



South Cook County Emergency Medical Service System
Ingalls Memorial Hospital
One Ingalls Drive, Harvey, Illinois 60426
Phone: 708-915-6900 Fax: 708-915-2743

SYSTEM ENTRANCE PACKET

Dear Applicant:

You will be required complete the following System Entrance requirements outlined in this packet. You will not be allowed to test until you have received this packet along with a copy of the SMOs and have the information listed below. The System Entrance requirements are also found on the Region VII website: www.regionviiems.com

1. Letter of verification from current EMS System to include documentation of current continuing education.
2. Letter of employer verification.
3. Current EMT-Paramedic license.
4. Current AHA *or* Red Cross CPR course card.
5. Verification of minimum score of 80% on most recent Region VII SMO Update exam. Successful completion (80%) of a Math and EKG exam.
6. Current Illinois Driver's license
7. Entrance fee of \$25.00

Please call the EMS office at 708-915-6900 to schedule a testing day/time when you have the above requirements. The EMS office is located in the University & College Center of South Suburban College (16333 Kilbourn, Oak Forest, IL)

One retake will be allowed on each examination. These retakes must be taken within three months of the original examination. Should a failure occur on the second attempt, an interview evaluation will be scheduled with the Medical Director. The Medical Director will determine if additional testing will be required.

It is the responsibility of each individual to become familiar with and have an understanding of the South Cook County EMS Policies and Procedures.

FACT SHEET

The South Cook County Emergency Medical Service System is comprised of approximately 530 square miles. There are over 1400 paramedics actively functioning in this System serving approximately 1.2 million people.

Our EMS System has many parts of all levels: Ingalls Hospital is the Resource Hospital, there are eight associate hospitals (Little Company of Mary Hospital, Palos Community Hospital, MetroSouth Medical Center, Munster Community Hospital, St. James Hospital - Olympia Fields Campus, St. James Hospital - Chicago Heights Campus, St. Margaret Hospital, and South Suburban Hospital); two private ambulance services, and 43 fire departments providing emergency medical services in either basic or advanced life support capacity.

It has been recommended that each department have an EMS Coordinator who attends meetings and remains a liaison between the department and the hospital. Please ask your Chief who the EMS Coordinator is at your department.

Our Emergency Medical Service office has Education Coordinators who are responsible for training programs, and an EMS Director who is responsible for the overall specifics of the EMS System. The Medical Director is medically responsible for all field actions.

Please feel free to call the office for clarification, or if you have any questions, during the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.

1/97
Revised: 3/98
Revised: 3/00
Revised: 8/02
Revised: 1/04
Revised: 2/09
Revised: 1/13



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SYSTEM ENTRANCE PERSONAL/PROFESSIONAL DATA SHEET

NAME _____

HOME ADDRESS _____

CITY/STATE _____ ZIP _____

DOB _____ Social Security Number: _____

HOME PHONE _____ WORK PHONE _____

CELL PHONE _____ Email: _____

IDPH # _____ RECERT DATE _____

DEPARTMENT AFFILIATION (PRIMARY) _____

DEPARTMENT AFFILIATION (SECONDARY) _____

RESOURCE HOSPITAL _____

GRADUATE OF _____

MONTH & YEAR OF GRADUATION _____

DATE OF STATE TEST _____

COMMENTS _____

Entrance Fee Paid

Ingalls Memorial Hospital			
EMS	Section	General Information	
Reviewed By	EMS Manager	1/2011	
Revised By	EMS Manager	1/2013	
Title	EMT-P RELICENSURE	Pages	2

The procedure listed below will be utilized for relicensure. Each paramedic is expected to fully comply with the procedure which is as follows:

1. Relicensure Sessions will be held during the year.
 - A. These sessions will include two components.
 - Mandatory Study Booklet must be submitted at the time of testing. All study booklets will be graded on a pass/fail basis. Any individual who does not submit a study booklet will not be allowed to take the test.
 - Mandatory Testing Sessions covering material in study booklet. Achievement of an 80% or better is required.
 - B. The continuing education hours for relicensure sessions are as follows:
 - Study booklet - 3 hours
 - Test - 1 hour
2. An individual may decide to take relicensing examinations at the EMS office. The completed mandatory study booklet must be submitted prior to taking the examination.
3. If an individual fails a specific examination, they must review relevant textbook material and schedule a retake examination in the EMS office. Those individuals who fail a second time must schedule a review session and oral examination with a coordinator in the EMS office.
4. All mandatory testing and continuing education requirements must be documented at the EMS office according to the following schedule: (sample)

June Relicensure - May 31
December Relicensure - November 30
5. Any paramedic who is found to have compromised the validity of any testing tool through theft, reproduction of any means, plagiarism or alteration of any answer sheet or through the use of any extraneous material during testing will be placed on suspension and will be required to retest for that portion of the relicensure process.
6. Each paramedic will receive notification of accumulated continuing education hours on a regular basis. All necessary hours must be completed and recorded every two years.
7. Department coordinators and the Chief/Owner, where applicable, will be notified when any individual fails a portion of either examination or fails to meet the continuing education requirements outlined in numbers one and two. Any individual suspended for failing to meet relicensure requirements may have his/her case discussed at a System Review Board. See Disciplinary Review Policy.

