INITIAL LICENSURE**: Once a qualified individual successfully completes the NAEMSE Lead Instructor Level I course, they will need to submit the following 3 items to the EMS System Operations Coordinator **within 90 days of course completion**. The System will complete the appropriate IDPH forms and submit all required paperwork to IDPH for processing. The instructor will receive an email from IDPH with payment instructions and PIN. Once the instructor pays, IDPH will issue the Lead Instructor license valid for 4 years. There is no license for Lead Instructor II.
1. A copy of the NAEMSE Lead Instructor Level I Certificate of Completion.
 2. A completed IDPH Renewal Notice/Child Support/Personal History Statement form printable from IDPH website: <http://dph.illinois.gov/sites/default/files/forms/ems-renewal-notice-011717.pdf> . Check mark both statements appropriately, fill out all blanks, and sign.
 3. A brief 1-page summary of teaching experience of the classes taught over the previous 2 years within the Silver Cross EMS System at the EMD, EMR, EMT, Paramedic, or PHRN level. The list must include name, cell, email and summarized list of classes with dates and locations: Example: xyz FD CE classes 2020-2021 or xyz Paramedic class 2020-2021.
- D. For **LICENSE RENEWAL**: The EMS Lead Instructor must complete the following 3 items for renewal at least 60 days **prior** to the LI license expiration. The System's EMS MD, upon receipt of items 2 and 3, will issue a letter to IDPH verifying the Lead Instructor has satisfactorily coordinated programs for the EMS System during the four-year period. IDPH will not renew a Lead Instructor license without the EMS MD's letter.
1. **ONLINE WITH IDPH**: Complete the IDPH ONLINE Child Support and Felony Conviction Statements and pay the \$20 renewal fee at the IDPH website: <https://emslic.dph.illinois.gov/GLSuiteWeb/clients/ildohems/Public/Verification/Search.aspx>.

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TITLE: EMS LEAD INSTRUCTOR CONTINUED

2. TO THE EMS SYSTEM : The Lead Instructor shall submit an email to the System's Operation Coordinator listing the in-System classes the instructor is teaching or has instructed over the past 4 years. Summarize the list as indicated in C. 3. The System will only renew Lead Instructors that are actively teaching within the Silver Cross System. This email will accompany the CE in section D. 3.
 3. TO THE EMS SYSTEM: The Lead Instructor shall submit to the System's Operations Coordinator, documentation of at least 40 CE hours. IDPH now requires that half of these 40 CE hours be related to the development, delivery, and evaluation of education programs.
 - **20 hours MUST be related to the development, delivery, and evaluation of education programs to meet this LI CE requirement. The Silver Cross EMS System has Lead Instructor specific CE dedicated to meet this requirement on their Moodle CE site which may be accessed through the System's website at www.silvercrosssems.com and click on the MOODLE CE PAGE.**
 - The remaining required hours (to meet or exceed the 4 hour requirement) may be CE used to meet other EMS licenses such as the Moodle CE for Paramedic, PHRN, EMT, AEMT/EMT-I, RN, etc.
- E. A LI whose license has expired, within 60 days after the expiration of the license, may submit all renewal requirements and submit the \$50 late fee (payable to IDPH in the form of a cashier's check or money order) to the System only if there is a valid reason for the late renewal. There will be no renewal past 60 days of license expiration.
- IDPH will, in accordance with Section 515.160, suspend, revoke or refuse to issue or renew the approval of an EMS LI, after an opportunity for a hearing, when findings show one or more of the following: the EMS LI has failed to conduct a course in accordance with the curriculum prescribed by the EMS Act and IDPH code 515; or the EMS LI has failed to comply with protocols prescribed by IDPH and the System sponsoring the course.*
- H. The EMS Lead Instructor will be responsible for the following:
1. Ensuring all State rules and System policies are met including policy 100-01.
 2. Ensuring that no EMT education program begins until after the IDPH issues its formal written pre-approval, which will be in the form of a numeric site approval code; and
 3. Ensuring that all materials presented to participants comply with the national EMS education standards, as modified by IDPH and are approved by both IDPH and the EMS System. No other methods of assessment or intervention may be presented.

EFFECTIVE DATE: 04-30-92

REVISED DATE: 10-29-21