

Policy Title: INACTIVE STATUS (Inactivation and Reactivation requests)		No. I - 1
Board approval: 1/11/24	Effective: 1/11/24	Supersedes: 12/1/16
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Reference: EMS Rules, Section 515.600 Inactive status (Source: Amended at 42 Ill. Reg. 17632, effective September 20, 2018) and current IDPH Inactive Request Form.

<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-inactive-request-062116.pdf>

<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/ems-reactivation-request-061416.pdf>

I. POLICY

A System member who meets eligibility criteria shall submit a request to be placed on Inactive Status prior to the expiration date of their current license if they intend to return to active duty in the future. Eligibility criteria for such a request include but may not be limited to personal (i.e., active military service, sabbatical), physical, mental or emotional reasons if the inability to perform the essential functions of an EMS clinician within their licensure scope of practice **persists longer than six months**. During the inactive status, the EMS licensee shall not function as an EMS clinician at any level.

II. Application for inactive status

- A. To request inactive status, the individual must have the approval of their employer and submit the request and supporting documents in writing to the EMS Administrative Director.
- B. **EMS INACTIVE Request** form prescribed by IDPH; signed by the individual (See link above or go to the IDPH EMS website: IOCI 16-156) including the requestor's written request to the EMS MD for inactive status and verification that they will not function as an EMS clinician at any level during the inactive status; and
- C. **CE verification:** Verification that EMS CE is up to date. If not current, an explanation must be attached.
- D. **Original current EMS license:** Required to relinquish their current EMS license to IDPH. No photocopies are accepted. If they are not in possession of the original copy of the current license, they must attest to that fact in writing in their request for inactive status.
- E. When all required elements are received by the NWC EMSS office, the EMS Administrative Director will present the request to the EMS MD, gain their approval, and submit the request in writing to IDPH. IDPH will review all requests for inactive status and will notify the EMS MD in writing of their decision based on the EMS Rules and Regulations.

III. Completion of EMS CE, mandatory reviews, and/or competency assessments and testing during inactive status or medical leave

- A. System members are not required to complete EMS CE, mandatory reviews or competency assessments while on inactive status or during a medical leave of absence.
- B. If an individual desires to complete system CE, mandatory reviews and/or competency assessments while they are on inactive status or medical leave, they must have the written approval of their employer.
- C. If the eligibility for inactive status is based on a physical or emotional medical leave, the person must submit written authorization from their personal physician attesting to their fitness for duty and ability to participate in EMS classroom activities if they chose to attend System CE classes during the inactive period.

IV. REACTIVATION FROM INACTIVE STATUS

To return to active status, the applicant must submit the current IDPH REACTIVATION REQUEST FORM (see link above) to the EMS MD. The application must include a statement that the person has been examined (physically and mentally) and found capable of functioning within the EMS System; that their knowledge and clinical skills are at the active level for that individual's license; and that the clinician has completed any refresher training deemed necessary by the EMS MD and approved by IDPH. If the inactive status was based on a temporary disability, the EMS MD shall also verify that the disability has ceased.

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V. REINSTATEMENT PROCESS in the NWC EMS SYSTEM

- A. The Resource Hospital must receive the IDPH REACTIVATION Request form from the individual with approval by the individual's employer to begin the process of returning the person to active duty.
- B. If inactive status was granted for physical or emotional disability, the EMS MD must be provided with a signed statement from the person's Primary Care Practitioner (PCP) releasing them to full duty without restrictions
- C. The individual must complete all mandatory CE and make up sufficient In-station classes that were missed during the inactive period to render them in good standing within the System per System Policy C2 prior to returning to active duty. The EMS MD and EMS Administrative Director will review the individual's record with the assigned Hospital EMSC-educator to determine the nature of CE that will be required.
- D. There shall be no charge to make up missed CE ~~or exams~~. If the inactive period exceeded 6 months, competency must be demonstrated for required skills through lab simulations and supervised clinical practice prior to reinstatement. This may necessitate hospital clinical time in the ED and/or OR.
- E. The EMS MD reserves the option to further evaluate the person's fitness for EMS duty by conducting a physical exam.
- F. After the individual meets all criteria for reactivation, the EMS MD will approve the Reactivation Request Form and forward to IDPH to request reinstatement to active status. Copies of the request shall be forwarded to the individual's employer.
- G. The EMS MD may recommend a probationary period after the individual is returned to active status during which time a System preceptor will monitor the individual's performance and report their findings to the EMS Administrative Director and the employer's designee.
- H. An EMS clinician cannot be relicensed/re-recognized while on inactive status. If the license expiration date passes while on Inactive status, the EMSS shall relicense the individual at the time the reactivation request is processed.

 Matthew T. Jordan, MD, FACEP
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