8. Names of those individuals who successfully complete the relicensure requirements, have a current C.P.R. card, and complete the continuing education requirements will then be submitted to the Illinois Department of Public Health for relicensure when appropriate. These requirements must be on file in the EMS office of Ingalls Hospital at least 30 days prior to the paramedic's expiration date. The EMT-P is required to complete IDPH requirements (child support, felony statement, payment, etc.) on-line prior to licensure expiration date.
9. Paramedics who do not meet the above requirements will not be recommended for relicensure.
10. This policy and procedure is on file at the Illinois Department of Public Health and is in compliance with the current Illinois Department of Public Health Rules and Regulations.
11. An EMT-P who has reverted to EMT-B status may be subsequently relicensed as an EMT-P, upon recommendation of the Medical Director. The individual must have an active EMT-B card, current CPR card and complete any retraining, education and retesting as deemed necessary.
12. An EMT-P whose license has expired may, within 60 days after expiration, submit all relicensure material as required and pay a fee of \$100.00 (\$50.00 to Illinois Department of Public Health, as required and \$50.00 to the Resource Hospital for process payment). If all material is in order and there is no disciplinary action pending, the Illinois Department of Public Health will relicense the EMT-P.
13. An EMT-P whose license has been expired for less than 36 consecutive months may apply for reinstatement by IDPH. Reinstatement shall require that the applicant submit satisfactory proof of completion of continuing medical education and clinical requirements in accordance to IDPH's rules and regulations regarding paramedic continuing education and training. The applicant shall also submit (see Region VII Reinstatement Policy):
 - A. A letter of recommendation from the EMS Medical Director attesting to the applicant's clinical qualification for retesting and a statement that the applicant has demonstrated competency of all skills at the level of EMT-P.
 - B. The applicant shall pass an IDPH approved test for the level of EMT-P.
 - C. Pay a \$100.00 fee (\$50.00 money order, cashier's check or organization check only, made payable to IDPH, \$50.00 fee made payable to Ingalls Hospital EMS program).
 - D. Complete the IDPH Reinstatement Form.
 - E. Current CPR Card.
 - F. Complete an IDPH Child Support Statement Form.
16. Any EMT-P who is non-aligned (no provider department affiliation) may be assessed a \$50.00 administration fee for relicensure, payable to Ingalls Hospital EMS.

Ingalls Memorial Hospital			
EMS	Section	General Information	
Reviewed By	EMS Manager	1/2011	
Revised By	EMS Manager	1/2013	
Title	EMT-P CONTINUING EDUCATION	Pages	1

Each paramedic must obtain a minimum of 60 hours of continuing education at midpoint and a total of 120 hours of continuing education at relicensure per Illinois Department of Public Health Section 535.530.

1. Didactic continuing education may be accumulated utilizing the following guidelines:

- Mandatory continuing education sessions provided by this System must be attended in order to meet licensure requirements.
- Appropriate all day seminars approved by this System for hour-for-hour credit (documentation of attendance is required).
- Continuing education sessions offered by this System (hour-for-hour credit).
- Other System continuing medical education approved and accredited by the Illinois Department of Public Health with a site code for hour-for-hour credit (documentation of attendance is required).
- Lectures to various groups on first aid and C.P.R. classes if certified as a CPR Instructor.
- Presentation of lecture in EMT, paramedic, or continuing education class. (Two hours credit for each hour of lecture time-any lecture repeated in one year's time will be individually evaluated.)
- E.R.T. and Hazardous Materials Courses

2. Field/Clinical time may be accumulated utilizing the following guidelines:

- A maximum of 30 field/clinical hours may be accumulated in a two year time-frame.
- Field time is accumulated through documentation care given on ALS calls. For each ALS call, .25 credit will be given (4 calls = one hour). It will be the responsibility of the Department Chief/Coordinator to document and verify their personnel's field time. This field time documentation must be submitted to the EMS office on a regular basis and include the signature of the Department Chief/Coordinator.
- Eight hours can be accumulated through documented evaluation of provisional paramedics or supervision of calls as the senior paramedic. Granted one time in each two year period. Documentation must include verification from the Chief/Owner of the Department.
- Documented practical training sessions at approved seminar workshops as well as at departments.
- Evaluation at EMT and/or paramedic practical sessions. (Time not to exceed four hours/year on any one specific skill area).
- Participating in public demonstrations which involve practical skills such as C.P.R., first aid, blood pressure screening and babysitting classes and EMT or paramedic skills up to four hours/year in any one of the areas defined above.
- Participation in documented disaster drills.
- Hospital clinical time in an Emergency Department not to exceed 8 hours in each two year period.